

## Academic Deadline Calendar - 2009-10

ADVISING				
Date	Activity	From	To	Faculty Handbook Citation
2-Nov	Advising for J-term/Spring 2010 begins			
9-Nov	J-term/Spring 2010 Registration begins	Chair/Dean		
5-Apr	Advising for Summer and Fall 2010 begins			
12-Apr	Registration by appointment for Summer and Fall 2010 begins			
ANNUAL REPORTS				
Date	Activity	From	To	Faculty Handbook Citation
1-Jun	Annual activity reports and self-evaluations (all faculty)	Faculty members	Chair/Dean	97 (1.a.); 99 (chart)
15-Jul	Unit Annual Reports due	Chair/Dean	Provost	
ANNUAL REVIEWS				
Date	Activity	From	To	Faculty Handbook Citation
15-Jul	Draft - fourth or fifth year post tenure faculty review	Chair/Dean	Tenured faculty	99 (chart)
15-Jul	Draft - annual review pre-tenure faculty due	Chair/Dean	Pre-tenure faculty	99 (chart)
31-Aug	Evaluations of chairs & directors shared by deans			74
15-Sep	Final annual review for Pre-tenure faculty	Chair/Dean	Provost	97(1.b.) & 99 (chart)
15-Sep	Fourth or fifth review of tenured faculty due	Chair/Dean	Provost	97
15-Sep	Written and signed record of meeting btwn chair/dean and faculty to discuss annual review	Chair/Dean	Provost	97(1.b.)
30-Sep	Evaluation of Chair	Dean	Provost	74 (5.)
15-Jan	Dept. & Schools Nomination and Terms of Office for Administrators due	Dept./Schools	President	73
15-Feb	Dept., Schools & Divisions: Evaluation of Administrators Completed	Faculty	Office of the Provost	73
18-Feb	Draft - 3rd year pre-tenure reviews	Chair/Dean	Faculty	97-107
26-Feb	3rd year pre-tenure review due (final)	Chair/Dean	Provost	97 (1.e.); 99 (chart)
15-Mar	Results of Administrative Evaluations	Office of the Provost	President's Office	73
AWARDS				
Date	Activity	From	To	Faculty Handbook Citation
15-Oct	Faculty Excellence Nominations due	Deans	Provost	Date set by Provost Office
6-Nov	Names due for Honors/Awards in Fall Commencement Bulletin	Chairs and Deans	Registrar's Office	
12-Feb	Regency Advancement Award applications due	Faculty	Deans	113-115
26-Feb	Regency Advancement Award applications due	Deans	Office of the Provost	
19-Mar	Regency Advancement Award results announced	Office of the Provost		113-115
16-Apr	Names due for Honors/Awards in Spring Commencement Bulletin	Chairs and Deans	Registrar's Office	
31-May	Regency Advancement Award final reports due	Previous Year's Award Recipients	Office of the Provost	
BUDGET PLANNING				

NOTE: For Information on the 2010-11 Budget Planning Calendar: <http://www.plu.edu/~fiop/budget-finance/home.html##plan>

Internal Budget Deadlines for Academic Area will be provided by the Office of the Provost

**EDUCATIONAL POLICIES COMMITTEE**

Date	Activity	From	To	Faculty Handbook Citation
1-Nov	EPC proposals for 2010 Summer and Fall due	Proposer	EPC	82
1-Apr	EPC proposals for J-term and Spring for 2011 due	Proposer	EPC	82

**FACULTY EXECUTIVE COMMITTEE AND FACULTY ASSEMBLY DATES**

Date	Activity	From	To	Faculty Handbook Citation
31-Aug	Call for Agenda for Faculty Assembly	Office of the Provost		
4-Sep	Faculty Executive Committee meets			
4-Sep	Faculty Assembly Items due by noon	Faculty	Office of the Provost	
11-Sep	Faculty Assembly Meeting			
28-Sep	Call for Agenda for Faculty Assembly	Office of the Provost		
2-Oct	Faculty Executive Committee meets			
2-Oct	Faculty Assembly Items due by noon	Faculty	Office of the Provost	
9-Oct	Faculty Assembly Meeting			
2-Nov	Call for Agenda for Faculty Assembly	Office of the Provost	Faculty	
6-Nov	Faculty Assembly Items due by noon	Faculty	Office of the Provost	
6-Nov	Faculty Executive Committee meets			
13-Nov	Faculty Assembly Meeting			
30-Nov	Call for Agenda for Faculty Assembly	Office of the Provost		
4-Dec	Faculty Assembly Items due by noon	Faculty	Office of the Provost	
4-Dec	Faculty Executive Committee meets			
11-Dec	Faculty Assembly Meeting			
1-Feb	Call for Agenda for Faculty Assembly	Office of the Provost		
5-Feb	Faculty Assembly Items due	Faculty	Office of the Provost	
5-Feb	Faculty Executive Committee meets			
12-Feb	Faculty Assembly Meeting			
1-Mar	Call for March Agenda for Faculty Assembly	Office of the Provost		
5-Mar	Faculty Assembly Items due	Faculty	Office of the Provost	
5-Mar	Faculty Executive Committee meets			
12-Mar	Faculty Assembly Meeting			
5-Apr	Call for Agenda for Faculty Assembly			
9-Apr	Faculty Assembly Items due	Faculty	Office of the Provost	
9-Apr	Faculty Executive Committee meets			
16-Apr	Faculty Assembly Meeting			
3-May	Call for May Agenda for Faculty Assembly	Office of the Provost		
7-May	Faculty Executive Committee meets			
7-May	Faculty Assembly Items due	Faculty	Office of the Provost	
14-May	Faculty Assembly Meeting			

**FACULTY TEACHING EVALUATIONS**

Date	Activity	From	To	Faculty Handbook Citation
24-Aug	Summer Faculty Teaching Evaluations and Summaries distributed	Office of the Provost	Deans	89-90
9-Oct	Faculty Teaching Evaluations for early ending fall courses distributed	Office of the Provost	Faculty	
23-Nov	Faculty Teaching Evaluations sent out for Fall Semester	Office of the Provost	Faculty	89-90
18-Dec	Last Day to Receive Faculty Teaching Evaluations for Fall Semester	Office of the Provost	Office of the Provost	

19-Jan	Faculty Teaching Evaluations and Summaries for Fall semester delivered	Office of the Provost	Deans	89-90
19-Jan	J-Term Teaching Evaluations distributed	Office of the Provost	Faculty	89-90
2-Feb	Last day for evaluations to be turned in for J-Term	Students	Office of the Provost	
22-Feb	Faculty Teaching Evaluations and Summaries for J-Term delivered	Office of the Provost	Deans	89-90
8-Mar	Faculty Teaching Evaluations for early ending spring courses sent out	Office of the Provost	Faculty	89-90
3-May	Faculty Teaching Evaluations sent out for Spring Semester	Office of the Provost	Faculty	
28-May	Last Day for evaluations to be turned in for Spring Semester	Students	Office of the Provost	

**MISCELLANEOUS DATES**

Date	Activity	From	To	Faculty Handbook Citation
1-Jun	Summer Term I Begins			
27-Jun	Summer Term I Ends			
29-Jun	Summer Term II Begins			
3-Jul	Independence Day (Observed)			
25-Jul	Summer Term II Ends			
27-Jul	Workshop Week Begins			
1-Aug	Workshop Week Ends			
25-26 Aug	New Faculty Orientation	Responsibility of the Office of the Provost		
2-3 Sept	University Fall Conference			
7-Sep	Labor Day (Observed)			
03-07 Sep	Student Orientation			
8-Sep	Convocation & First Day of Classes	Responsibility of Registrar's Office		
October 4-6	Fall Board of Regents meeting			
20-Oct	Faculty Scholarship Dinner	Responsibility of the Office of the Provost		
23-Oct	Mid-Semester Break - no classes. PLU offices open			
25-Nov	Thanksgiving Recess Begins (1:35 pm)			
1-Dec	Graduate theses or research paper for Dec 2009 graduates due	Students	Provost Office	
4-Dec	Junior Review completed forms due to Student Services	Students	Student Services	
12-Dec	Fall Commencement (at 10:30 am)			
12-Dec	Last day of Fall classes (finals start on Monday)			
14-Dec	Final Exam Week Begins			
15-Dec	Phased Retirement requests and reductions in load for AY 2011-12 due	Faculty	Office of the Provost	111 (4.)
18-Dec	Fall Term Ends			
December 19- January 4	Christmas Break			
5-Jan	J-Term begins			
18-Jan	Martin Luther King, Jr. Holiday			
Jan 22-23	Winter Board of Regents Meeting			
2-Feb	J-Term ends			
February 2-8	J-Term Recess			
9-Feb	Spring Term Begins			
15-Feb	President's Day (observed)			
29-Mar	Spring/Easter Recess Begins - No classes - PLU offices are closed April 2			
5-Apr	Spring/Easter Recess Ends - Classes Resume at 11:15 a.m.			
Apr 30-May 1	Spring Board of Regents meeting			
13-May	Student/Faculty Research Celebration	Office of the Provost		
May 24-28	Spring term finals week			
28-May	Spring Term Ends			
29-May	Arete Society Luncheon	Responsibility of the Office of the Provost		
30-May	May Commencement (at 2:30 pm)	Responsibility of the Registrar's Office		

31-May	Memorial Day (Observed)			
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**RANK AND TENURE**

Date	Activity	From	To	Faculty Handbook Citation
29-May	Candidates for tenure/prom to assoc prof submit names and addresses of referees	Candidates	Rank and Tenure	97-107
1-Jun	Committee requests recommendations from the candidate's department/school colleagues and from candidate's on-campus referees	Rank and Tenure	On-campus referees	
10-Jun	Committee requests recommendations from off-campus referees for tenure/promotion associates			
11-Sep	Tenure and promotion files due	Candidate	Rank and Tenure	97-107
11-Sep	List of candidates for tenure and promotion to assoc. professor distributed to faculty	Rank and Tenure	Faculty	97-107
21-Sep	Deadline for receipt of tenure/prom to assoc prof recommendations	Off & On-campus referees	Rank and Tenure	97-107
7-Oct	R&T sends deadline for nominations for promotion to professor to chairs and deans	Rank and Tenure	Chairs/Deans	
2-Nov	R&T send notice of deadline for nominations for promotion to professor to all faculty	Rank and Tenure	Faculty	97-107
30-Nov	R&T report recommendation to President, Candidates, Chair and Deans (for tenure/promo to Assoc Prof)	Rank and Tenure	President, Candidates, Chairs and Deans	97-107
1-Dec	Deadline for nominations to professor	Faculty	Rank and Tenure	97-107
8-Dec	R&T meets with candidate for promotion to professor (and chairs and deans)	Rank and Tenure	President, Candidates, Chairs and Deans	97-107
14-Dec	R&T receives names of referees from professor candidates	Candidate	Rank and Tenure	97-107
16-Dec	R&T sends the list of candidates for promotion to professor to all faculty	Rank and Tenure	Faculty	97-107
17-Dec	R&T requests recommendations to on-campus referees for professor candidates	Rank and Tenure	On-campus referees	97-107
21-Dec	R&T requests recommendations to off-campus referees for professor candidates	Rank and Tenure	Off-campus referees	
5-Feb	Promotion file deadline for professor	Candidate	Rank and Tenure	97-107
5-Feb	Deadline for receipt of promotion recommendations for Professor	Off & On-campus referees	Rank and Tenure	97-107
12-Mar	R&T sends notice of deadline for nominations for prom to assoc prof to chairs and deans			
26-Mar	R&T sends notice of deadline for nominations for prom to assoc prof to all faculty	Rank and Tenure		97-107
9-Apr	Provost sends list of tenure candidates to R&T Committee	Provost	Rank and Tenure	97-107
30-Apr	Deadline for nominations for promotion to associate professor	Faculty	Rank and Tenure	97-107

**REGISTRAR'S OFFICE**

Date	Activity	From	To	Faculty Handbook Citation
26-May	J-term/Spring 10 Class schedule: First proof sent to depts	Registrar's Office	Chairs and Deans	
1-Jun	Grades due for Spring 2009	Faculty	Registrar's Office	
26-Jun	Registrar's Office to complete degree posting for May 2009	Registrar's Office		
25-Jul	09-10 Catalog Complete	Registrar's Office		
15-Aug	09-10 Catalog received for distribution	Registrar's Office	Faculty	
31-Aug	Degree Audit appointments begin for Dec/Jan graduates	Registrar's Office	Students	
31-Aug	Last day to move students from waitlist to regular roster	Registrar's Office		
31-Aug	Print Fall term emergency class rosters	Registrar's Office	Faculty	
8-Sep	Convocation & First Day of Classes	Responsibility of Registrar's Office		
8-Sep	Fall 2009 Freshman/Transfer info entered into Banner	Registrar's Office		
18-Sep	J-Term/Spring 2010 Class Schedule: First proof due	Chairs and Deans	Registrar's Office	
21-Sep	Last day to drop a class without faculty signature.			
28-Sep	Updated CAPP Reports available for all currently enrolled students	Registrar's Office		
25-Sep	J-Term/Spring 10 class schedules: Sent to departments for 2nd proof			
28-Sep	J-term/Spring 10 class schedules: distribute front/back pages for review (due 09-Oct)	Registrar's Office	Chairs and Deans	
1-Oct	Begin Junior Review process	Registrar's Office		
6-Oct	Incomplete reminders sent out	Registrar's Office	Faculty	
9-Oct	J-Term/Spring 10 class schedule: 2nd proof due	Chairs and Deans	Registrar's Office	

20-Oct	Incomplete grades due for Spring & Summer 2009	Faculty	Registrar's Office	
26-Oct	J-term/Spring 2010 registration appt set up complete	Registrar's Office		
28-Oct	Mid-term advisory grades due	Faculty	Registrar's Office	
30-Oct	Junior Reviews available to students/staff/faculty	Registrar's Office		
30-Oct	Request for 10-11 (Su10, Fa10, J11, Spr 11) courses distributed (back to Registrar by 01-Dec)	Registrar's Office	Chairs and Deans	
2-19 Nov	Advising Weeks for J-Term and Spring 2010 Registration			
10-Nov	J-Term and Spring 2010 Registration (by appointment) begins			
20-Nov	List of candidates for Dec/Jan degrees (FA)	Registrar's Office	Faculty Assembly	
23-Nov	Updated CAPP Reports available for all currently enrolled students	Registrar's Office		
24-Nov	Last day to withdraw from a class. Faculty signature is required for student to withdraw			
1-Dec	Deadline for May/August 2010 graduation applications and final APC's	Students	Registrar's Office	
2-Dec	Printed list of candidates to receive degrees in Dec. and Jan. to FEC	Registrar	Faculty Executive Committee	
5-Dec	Printed list of Dec/Jan degree candidates to Faculty Assembly	Registrar	Faculty Assembly	
22-Dec	Print emergency class rosters (J-Term)	Registrar's Office	Faculty	
4-Jan	Grades due for Fall 2009	Faculty	Registrar's Office	
11-Jan	Complete degree posting for December 2009	Registrar's Office		
12-Jan	Degree audit appointments begin (through Feb 21)	Registrar's Office		
18-Jan	Summer/Fall 11 Class schedule: 1st proof sent to departments	Registrar's Office	Chairs and Deans	
18-Jan	Martin Luther King Jr. Day (Observed)			
29-Jan	Diplomas printed and mailed for December 2009 graduates	Registrar's Office		
9-Feb	Grades due for J-Term 2010	Faculty	Registrar's Office	
19-Feb	Complete degree posting for January 2010	Registrar's Office		
22-Feb	Summer/Fall 10 class schedule: 1st proof due	Chairs and Deans	Registrar's Office	
22-Feb	Updated CAPP Reports available for all currently enrolled students	Registrar's Office		
26-Feb	Diplomas printed and mailed for January 2010 graduates	Registrar's Office		
1-Mar	Begin Junior Review process	Registrar's Office		
8-Mar	Summer/Fall 10 class schedule: final proof sent out	Registrar's Office	Chairs and Deans	
22-Mar	Summer/Fall 10 Class Schedule: final proof due	Chairs and Deans	Registrar's Office	
2-Apr	Junior Reviews available to students/staff/faculty	Registrar's Office		
12-Apr	Send list of graduation candidates for May/Aug degree (FA)	Registrar's Office	Faculty Assembly	
16-Apr	Names due for Honors/Awards in Commencement Bulletin	Chairs and Deans	Registrar's Office	
30-Apr	Junior Review: Completed forms due to Student Services	Students	Student Services	
5-May	Print and send list of candidates for May/Aug degree (FA)	Registrar's Office	Faculty Assembly	
29-May	10-11 Catalog: 1st proof completed	Registrar's Office	Deans and Chairs	
4-Jun	Grades due for Spring 2010	Faculty	Registrar's Office	
<b>SABBATICAL</b>				
<b>Date</b>	<b>Activity</b>	<b>From</b>	<b>To</b>	<b>Faculty Handbook Citation</b>
15-Sep	Post-sabbatical reports and self-assessments	Returning faculty	Provost	99 (chart)
15-Oct	Final Sabbatical Application/Special Leave Request for AY 2009-10	Faculty	Office of the Provost	115(6.)
1-Nov	Draft - Post-sabbatical reviews due	Chair/Dean	Faculty	98 (2.ii.); 99 (chart)
1-Nov	Performance Review based on post-sabbatical due	Chair/Dean	Office of the Provost	98
15-Nov	Final of Post Sabbatical Review AND Post-Sabbatical Report and Self Assessment due	Chair/Dean	Office of the Provost	98 (2.ii.); 99 (chart)
15-Dec	2011-2012 Sabbatical Initial application due	Faculty	Office of the Provost	115 (5.)
<b>WANG CENTER</b>				

NOTE: For Information on the 2009-10 Wang Center Study Away deadlines: <http://www.wangctr@plu.edu>