

Academic Deadline Calendar - 2017-18

Date	Activity	From	To
30-May	Summer Session Begins (Graduate)		
31-May	Candidates for tenure/prom to assoc prof submit names and addresses of referees	Candidates	Rank and Tenure
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
2-Jun	Electronic Faculty Activity Report (eFAR) opens for AY 2017-18		
5-Jun	Summer Term I Begins (Undergrad)		
9-Jun	Committee requests recommendations from off-campus referees for tenure/promotion associates	Rank and Tenure	Off-campus referees
12-Jun	Academic Standing/Dean's List assessment complete for Spring 2017		
19-Jun	Registrar's Office to complete degree posting for May 2017		
30-Jun	Summer Term I Ends (Undergrad)		
3-Jul	Summer Term II Begins		
4-Jul	Independence Day (Observed) PLU Offices Closed/No Class		
15-Jul	Draft - annual review pre-tenure faculty due	Chair/Dean	Pre-tenure faculty
28-Jul	Summer Term II Ends		
31-Jul	Summer Workshop Week Begins		
4-Aug	Summer Workshop Week Ends		
11-Aug	Undergraduate Grades due for Summer 2017	Faculty	Registrar's Office
18-Aug	Summer Session Ends (Graduate)		
18-Aug	Summer I and II - Results available for undergraduate programs (EvaluationKIT)		
18-Aug	Deadline for receipt of tenure/prom to assoc prof recommendations	Off & On-campus referees	Rank and Tenure
22-23 Aug	New Faculty Orientation	Responsibility of the Office of the Provost	
25-Aug	Graduate Grades due for Summer 2017	Faculty	Registrar's Office
28-29 Aug	Pre-Conference Workshops	Responsibility of the Office of the Provost	
30-31 Aug	University Fall Conference		
1-4 Sep	Student Orientation		
1-Sep	Evaluations of chairs & directors shared by deans	Dean	Chair and/or Director
1-Sep	Call for September Agenda for Faculty Assembly	Office of the Provost	
1-Sep	Summer - Results available for graduate programs (EvaluationKIT)		
1-Sep	Registrar's Office to complete degree posting for August 2017		
4-Sep	Labor Day (Observed) (PLU offices closed)		
5-Sep	Convocation & First Day of Classes	Responsibility of Registrar's Office	
5-Sep	List of candidates for tenure and promotion to assoc. professor distributed to faculty	Rank and Tenure	Faculty
8-Sep	Fall 2017 Benson-Starkovich Faculty Development Grant application opens (online)	Provost	Full-time tenure-line faculty
8-Sep	Faculty Executive Committee meets		
8-Sep	Faculty Assembly Items due by noon	Faculty	Office of the Provost
8-Sep	Tenure and promotion files due	Candidate	Rank and Tenure
15-Sep	Final annual review for Pre-tenure faculty	Chair/Dean	Provost
15-Sep	Written and signed record of meeting btwn chair/dean and faculty to discuss annual review	Chair/Dean	Provost
15-Sep	Faculty Assembly Meeting		
20-Sep	Print Fall term emergency class rosters	Registrar's Office	Faculty
29-Sep	Call for October Agenda for Faculty Assembly	Office of the Provost	
30-Sep	Evaluation of chairs & directors	Dean	Provost
1-Oct	Fall 2017 Benson-Starkovich Faculty Development Grant applications due (online)	Full-time tenure-line faculty	Provost
2-Oct	Deadline for December 2017 graduation applications		
2-Oct	Post-sabbatical reports and abstracts	Returning faculty	Provost
3-Oct	Incomplete and In-Progress grade reminders sent out	Registrar's Office	Faculty

5-Oct	Faculty Executive Committee meets (Time TBA)*		
5-Oct	Faculty Assembly Items due	Faculty	Office of the Provost
5-7 Oct	Fall Board of Regents Meeting	Responsibility of Office of the President	
11-Oct	Fall - Mid-semester opt in deadline (EvaluationKIT)	Faculty	Provost
11-Oct	R&T sends deadline for nominations for promotion to professor to chairs and deans	Rank and Tenure	Chairs/Deans
12-19 Oct	Fall - First-half term default evaluation period (course dates: 9/5-10/19) (EvaluationKIT)		
13-Oct	Faculty Assembly Meeting		
13-Oct	Incomplete grades due for Spring & Summer 2017	Faculty	Registrar's Office
13-Oct	In-Progress grades due for Spring & Summer 2016	Faculty	Registrar's Office
16-Oct	Faculty Excellence Nominations due	Deans	Provost
16-Oct	Final Sabbatical /Special Leave Request for AY 2018-19	Eligible faculty	Office of the Provost
18-22 Oct	Fall - Mid-semester opt in pre-survey open period (EvaluationKIT)		
20-Oct	Mid-Semester Break - no classes. PLU offices open		
20-Oct	J-term/Spring 2018 registration appt set up complete		
23-29 Oct	Fall - Mid-semester default evaluation period (EvaluationKIT)		
30-Oct	Call for November Agenda for Faculty Assembly	Office of the Provost	Faculty
30 Oct t 3 Nov	Advising Week for J-Term and Spring 2018 Registration		
1-Nov	EPC proposals for 2018 Summer and Fall due	Proposer	EPC
1-Nov	Study Away Proposals for J-Term, Spring Break and Summer 2019 due	Proposer	Wang Center
1-Nov	R&T send notice of deadline for nominations for promotion to professor to all faculty	Rank and Tenure	Faculty
3-Nov	Faculty Executive Committee meets		
3-Nov	Faculty Assembly Items due by noon	Faculty	Office of the Provost
6-Nov	Request to chairs for Summer 2018	Registrar's Office	Chairs and Deans
6-26 Nov	Fall - Pre-survey open period (full term courses) (EvaluationKIT)	Faculty - check enrollment, customize dates, add custom questions	
6-17 Nov	J-Term and Spring 2018 Registration (by appointment)		
7-Nov	List of December degree candidates to Faculty Assembly (Sent Tues before Nov Faculty mtg)	Registrar's Office	Faculty Assembly
10-Nov	Faculty Assembly Meeting		
13-Nov	2018-19 Wang Center Research Grant application available	Wang Center	
17-Nov	Committee completes deliberations (tenure/promotions to assoc. prof.) and confers with provost	Rank and Tenure	Provost
22-Nov	Thanksgiving Recess Begins (1:35 pm) - PLU closed Thursday and Friday		
27 Nov - 5 Dec	Fall - Default evaluation period (full term courses) (EvaluationKIT)		
27-Nov	Call for December Agenda for Faculty Assembly	Office of the Provost	
27-Nov	R&T report recommendation to President, Candidates, Chair and Deans (for tenure/promo to Assoc Prof)	Rank and Tenure	President, Candidates, Chairs & Deans
1-Dec	Faculty Executive Committee meets		
1-Dec	Faculty Assembly Items due by noon	Faculty	Office of the Provost
1-Dec	Deadline for nominations to professor	Faculty	Rank and Tenure
1-Dec	Deadline for January 2018 graduation applications		
1-Dec	Summer 2018 courses due back (1st proof)	Chairs and Deans	Registrar's Office
4-Dec	Committee deliberates requests for reconsideration, if any	Rank and Tenure	
4-9 Dec	Fall - Second-half term default evaluation period (course dates: 10/23-12/9) (EvaluationKIT)		
5-Dec	List of January degree candidates to Faculty Assembly (Sent Tues before Dec Faculty mtg)	Registrar's Office	Faculty Assembly
7-Dec	R&T meets with candidates (and separately with their chairs/deans) to clarify procedures for promotion to professor	Rank and Tenure	President, Candidates, Chairs & Deans
8-Dec	Faculty Assembly Meeting		
9-Dec	Last day of Fall classes (Saturday classes take final)		
9-Dec	Special Board of Regents Meeting	Responsibility of Office of the President	
11-Dec	Final Exam Week Begins		
11-Dec	Committee meets with president to discuss its final recommendations	Rank and Tenure	
11-Dec	R&T receives names of referees from professor candidates	Candidate	Rank and Tenure

13-Dec	List of candidates for promotion to professor distributed to faculty	Rank and Tenure	Faculty
15-Dec	Fall Term Ends		
15-Dec	Phased Retirement requests and reductions in load for AY 2018-19 due	Faculty	Office of the Provost
15-Dec	R&T requests recommendations to on-campus referees for professor candidates	Rank and Tenure	On-campus referees
15-Dec	AY 2019-2020 Preliminary Sabbatical Requests due	Eligible faculty	Office of the Provost
16 Dec - 1 Jan	Christmas Break (PLU Closed Dec. 25 -Jan 1)		
18-Dec	R&T requests recommendations to off-campus referees for professor candidates	Rank and Tenure	Off-campus referees
22-Dec	Grades due for Fall 2017	Faculty	Registrar's Office
29-Dec	Fall - Results available (EvaluationKIT)	Provost	Deans/Chairs/Instructors
3-Jan	J-Term begins		
5-24 Jan	J-Term - Pre-survey open period (EvaluationKIT)	Faculty - check enrollment, customize dates, add custom questions	
9-Jan	Academic Standing/Dean's List assessment complete for Fall 2017		
11-Jan	Registrar's Office to complete degree posting for December 2017		
15-Jan	Martin Luther King, Jr. Holiday (No classes; PLU offices closed)		
15-Jan	Dept. & Schools Nomination and Terms of Office for Administrators due	Dept./Schools	President and Provost Office
19-Jan	Academic Year 18-19 Class schedule: 1st proof sent to departments	Registrar's Office	Chairs and Deans
25-31 Jan	J-Term - Default evaluation period (EvaluationKIT)		
29-Jan	Call for February Agenda for Faculty Assembly	Office of the Provost	
31-Jan	J-Term ends		
1-Feb	Summer 2018 proof due back (2nd proof)	Chairs and Deans	Registrar's Office
2-6 Feb	J-Term Recess		
2-Feb	Faculty Assembly Items due	Faculty	Office of the Provost
2-Feb	Faculty Executive Committee meets		
2-Feb	Promotion file deadline for professor	Candidate	Rank and Tenure
2-Feb	Deadline for receipt of promotion recommendations for Professor	Off & On-campus referees	Rank and Tenure
8-10 Feb	Winter Board of Regents Meeting	Responsibility of Office of the President	
6-Feb	Grades due for J-Term 2018	Faculty	Registrar's Office
7-Feb	Spring Term Begins		
9-Feb	Faculty Assembly Meeting		
12-Feb	Fall 2018 class schedule: 1st proof due	Chairs and Deans	Registrar's Office
15-Feb	Dept., Schools & Divisions: Evaluation of Administrators Completed	Faculty	Office of the Provost
15-Feb	Registrar's Office to complete degree posting for January 2018 graduates		
16-Feb	J-Term - Results available (EvaluationKIT)	Provost	Deans/Chairs/Instructors
18-Feb	Draft - 3rd year pre-tenure reviews	Chair/Dean	Faculty
19-Feb	President's Day (observed)		
20-Feb	2018-19 Karen Hille Phillips Regency Advancement Award applications due	Faculty	Deans
23-Feb	Print Spring term emergency class rosters	Registrar's Office	Faculty
26-Feb	3rd year pre-tenure review due (final)	Chair/Dean	Provost
26-Feb	Call for March Agenda for Faculty Assembly	Office of the Provost	
1-Mar	Spring 2018 Benson-Starkovich Faculty Development Grant application opens (online)	Provost	Full-time tenure-line faculty
1-Mar	Deadline for May 2018 graduation applications		
2-Mar	Faculty Executive Committee meets		
2-Mar	Faculty Assembly Items due	Faculty	Office of the Provost
5-Mar	2018-19 Karen Hille Phillips Regency Advancement Award applications due	Deans	Office of the Provost
5-Mar	Fall 2018 class schedule: final proof sent out	Registrar's Office	Chairs and Deans
7-Mar	Spring - Mid-semester opt in deadline (EvaluationKIT)	Faculty	Provost
9-Mar	Faculty Assembly Meeting		
9-Mar	R&T sends notice of deadline for nominations for prom to assoc prof to chairs and deans	Rank and Tenure	Chairs and Deans
14-18 May	Spring - Mid-semester opt in pre-survey open period (EvaluationKIT)		
15-Mar	Results of Administrative Evaluations	Office of the Provost	President's Office
15-Mar	2018-19 Wang Center Research Grant applications due	Applicants	Wang Center

16-Mar	Fall 2018 class schedule: final proof due back from chairs	Chairs and Deans	Registrar's Office
18-23 May	Spring - First-half term default evaluation period (course dates: 2/7-3/23) (EvaluationKIT)		
19-25 May	Spring - Mid-semester default evaluation period (EvaluationKIT)		
26-29 Mar	Spring/Easter Break PLU - No classes, offices open		
29-Mar	R&T sends notice of deadline for nominations for prom to assoc prof to all faculty	Rank and Tenure	Faculty
30-Mar	Good Friday - No classes, offices closed (Classes resume Monday, April 2 at 8:00 a.m.)		
30-Mar	2018-19 Karen Hille Phillips Regency Advancement Award results announced	Office of the Provost	Award recipients
30-Mar	Committee completes deliberations and confers with provost	Rank and Tenure	
1-Apr	Spring 2018 Benson-Starkovich Faculty Development Grant application due (online)	Full-time tenure-line faculty	Provost
1-Apr	EPC proposals for J-term and Spring for 2019 due	Proposer	EPC
2-Apr	Call for April Agenda for Faculty Assembly		
6-Apr	Faculty Assembly Items due	Faculty	Office of the Provost
6-Apr	Faculty Executive Committee meets		
9-13 Apr	Advising for Summer and Fall 2018 begins		
10-Apr	List of May degree candidates to Faculty Assembly (Sent Tues before Apr Faculty mtg)	Registrar's Office	Faculty Assembly
13-Apr	Faculty Assembly Meeting		
13-Apr	Committee reports its recommendations to the president, candidates and their deans and chairs (for promotion to professor)	Rank and Tenure	
13-Apr	Provost sends list of tenure candidates to R&T Committee	Provost	Rand Tenue
13-Apr	Names due for Honors/Awards in Commencement Bulletin	Chairs and Deans	Registrar's Office
14-Apr	Undergraduate Research Symposium		
15-Apr	2018-19 Wang Center Research Grant results announced	Wang Center	Award recipients
16-27 Apr	Registration by appointment for Summer and Fall 2018 begins		
16 Apr - 6 May	Spring - Pre-survey open period (full term courses) (EvaluationKIT)	Faculty - check enrollment, customize dates, add custom questions	
21-Apr	Draft - fourth or fifth year post tenure faculty review	Chair/Dean	Tenured faculty
23-Apr	Committee deliberates requests for reconsideration, if any	Rank and Tenure	
30-Apr	Fourth or fifth review of tenured faculty due	Chair/Dean	Provost
30-Apr	Call for May Agenda for Faculty Assembly	Office of the Provost	
30-Apr	Committee meets with president to discuss its final recommendations (promotion to prof)	Rank and Tenure	
30-Apr	Deadline for nominations for promotion to associate professor	Faculty	Rank and Tenure
3-5 May	Spring Board of Regents Meeting	Responsibility of Office of the President	
4-May	Faculty Executive Committee meets		
4-May	Faculty Assembly Items due	Faculty	Office of the Provost
7-25 May	Spring - Default evaluation period (full term courses) (EvaluationKIT)		
8-May	List of August degree candidates to Faculty Assembly (Sent Tues before May Faculty mtg)	Registrar's Office	Faculty Assembly
11-May	Faculty Assembly Meeting		
14-19 May	Spring - Second-half term default evaluation period (course dates: 10/23-12/9) (EvaluationKIT)		
21-25 May	Final Exam Week Begins		
19-May	Last day of Spring classes (Saturday classes take final)		
25-May	Spring Term Ends (after last exam)		
26-May	May Commencement 2:30 p.m.	Responsibility of the President's Office	
28-May	Memorial Day (Observed - PLU Offices Closed)		
31-May	eFAR "Roll Over" option into AY 2017-18 closes (11:59 pm)		
31-May	Fall 2017 Benson-Starkovich Faculty Development Grant funds fully expended		
31-May	2017-18 Karen Hille Phillips Regency Advancement Award fund fully expended		
31-May	2017-18 Karen Hille Phillips Regency Advancement Award final reports due	Award Recipients	Office of the Provost
1-Jun	eFAR closes for AY 2017-18		
1-Jun	Self Assessment Essay due (all faculty)	Faculty members	Chair/Dean
1-Jun	Fall 2017 Benson-Starkovich Faculty Development Grant final reports due	Grant Recipients	Office of the Provost
1-Jun	18-19 Catalog: 1st proof completed	Registrar's Office	Deans and Chairs
1-Jun	Deadline for August 2018 graduation applications		

1-Jun	Grades due for Spring 2018	Faculty	Registrar's Office
4-Jun	eFAR opens for AY 2018-19		
8-Jun	Spring - Results available (EvaluationKIT)	Provost	Deans/Chairs/Instructors
15-Jun	Department/Program Annual Reports due	Chair/Director	Dean
15-Jul	Unit Annual Reports due	Chair/Dean	Provost
21-22 Aug (2018)	New Faculty Orientation	Responsibility of the Office of the Provost	
27-28 Aug (2018)	Pre-Conference Workshops	Responsibility of the Office of the Provost	
29-30 Aug (2018)	University Fall Conference		
31 Aug -3 Sep (2018)	Student Orientation	Responsibility of Student Life	
Rolling	Innovative Teaching Grant application	Faculty	Provost
BUDGET PLANNING	NOTE: Internal Budget Deadlines for Academic Area will be provided by the Office of the Provost		
WANG CENTER			
NOTE: For Information on the 2018-19 Wang Center Study Away deadlines: http://www.plu.edu/wang-center/			