

Academic Deadline Calendar - 2016-17

ADVISING			
Date	Activity	From	To
Oct 21 - Nov 4	Advising for J-Term/Spring 2017 begins		
7-18 Nov	J-term/Spring 2017 Registration (by appointment) begins	Chair/Dean	
10-13 Apr	Advising for Summer and Fall 2017 begins		
17-28 Apr	Registration by appointment for Summer and Fall 2017 begins		
ANNUAL REPORTS			
Date	Activity	From	To
1-Jun	Annual activity reports and self-evaluations (all faculty)	Faculty members	Chair/Dean
15-Jul	Unit Annual Reports due	Chair/Dean	Provost
ANNUAL REVIEWS			
Date	Activity	From	To
15-Jul	Draft - annual review pre-tenure faculty due	Chair/Dean	Pre-tenure faculty
1-Sep	Evaluations of chairs & directors shared by deans	Dean	Chair and/or Director
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
30-Sep	Evaluation of chairs & directors	Dean	Provost
15-Feb	Dept., Schools & Divisions: Evaluation of Administrators Completed	Faculty	Office of the Provost
18-Feb	Draft - 3rd year pre-tenure reviews	Chair/Dean	Faculty
26-Feb	3rd year pre-tenure review due (final)	Chair/Dean	Provost
15-Mar	Results of Administrative Evaluations	Office of the Provost	President's Office
21-Apr	Draft - fourth or fifth year post tenure faculty review	Chair/Dean	Tenured faculty
30-Apr	Fourth or fifth review of tenured faculty due	Chair/Dean	Provost
AWARDS			
Date	Activity	From	To
14-Oct	Faculty Excellence Nominations due	Deans	Provost
20-Feb	Karen Hille Phillips Regency Advancement Award applications due	Faculty	Deans
6-Mar	Karen Hille Phillips Regency Advancement Award applications due	Deans	Office of the Provost
31-Mar	Karen Hille Phillips Regency Advancement Award results announced	Office of the Provost	
18-Apr	Names due for Honors/Awards in Spring Commencement Bulletin	Chairs and Deans	Registrar's Office
31-May	Karen Hille Phillips Regency Advancement Award final reports due	Previous Year's Award Recipients	Office of the Provost
BUDGET PLANNING			

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

EDUCATIONAL POLICIES COMMITTEE

Date	Activity	From	To
1-Nov	EPC proposals for 2017 Summer and Fall due	Proposer	EPC
1-Apr	EPC proposals for J-term and Spring for 2018 due	Proposer	EPC

FACULTY EXECUTIVE COMMITTEE AND FACULTY ASSEMBLY DATES

Date	Activity	From	To
1-Sep	Call for September Agenda for Faculty Assembly	Office of the Provost	
9-Sep	Faculty Executive Committee meets		
9-Sep	Faculty Assembly Items due by noon	Faculty	Office of the Provost
16-Sep	Faculty Assembly Meeting		
3-Oct	Call for October Agenda for Faculty Assembly	Office of the Provost	
6-Oct	Faculty Executive Committee meets (Time TBA)*		
5-Oct	Faculty Assembly Items due TBA*	Faculty	Office of the Provost
14-Oct	Faculty Assembly Meeting		
31-Oct	Call for November Agenda for Faculty Assembly	Office of the Provost	Faculty
4-Nov	Faculty Executive Committee meets		
4-Nov	Faculty Assembly Items due by noon	Faculty	Office of the Provost
11-Nov	Faculty Assembly Meeting		
28-Nov	Call for December Agenda for Faculty Assembly	Office of the Provost	
2-Dec	Faculty Executive Committee meets*		
2-Dec	Faculty Assembly Items due by noon*	Faculty	Office of the Provost
9-Dec	Faculty Assembly Meeting		
30-Jan	Call for February Agenda for Faculty Assembly*	Office of the Provost	
3-Feb	Faculty Assembly Items due*	Faculty	Office of the Provost
3-Feb	Faculty Executive Committee meets*		
10-Feb	Faculty Assembly Meeting*		
27-Feb	Call for March Agenda for Faculty Assembly*	Office of the Provost	
3-Mar	Faculty Executive Committee meets*		
3-Mar	Faculty Assembly Items due*	Faculty	Office of the Provost
10-Mar	Faculty Assembly Meeting*		
3-Apr	Call for April Agenda for Faculty Assembly*		
7-Apr	Faculty Assembly Items due*	Faculty	Office of the Provost
7-Apr	Faculty Executive Committee meets*		
14-Apr	Faculty Assembly Meeting*		
April	Call for May Agenda for Faculty Assembly*	Office of the Provost	
5-May	Faculty Executive Committee meets*		
5-May	Faculty Assembly Items due*	Faculty	Office of the Provost
12-May	Faculty Assembly Meeting*		

* - Date and time not confirmed

FACULTY TEACHING EVALUATIONS

Date	Activity	From	To
Jun 24 - Jul 1	Faculty Teaching Evaluations for Summer Term I open - last week of classes		
22-29 - Jul	Faculty Teaching Evaluations for Summer Term II open - last week of classes		
12-19 - Aug	Undergraduate Summer Evaluation Feedback available - after Summer grades submitted (within one week)		
Aug 26 - Sep 2	Graduate Summer Evaluation Feedback available - after Summer grades submitted (within one week)		
13-20-Oct	Faculty Teaching Evaluations for Fall Term (early ending) open - last week of class		
Nov 26 - Dec 10	Faculty Teaching Evaluations for Fall Term (second half/full-term) - Last two weeks of class		
23-30 -Dec	Fall Evaluation Feedback available - after Fall grades submitted (within one week)		
24-31-Jan	Faculty Teaching Evaluations for J-Term open - last week of classes		
7-14-Feb	J-Term Evaluation Feedback available - after J-Term grades submitted (within one week)		
17-24-Mar	Faculty Teaching Evaluations for Spring Term (early ending) open - last week of class		
6-20 - May	Faculty Teaching Evaluations for Spring Term (second half/full-term) - Last two weeks of class		
2-9-Jun	Spring Evaluation Feedback available - after Spring grades submitted (within one week)		

MISCELLANEOUS DATES

Date	Activity	From	To
31-May	Summer Session Begins (Graduate)		
6-Jun	Summer Term I Begins (Undergrad)		
1-Jul	Summer Term I Ends (Undergrad)		
5-Jul	Summer Term II Begins		
4-Jul	Independence Day (Observed) PLU Offices Closed/No Class		
29-Jul	Summer Term II Ends		
1-Aug	Summer Workshop Week Begins		
5-Aug	Summer Workshop Week Ends		
19-Aug	Summer Session Ends (Graduate)		
23-24-Aug	New Faculty Orientation	Responsibility of the Office of the Provost	
31 Aug -1 Sept	University Fall Conference		
2-4 Sept	Student Orientation		
5-Sep	Labor Day (Observed) (PLU offices closed)		
6-Sep	Convocation & First Day of Classes	Responsibility of Registrar's Office	
6-8 Oct	Fall Board of Regents meeting		
21-Oct	Mid-Semester Break - no classes. PLU offices open		
23-Nov	Thanksgiving Recess Begins (1:35 pm) - PLU closed Thursday and Friday		
1-3 Dec	Winter Board of Regents Meeting		
10-Dec	Last day of Fall classes (Saturday Classes Take Final Today)		
12-Dec	Final Exam Week Begins		
15-Dec	Phased Retirement requests and reductions in load for AY 2017-18 due	Faculty	Office of the Provost
16-Dec	Fall Term Ends		
December 20 - January 2	Christmas Break (PLU Closed Dec. 24 at noon -Jan 2)		
3-Jan	J-Term begins		
15-Jan	Dept. & Schools Nomination and Terms of Office for Administrators due	Dept./Schools	President and Provost Office
16-Jan	Martin Luther King, Jr. Holiday (No classes; PLU offices closed)		
31-Jan	J-Term ends		
1-7 February	J-Term Recess		
8-Feb	Spring Term Begins		
20-Feb	President's Day (observed)		
27-31 Mar	Spring Break PLU offices open		
14-Apr	Easter Break - No classes, PLU offices closed (Classes resume Monday, April 17 at 8:00 a.m.)		
4-6 May	Spring Board of Regents Meeting		
20-May	Last day of Spring classes (Saturday Classes Take Final Today)		
22-26 May	Spring term finals week		
25-May	May Commencement	Responsibility of the President's Office	
26-May	Spring Term Ends (after last exam)		
29-May	Memorial Day (Observed - PLU Offices Closed)		

RANK AND TENURE

Date	Activity	From	To
29-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
10-Jun	Committee requests recommendations from off-campus referees for tenure/promotion associates	Rank and Tenure	Off-campus referees
12-Sep	List of candidates for tenure and promotion to assoc. professor distributed to faculty	Rank and Tenure	Faculty
16-Sep	Tenure and promotion files due	Candidate	Rank and Tenure

Updated on 2/8/2017

19-Sep	Deadline for receipt of tenure/prom to assoc prof recommendations	Off & On-campus referees	Rank and Tenure
12-Oct	R&T sends deadline for nominations for promotion to professor to chairs and deans	Rank and Tenure	Chairs/Deans
1-Nov	R&T send notice of deadline for nominations for promotion to professor to all faculty	Rank and Tenure	Faculty
18-Nov	Committee completes deliberations (tenure/promotions to assoc. prof.) and confers with provost	Rank and Tenure	Provost
28-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	Deadline for nominations to professor	Faculty	Rank and Tenure
5-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
12-Dec	R&T receives names of referees from professor candidates	Candidate	Rank and Tenure
15-Dec	R&T requests recommendations to on-campus referees for professor candidates	Rank and Tenure	On-campus referees
19-Dec	R&T requests recommendations to off-campus referees for professor candidates	Rank and Tenure	Off-campus referees
3-Feb	Promotion file deadline for professor	Candidate	Rank and Tenure
3-Feb	Deadline for receipt of promotion recommendations for Professor	Off & On-campus referees	Rank and Tenure
10-Mar	R&T sends notice of deadline for nominations for prom to assoc prof to chairs and deans	Rank and Tenure	Chairs and Deans
31-Mar	R&T sends notice of deadline for nominations for prom to assoc prof to all faculty	Rank and Tenure	Faculty
14-Apr	Provost sends list of tenure candidates to R&T Committee	Provost	Rank and Tenure
28-Apr	Deadline for nominations for promotion to associate professor	Faculty	Rank and Tenure
REGISTRAR'S OFFICE			
Date	Activity	From	To
6-Jun	Grades due for Spring 2016	Faculty	Registrar's Office
15-Jun	Academic Standing assessment complete for Spring 2016	Registrar's Office	
21-Jun	Registrar's Office to complete degree posting for May 2016	Registrar's Office	
12-Aug	Undergraduate Grades due for Summer 2016	Faculty	Registrar's Office
26-Aug	Graduate Grades due for Summer 2016	Faculty	
26-Aug	Fall 2016 First-Year/Transfer information entered into Banner	Registrar's Office	
2-Sep	Registrar's Office to complete degree posting for August 2016	Registrar's Office	
19-Sep	Last day to drop a class without faculty signature		
20-Sep	Print Fall term emergency class rosters	Registrar's Office	Faculty
1-Oct	Deadline for December 2016 graduation applications	Registrar's Office	
3-Oct	Incomplete and In-Progress grade reminders sent out	Registrar's Office	Faculty
17-Oct	Incomplete grades due for Spring & Summer 2016	Faculty	Registrar's Office
17-Oct	In-Progress grades due for Spring & Summer 2016	Faculty	Registrar's Office
21-Oct	J-term/Spring 2017 registration appt set up complete	Registrar's Office	
(Tues before Nov mtg)	List of December degree candidates to Faculty Assembly (Sent Tues before Nov Faculty mtg)	Registrar's Office	Faculty Assembly
31-Oct - 4-Nov	Advising Week for J-Term and Spring 2017 Registration		
4-Nov	Request to chairs for Summer 2017	Registrar's Office	Chairs and Deans
7-18 Nov	J-Term and Spring 2017 Registration (by appointment)		
28-Nov	Last day to withdraw from a class. Faculty signature is required for student to withdraw		
1-Dec	Deadline for January 2017 graduation applications		
2-Dec	Summer 2017 courses due back (1st proof)		
(Tues before Dec mtg)	List of January degree candidates to Faculty Assembly (Sent Tues before Dec Faculty mtg)	Registrar's Office	
23-Dec	Grades due for Fall 2016	Faculty	Registrar's Office
4-Jan	Dean's List assessment complete for Fall 2016	Registrar's Office	
9-Jan	Complete degree posting for December 2016	Registrar's Office	
11-Jan	Academic Standing assessment complete for Fall 2016	Registrar's Office	
16-Jan	Martin Luther King Jr. Day (Observed)		
20-Jan	Academic Year 17-18 class schedule: 1st proof sent to departments	Registrar's Office	
1-Feb	Summer 2017 proof due back (2nd proof)		
7-Feb	Grades due for J-Term 2017	Faculty	Registrar's Office

10-Feb	Fall 2017 class schedule: 1st proof due	Chairs and Deans	Registrar's Office
14-Feb	Complete degree posting for January 2017 graduates	Registrar's Office	
1-Mar	Deadline for May 2017 graduation applications	Registrar's Office	
10-Mar	Academic Year 17-18 class schedule: final proof sent out	Registrar's Office	Chairs and Deans
24-Mar	Academic Year 17-18 class schedule: final proof due back from chairs	Chairs and Deans	Registrar's Office
10-14 Apr	Advising for Students (Fall 2017)		
(Tues before Apr mtg)	List of May degree candidates to Faculty Assembly (Sent Tues before Apr Faculty mtg)	Registrar's Office	Faculty Assembly
17-28 Apr	Registration for Students (Fall 2017)		
18-Apr	Names due for Honors/Awards in Commencement Bulletin	Chairs and Deans	Registrar's Office
2-Jun	17-18 Catalog: 1st proof completed	Registrar's Office	Deans and Chairs
(Tues before May mtg)	List of August degree candidates to Faculty Assembly (Sent Tues before May Faculty mtg)	Registrar's Office	Faculty Assembly
1-Jun	Deadline for August 2017 graduation applications		
2-Jun	Grades due for Spring 2017	Faculty	Registrar's Office
SABBATICAL			
Date	Activity	From	To
15-Sep	Post-sabbatical reports and self-assessments	Returning faculty	Provost
15-Oct	Final Sabbatical Application/Special Leave Request for AY 2017-18	Faculty	Office of the Provost
15-Dec	2018-2019 Sabbatical Initial application due	Faculty	Office of the Provost
WANG CENTER			

NOTE: For Information on the 2017-18 Wang Center Study Away deadlines: <http://www.plu.edu/wang-center/>