2016-2017 Academic Affairs Calendar

July 2016

12-month Faculty Contracts Begin
Phased and/or Regular Retirement Requests for FY18 Due to Deans

August 2016

11-month Faculty Contracts Begin
10-month Faculty Contracts Begin
Medical School Classes Begin
9-month Faculty Contracts Begin
New Faculty Orientation
Professional Studies Fall Term 1 Classes Begin
Graduate Assistant Orientation
New Student Convocation
Law School Classes Begin
Fall Classes Begin
Adjunct Faculty Orientation

September 2016

New Academic Program Concepts Due to Provost
Official Fall Student Census
Spring 2017 Course Schedule Request Due to Registrar

October 2016

Sabbatical Requests for 2017 Due to Faculty Affairs
Academic Planning meetings with Deans and Provost
Professional Studies Fall Term 1 Classes End
Professional Studies Fall Term 1 Final Grades Due to Registrar
FY18 New Spending & Capital Spending Requests Due to Provost
FY18 Space Relocation/Renovation Proposals Due to Provost
FY18 Tuition Rate Proposals/Revisions Due to Provost
FY18 New and/or Revised Course Fee Proposals Due to Provost  October 15
President’s Research Fund Applications Due to Office of the VP of Research  October 15 (Est)
Professional Studies Fall Term 2 Classes Begin  October 17
Fall Break  October 17-18

**November 2016**

- 2017-2018 Enrollment Projections Available from OIR to ERM  November 7
- Thanksgiving Break  November 23-26
- Law School Classes End  November 30

**December 2016**

- 2017 Promotion and Tenure Materials Due to Faculty Affairs  December 1
- Fall Classes End  December 5
- Mid-year Graduation  December 9
- Professional Studies Fall Term 2 Classes End  December 11
- Professional Studies Fall Term 2 Final Grades Due to Registrar  December 13
- 2017-2018 Dean Review of Enrollment Projections Due to Provost  December 14
- Fall Final Grades Due to Registrar (by 5:00 pm)  December 15

**January 2017**

- 2017-2018 Teaching/Research Assistant Application Deadline  January 2
- Law School Classes Begin  January 9
- Spring Classes Begin  January 17
- Adjunct Faculty Orientation  January 17
- Professional Studies Spring Term 1 Classes Begin  January 23
- New Faculty Orientation (primarily SOM)  TBD

**February 2017**

- 2016 Staff Online Performance Evaluations Due to HR  February 1
- FY18 Academic Hiring Plans for Faculty & Staff Due to Provost’s Office  February 1
- Official Spring Student Census  February 9
- 2017 Summer Course Changes & Room Schedule Requests Due to Registrar  February 10
FY18 Faculty Administrator Assignment Proposals Due to Provost February 15
Fall 2017 and Spring 2018 Course Schedules Due to Registrar February 24

March 2017

FY18 Faculty Hiring Plans for FY18 Searches Approved by Provost March 1
FY18 Salary Planner and Finance Budget Development Screens open March 1
2017-2018 Faculty Research Leave Proposals Due to Provost March 1
2016 Faculty Evaluations Due to Deans March 1
2017-2018 New Student Enrollment Projections Distributed to Deans March 1
Begin Entering FY18 Approved Faculty Hiring Postings in People Admin March 1
Fall 2017 Room Schedule Requests Due to Registrar March 3
Professional Studies Spring Term 1 Classes End March 12
Professional Studies Spring Term 1 Final Grades Due to Registrar March 14
Spring Break March 13-18
Professional Studies Spring Term 2 Classes Begin March 20

April 2017

FY18 Budgets Submitted (Finance Budget Development) Due to Provost April 1
FY18 Faculty & Staff Salary Increases for (Salary Planner) Due to Provost April 1
Easter Break (No UG day classes, evening classes held after 5:00 pm) April 13-17
2017-2018 Offered Graduate Assistantship Acceptance Deadline April 15
2017-2018 Faculty Contracts Due to Faculty Affairs April 15
Law School Classes End April 25

May 2017

2017-2018 Promotion and Tenure Decision Letters to Candidates May 1
Spring Classes End May 8
Professional Studies Spring Term 2 Classes End May 14
Professional Studies Spring Term 2 Final Grades Due to Registrar May 16
Spring Final Grades Due to Registrar (by 5:00 pm) May 18
Commencement May 20
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>9-Month Faculty Contracts End</td>
<td>May 20</td>
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<tr>
<td>Intersession and 1st 6-Week Classes Begin</td>
<td>May 22</td>
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<tr>
<td>Law School Summer Session Begins</td>
<td>May 22</td>
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<tr>
<td>10-Month Faculty Contracts End</td>
<td>May 31</td>
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<td><strong>June 2017</strong></td>
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<td>8-Week Session Classes Begin</td>
<td>June 5</td>
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<tr>
<td>Professional Studies Summer Term Begins</td>
<td>June 5</td>
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<td>Intersession Classes End</td>
<td>June 10</td>
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<td>Intersession Final Grades Due to Registrar (by 5:00 pm)</td>
<td>June 13</td>
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<td>11-Month Faculty Contracts End</td>
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<td><strong>July 2017</strong></td>
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<tr>
<td>Phased and/or Regular Retirement Requests for FY19 Due to Deans</td>
<td>July 1</td>
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<tr>
<td>1st 6-Week Session Classes End</td>
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<td>2nd 6-Week Classes Begin</td>
<td>July 3</td>
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<td>Professional Studies Summer Intersession Begins</td>
<td>July 3</td>
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<td>1st 6-Week Session Final Grades Due to Registrar (by 5:00 pm)</td>
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<td>Law School Summer Session Ends</td>
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<td>8-Week Session Classes End</td>
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<td>Professional Studies Summer Term and Summer Intersession Ends</td>
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<td><strong>August 2017</strong></td>
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<td>8-Week Session Final Grades Due to Registrar (by 5:00 pm)</td>
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<td>Professional Studies Summer Term &amp; Intersession Grades Due to Registrar</td>
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<td>Law School Classes Begin</td>
<td>August 21</td>
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<tr>
<td>Provost’s Reception for Newly Promoted Faculty</td>
<td>August 29 (Est)</td>
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