

This calendar does not list all important dates

Annual Task Calendar for Chairs/Directors 2018-2019				
Color-Coding	Scheduling and Related	ASPT	Budget	Sabbatical
	Curriculum	Registration	Awards	Other Academic Calendar
			Events	Other Compliance
	Item or Project	Recommended Reminder	Due Date	Comments
July-18	Spring 2019 Schedules due via Online Course Planner	March 1	July 2	
	July 4 <sup>th</sup> Holiday		Wednesday, July 4	
	Online Course Planner open for Summer 2019 schedules			*Registrar's Office communicates with lead staff on due dates
	Board of Trustees Meeting		July 27	
August-18	New faculty orientation		August 13	
	Faculty on Contract		August 16	
	First Day of Classes		August 20	
	Outside/Secondary Employment Forms	August 15*	August 31	*Remind faculty of deadline to submit PERS 928 Annual Report - work performed FY 18 (7/1/17-6/30/18) *Submit Request for approval of work to be performed in FY 19 (PERS 927)
	Add/drop period		August 25-31	
	Final Proofed Spring 2019 schedules due to Scheduling Office			*Registrar's Office communicates with lead staff on due dates
	Original drafts of Summer 2019 schedules due in Online Course Planner			*Registrar's Office communicates with lead staff on due dates
	Last day for students to withdraw without WX and with adjustment of charges		August 31	
	SBC Change Form Due to Provost's Office	August 30		

College may request intermediate deadlines

"Recommended Reminder" dates are suggestions

<b>September-18</b>	Labor Day Holiday		September 3	
	Provost's Office Professional Development Series <b>Search Processes</b>		September 4	Alumni Center 116, 3 pm
	Research, Teaching, Service Awards due in coming months	April 15, August 15	Check with Dean*	*College offices have intermediate deadlines; teaching award nominees identified in Spring to facilitate portfolio completion over summer. See website for specific details Provost.IllinoisState.edu/awards; Research.IllinoisState.edu/funding/awards
	University and Graduate Curriculum Committees: new/deleted minors and sequences, 300-level courses, etc. for inclusion in the 2019-2020 catalog	August 15	September 11	See Registrar's Calendars at <a href="http://registrar.illinoisstate.edu/faculty_staff/">http://registrar.illinoisstate.edu/faculty_staff/</a> for details.
	Faculty submit sabbatical proposals	August 15*	September 15	*Remind faculty of deadline
	Faculty meeting(s) to review/update DFSC/SFSC guidelines if necessary	Early September	Check with Dean*	*Revisions must be approved by CFSC by Dec 31 to go into effect Jan 1 of the following calendar year
	Prepare for Tenure and Promotion Reviews, Re-appointment decisions	Early September*		*Prepare DFSC/SFSC
<b>October-18</b>	Sage Fund Requests Due to Office of the Provost	September 1	October 1	October 1 for Spring 19 funding ** FY20 will have earlier deadlines
	Sabbatical Proposals due to College		Around October 1*	*Varies by College
	Distinguished Professor nominations	August 15	Around October 1*	Nominations due to Dean's office October 1st, Dean's forward to Provost October 15th
	Material fee forms for <b>Summer semester</b> are due to Provost Office	September 15	October 1	
	Online Course Planner open for Fall 2019 schedules	September		*Registrar's Office communicates with lead staff on due dates
	Provost's Office Professional Development Series <b>Recruitment &amp; Retention</b>		October 3	Alumni Center 116, 3 pm

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	Spring 2019 textbook information entered into Campus Solutions	September 1	Mid-October	*See Registrar's Calendars at <a href="http://registrar.illinoisstate.edu/faculty_staff/">http://registrar.illinoisstate.edu/faculty_staff/</a> for details.
	Registration for Winter Session 2019	September 1	Oct. 15-Dec 14	advance registration closes Nov 9
	Last day to withdraw from full-semester course (with WX)		October 12	
	Advance Registration for Spring 2019		Oct. 15-Dec 14	advance registration closes Dec. 14
	Sabbatical Proposals due from College to Provost ranked in priority order		Monday, October 15	
	Homecoming Events		October 8-14	Alumni Day October 12, Football Game October 13
	Board of Trustees Meeting		October 19	
	Stan & Sandy Rives Excellence in Undergraduate Education	September 1	October 26	Generally late October early November each year
	Fall 2019 schedules due in Online Course Planner	October 1*		*Registrar's Office communicates with lead staff on due dates
	Training during October: State Ethics Act and Mandated Reporter	October 1*	October 31	*Reminders will also be sent by OEOEA.
<b>November-18</b>	Promotion and tenure materials submitted to DFSC/SFSC	August 15*	November 1	*Remind faculty of deadline (best practice is to have done so at least annually throughout probationary period)
	Begin Budget Planning Documents	November 1	Check with Dean*	Varies by College*
	Provost's Office Professional Development Series <b>Budget/Fiscal</b>		November 1	Alumni Center 116; 3 pm, reception following
	Thanksgiving Break		November 17-26	
	Thanksgiving Day		November 22	
<b>December-18</b>	Intended T&P recommendations communicated to faculty		December 1	
	Success Week	August 15	December 3-8	*Remind Faculty of guidelines for major tests/assignments due week before Finals
	Provost's Office Professional Development Series - <b>Student Issues</b>		December 5	Alumni Center 116, 3 pm
	Last day of classes		December 8	Saturday

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	Finals (Evaluation Period)		December 10-14	
	Commencement		December 15	
	Winter Session begins		December 15	ends January 13, 2019
	Final T&P recommendations communicated to faculty and CFSC		December 17	
January-19	New ASPT Policies in Effect	August 21*	January 1	*Remind faculty of deadline
	Faculty Productivity Reports for Performance evaluations due	December 1*	January 5	*Remind faculty of deadline
	Faculty Materials for Cumulative Post-Tenure Reviews due, if applicable	December 1*	January 5	*Remind faculty of deadline
	First Day of Classes		January 14	
	MLK Jr Holiday		January 21	
	Add/drop period		January 22-28	
	Last day for students to withdraw without WX and with adjustment of charges		January 28	
	University and Graduate Curriculum Committees: new degree program proposals, etc.	November 15	Late January*	*See Registrar's Calendars at <a href="http://registrar.illinoisstate.edu/faculty_staff/">http://registrar.illinoisstate.edu/faculty_staff/</a> for details.
	Deadline to update faculty assignments in Online Course Registration Management System		Late January*	*See Registrar's Calendars at <a href="http://registrar.illinoisstate.edu/faculty_staff/">http://registrar.illinoisstate.edu/faculty_staff/</a> for details.
February-19	Annual Performance Evaluation intended recommendations communicated to faculty		February 1	
	CFSC intended T&P recommendations communicated to faculty		February 1	Information Item--No action required
	Instructional Capacity Accountability Report due to Provost's Office		February 1	To be determined, but likely early February
	Instructional Capacity Requests due to Provost's Office		February 1	To be determined, but likely early February
	Material Fee Forms for the Fall and Spring semester are due to Provost's office	January 15	February 1	

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	Provost's Office Professional Development Series <b>Distance Learning Plan</b>		February 7	Alumni Center 116, 3 pm
	Advance Registration for Summer 2019		February 11	ends May 20
	Annual Performance Evaluation final recommendations communicated to faculty and CFSC		February 15	
	Cumulative post-tenure reviews, including remediation plans if applicable, due to faculty	January 5	February 15	
	Founders' Day		February 21, 2019	
	Board of Trustees Meeting		TBA	
	Faculty members wishing to discuss cumulative post-tenure reviews must request meeting with DFSC/SFSC	February 15*	February 26	*Remind faculty of deadline in letter
<b>March-19</b>	CFSC final T&P recommendations communicated to faculty, etc.		March 1	Information Item--No action required
	Annual Performance Evaluation Appeal filed with CFSC	February 15*	March 1	*Remind faculty of deadline in letter
	Non-reappointment notification from Provost due to first-year faculty member if necessary	January 5	March 1	Consult with Dean and Provost and communicate DFSC/SFSC recommendation in timely manner
	Provost's Office Professional Development Series <b>Topic: TBA</b>		March 7	Alumni Center 116, 3 pm
	Last day to withdraw from full-semester course (with WX)		March 8	
	Notify faculty of final outcome of cumulative post-tenure review	February 15	March 8	
	Spring Break		March 9-17	
	Summer and Fall (2019) textbook information due in Campus Solutions		Mid-March*	*See Registrar's Calendars at <a href="http://registrar.illinoisstate.edu/faculty_staff/">http://registrar.illinoisstate.edu/faculty_staff/</a> for details.

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	Faculty wishing to appeal T&P recommendations must file written appeal to Chair of FRC		March 15	Information Item--No action required
	Consider initiating discussion of DFSC/SFSC guidelines if necessary*	mid- to late March	Check with Dean*	*Revisions must be approved by CFSC by Dec 31 to go into effect Jan 1 of the following calendar year; See September
	University Professor nominations		March 15	Nominations due to Dean's by March 15, Dean's will forward no more than two nominees to the Provost Office by April 1. Review Committee will send to prospective candidates a Letter of Invitation to apply for UP. Portfolios will be due to the Review Committee October 15
	Provost recommendations on non-appealed T&P cases communicated to faculty etc.		March 21	Information Item--No action required
	Cumulative post-tenure review appeal filed with CFSC	March 8*	March 22	*Remind faculty of deadline in letter
	Advance Registration for Fall 2019		March 26	closes May 4
	Academic Affairs Budget Planning Presentations		March 26 and 27	Check schedule for specific college presentation
	CFSC completes annual performance evaluation appeals and communicates to faculty etc.		April 2	Information Item--No action required
April-19	Spring 2020 class schedules requested.	Early April*	Early July*	*Registrar's Office communicates with lead staff on due dates
	Sage Fund Requests Due to Provost's Office	April 1	May 1	May 1st for Fall '19 events September 1st for Spring '20 events
	Applications for new sections of FCR summer Online courses due to Office of Provost			6 weeks prior to start of each semester

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	Provost's Office Professional Development Series <b>Topic: TBA</b>		April 4	Alumni Center 116, 3 pm, reception following
	FRC completes T&P appeals and communicates to faculty etc.		April 15	Information Item--No action required
	<b>Tentative due date for completion of FY19 TT searches for FY20 Hire*</b>		March 31	Planning future years depends on completion of searches in current year
	ASPT elections for URC, FRC, and CFSC completed	March 1*	April 16	*Inform faculty of opportunity and hold department/school elections of nominees if required in by-laws
	Provost recommendations on appealed T&P cases communicated to faculty etc.		April 30	Information Item--No action required
<b>May-19</b>	Success Week	January 5*	April 29-May 4	*Remind Faculty of guidelines for major tests/assignments due week before Finals
	Last day of classes		May 4	
	Finals (Evaluation Period)		May 6-10	
	Board of Trustees Meeting		May 10	
	Commencement		May 10 & 11	
	Summer Session Begins		May 20	Ends August 9, Grades Due August 13
	Memorial Day Holiday		May 27	
<b>June-19</b>	Educational Diversity Enhancement Program Reports Due to Provost's Office*	April 15*	June 1	Requires Dean Signature
<b>July-19</b>	Moving Expense Reimbursement Forms Due to Provost's Office (FY19 moves)	June 1	July 10	
	Board of Trustees Meeting		July 26	
	FY 20 Tasks to be included in future versions			

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