OFFICE OF THE PROVOST AND VICE CHANCELLOR
FOR ACADEMIC AFFAIRS

2017-2018 Planning Calendar

July 2017

July 01  Deadline for Fall 2017 Graduate Assistantship contracts due to Graduate School

July 07  New Student Orientation (Freshmen)

July 10  New Student Orientation (Transfer)

July 13  BOT Meeting, SOM Springfield

July 21  Open House

July 15  Deadline for receipt of Graduate School Tuition Scholarship Applications for Fall Semester 2017

July 15  Changes to NTT faculty Tentative Workload Assignment must be made before this date (see Section 13.03 of 2009-2014 contracts)

July 31  Additions/Deletions Report due to IBHE

July 31  Summer Grading Opens

August 2017

Aug. 03 - 04  Summer Session Final Exams

August 04  Summer Session Ends

August 09  Summer Semester Final Grades due at 8:00 am

August 10  IPEDS Registration Opens – Registration; Report Mapping; Institution ID; IC – Header

August 12  Summer 2017 Student Employment Ends

August 13  Fall 2017 Student Employment Begins

August 16  Fall 2017 Short Term Loan applications available

August 16-18  Saluki Startup

August 14-18  Graduate School and Departmental Workshop for new Graduate Assistants
August 14-18  International Students - Orientation for New Students
August 17  CTE New GA/TA Orientation
August 18  Graduate School Reception for New Students
August 18  New Faculty Orientation – for all new tenured, tenure-track, and non-tenure track faculty
August 18  New Student Orientation – Makeup
August 21  Fall Semester begins. (Classes cancelled due to total solar eclipse. Classes start 8-22-17)
August 21-Sept 09  Weeks of Welcome

September 2017

September 07  IPEDS Winter Collection Opens – Institutional Characteristics; Completions; 12-Month Enrollment
September 14  Deadline to apply for December 2017 Graduation
September 16  BOT Meeting, SIU Edwardsville
September 19  Stem Career Fair
September 20  University Career Fair
September TBD  State of the University Address - SIU President
September 28  High School Articulation Conference
September 30  Future Saluki Game Day Celebration (vs. Northern Iowa)

October 2017

October 01  Students and parents can begin to complete the 2018-2019 FAFSA online
October 01  Course Specific Fee Requests (formerly Form 100s) requesting any changes for fee-based graduate or undergraduate-level courses due to Associate Provost for Academic Programs’ Office
October 01  Course Descriptions (formerly Form 90s) and Program Description (formerly Form 90As) for all graduate or undergraduate-level courses or programs due to Office of Transfer Student Services
October 06  Sabbatical leave applications for FY18 due to Office of the Associate Provost for Academic Administration
October 06  Sabbatical reports for all represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section 15.03.g. of the 2017-2018 contract; Reports due by beginning of week 8 of semester).

October 07-10  Fall Break – Students

October 14  Homecoming

October 19  IPEDS Fall Collection Closes

October 21  Open House

October 27  Foundation Academic Scholarship Recognition Brunch

**November 2017**

November 03  Leaders and Scholars

November 03  Sabbatical reports for all represented Faculty whose sabbatical ended in the prior semester due to Office of the Associate Provost for Academic Administration (electronic submission)

November 03  Full time NTT Faculty member in 9th semester must receive notification on non-reappointment or conversion to continuing (Section 9.03.a.1.li of 2009-2014 contract)

November 03  Part-time NTT faculty member in 10th full-time equivalent semester must receive notification of non-reappointment or conversion to continuing (see Section 9.03.s2.ii of 2009-2014 contract)

November 03  Format check deadline for thesis/dissertation /research paper to Grad School

November 04  Open House

November 09  Provost Faculty Fellow Applications for Spring 2018 due to the Office of the Provost and Vice Chancellor

November 09  Provost Assessment Fellowship Applications due to the Associate Provost for Academic Programs

November 10  Deadline to submit final revisions of thesis/dissertation /research paper to Grad School

November 15  Deadline for receipt of Graduate School Tuition Scholarship Applications for Spring Semester 2018

November 17  Promotion and/or Tenure dossiers due to Office of the Provost and Vice Chancellor. (Electronic submissions)
November 17  
Annual assessment report and updated assessment plan (if applicable) for all degree programs due to the Associate Provost for Academic Programs

November 17  
Annual assessment report and updated assessment plan (if applicable) for co-curriculum programs due to the Associate Provost for Academic Programs

November 22-26  
Thanksgiving Break

December 2017

December 01  
Chancellor’s and University Excellence Scholarship applications are due to the Academic Scholarship Office

December 01  
NTT Re-Employment Notification: Departments must notify non-continuing NTT faculty of a decision to re-employ or not re-employ as a NTT faculty member for the following spring semester (see Section 9.02.b of 2009-2014 contract)

December 01  
Graduate Assistant Re-Employment Notification: Departments must notify a Graduate Assistant of a decision to re-employ or not re-employ as a Graduate Assistant for the following spring semester

December 01  
Deadline date for Spring 2018 Graduate Assistantship contracts due to Graduate School

December 05  
IBHE Fall Enrollment Survey

December 11  
Fall Grading Opens

December 11-15  
Fall Semester Final Exams

December 14  
**BOT Meeting, Southern Illinois University Carbondale**

December 14  
IPEDS Winter Collection Opens – Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admissions; Outcome Measures

December 14  
IPEDS Spring Collection Opens – Fall Enrollment; Finance; Human Resources; Academic Libraries

December 15  
Cost Study to IBHE – Discipline Cost Study; Faculty Credit Hour Study; Induced Course Load Matrix; Form C

December 15  
Fall Semester ends

December 15  
Full time NTT Faculty member in 9th semester must receive notification of conversion to continuing decision (Section 9.03.a.1. i. of 2009-2014 contract)

December 15  
Part-time NTT faculty member in 10th full-time equivalent semester must receive notification of conversion to continuing decision (see Section 9.03.a.2.ii. of 2009-2014 contract)
December 15  Sabbatical Reports for all non-represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section V.G. of the leaves/Absence Policy for Faculty and A/P)

December 16  Academic Excellence Recognition Ceremony

December 16  Last day for Fall 2017 Student Employment

December 16  Fall Commencement

December 17  First day for Spring 2018 Student Employment

December 18  Winter Session Begins

December 20  Fall Semester Final Grades due at 8:00 am

**January 2018**

January 14  Winter Intersession Ends

January 15  Report all requests for tenured/tenure-track Faculty counteroffers to Office of the Associate Provost for Academic Administration (electronic submission; guidelines will follow)

January 16  Spring Semester begins

January 19  Doctoral and Morris Graduate Fellowship nominations due to Graduate School

January 26  Master’s Fellowship nominations due to Graduate School

January 26  Graduate Dean’s Fellowship applications and department nominations due to Graduate School

January 26  Native American Scholarship applications due to Graduate School

January 26  PROMPT Fellowship Program applications due to Graduate School

January 29  Outstanding Dissertation Award nominations due to Dean of the Graduate School

January 31  Creative Activity Award (through REACH) application deadline: 11:59pm on January 31st.

January 31  AAUP (American Association of University Professors) Faculty Compensation Survey

**February 2018**
February 01  BOT MWDV Report due to Vice President for Academic Affairs (include electronic submission)

February 02-03  Scholarship Interview Weekend at Student Center

February 9  Spring 2018 Graduation Application Deadline

February 15  IPEDS Winter Collection Closes

February 19  Open House

March 2018

March 02  Sabbatical reports for all represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section 15.03.g. of the 2017-2018 contract; Reports due by beginning of week 8 of semester).

March 9  Annual assessment report and updated assessment plan (if applicable) for all degree programs that did not submit in November due to the Associate Provost for Academic Programs

March 9  Annual assessment report and updated assessment plan (if applicable) for co-curricular programs that did not submit in November due to the Associate Provost for Academic Programs

March 10-18  Spring Break

March 23  Dissertation Research Assistantship award (DRA) nominations due to Colleges (colleges may have earlier deadline)

March 30  Open House

March 30  Sabbatical reports for all represented Faculty whose sabbatical ended in the prior semester due to Office of the Associate Provost for Academic Administration (electronic submission)

March 30  The Higher Learning Commission Annual Institutional Data Update

April 2018

April 01  Deans respond to internal and external Program Review reports and departmental response. Memos due in Provost Office, including the office of the Associate Provost for Academic Programs

April 4  Students can begin to submit SIU Summer Financial Aid Applications

April 07  Dissertation Research Assistantship award (DRA) due to Graduate School

April 07  Honor’s Day
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 12</td>
<td>IPEDS Spring Collection Closes</td>
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<tr>
<td>April 13</td>
<td>Fall 2018 Provost Faculty Fellow Applications due to the office of PVCAA</td>
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<tr>
<td>April 13</td>
<td>Provost Assessment Fellowship Applications due to the Associate Provost for Academic Programs</td>
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<td>April 15</td>
<td>Cost Study Internal Comparative Studies – Normative; Faculty Load Program Review</td>
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<td>April 15</td>
<td>Deadline for receipt of Graduate School Tuition Scholarship Applications for Summer Semester 2018</td>
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<td>April 28</td>
<td>Faculty and Staff Excellence Awards and Campus Authors</td>
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<td><strong>May 2018</strong></td>
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<td>May 01</td>
<td>NTT Re-Employment Notification: Departments must notify non-continuing NTT faculty of a decision to re-employ or not re-employ as a NTT faculty member for the following spring semester (see Section 9.02.b of 2009-2014 contract)</td>
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<td>May 01</td>
<td>Graduate Assistant Re-Employment Notification: Departments must notify Graduate Assistants of a decision to re-employ or not to re-employ as a Graduate Assistant for the following fall and spring semesters</td>
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<td>May 01</td>
<td>Deadline for Summer 2018 Graduate Assistantship contracts to be submitted to Graduate School</td>
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<td>May 01</td>
<td>Tentative Workload Assignments must be issued to full time or continuing appointment NTT faculty member (see Section 13.03 of 2009-2014 contract)</td>
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<td>May 01</td>
<td>Annual evaluations (aka pre-tenure review letters) due to Tenure-track Faculty (see Section 13.01.e of 2017-2018 contract)</td>
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<td>May 07</td>
<td>Spring Grading opens</td>
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<td>May 07-11</td>
<td>Spring Semester Final Exams</td>
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<td>May 08</td>
<td>Last Day to Apply for Spring 2018 Student Loan</td>
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<td>May 11</td>
<td>Spring Semester ends</td>
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<td>May 11</td>
<td>All workload assignment meetings for Faculty (except Library Affairs) to have been held (see Section 8.02.c. of the 2017-2018 contract)</td>
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<td>Full time NTT Faculty members in the 9th semester must receive notification of conversion to continuing decision (see Section 9.01.a.1. of the 2009-2014 contract)</td>
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May 11  Part time NTT faculty member in 10th full time equivalent semester must receive notification of conversion to continuing decision (see Section 9.03.a.2. of the 2009-2014 contract)

May 11  Annual review of NTT faculty member who has completed at least one semester due by this date (see Section 11.02.a of the 2009-2014 contract)

May 11  Sabbatical Reports for all non-represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section V.G. of the Leaves/Absences for Faculty and A/P policy)

May 11  Academic Excellence Awards/Forever SIU

May 12  Spring Commencement

May 15  Intersession Begins

May 17  Spring Semester Final Grades due by 8:00 am

May 19  Last day for Spring 2018 Student Employment

May 20  First day for Summer 2018 Student Employment

May 31  Sabbatical reports for all non-represented faculty whose sabbatical ended in the prior semester due to Office of the Associate Provost for Academic Administration (electronic submission)

June 2018

June 01  Scholarship awarding begins for incoming student scholarships

June 09  Intersession Ends

June 12  Summer Session Begins

June 30  All workload assignment meetings for Library Affairs tenured/tenure-track Faculty to have been held (see Section 8.02.d. of the 2017-2018 contract)

July 20, 2017