

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.I.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.s.2.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

- April 12 IPEDS Spring Collection Closes
- April 13 Fall 2018 Provost Faculty Fellow Applications due to the office of PVCAA
- April 13 Provost Assessment Fellowship Applications due to the Associate Provost for Academic Programs
- April 15 Cost Study Internal Comparative Studies – Normative; Faculty Load Program Review
- April 15 Deadline for receipt of Graduate School Tuition Scholarship Applications for Summer Semester 2018
- April 28 Faculty and Staff Excellence Awards and Campus Authors

May 2018

- May 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)
- May 01 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
- May 01 Deadline for Summer 2018 Graduate Assistantship contracts to be submitted to Graduate School
- May 01 Tentative Workload Assignments must be issued to full time or continuing appointment NTT faculty member (see Section 13.03 of 2009-2014 contract)
- May 01 Annual evaluations (aka pre-tenure review letters) due to Tenure-track Faculty (see Section 13.01.e of 2017-2018 contract)
- May 07 Spring Grading opens
- May 07-11 Spring Semester Final Exams
- May 08 Last Day to Apply for Spring 2018 Student Loan
- May 11 Spring Semester ends
- May 11 All workload assignment meetings for Faculty (except Library Affairs) to have been held (see Section 8.02.c. of the 2017-2018 contract)
- May 11 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)

- 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