

**OFFICE OF THE PROVOST AND VICE CHANCELLOR
FOR ACADEMIC AFFAIRS**

2016-2017 Planning Calendar

July 2016

July 01 Deadline for Fall 2016 Graduate Assistantship contracts due to Graduate School

July 08 New Student Orientation (Freshmen)

July 09 New Student Orientation (Freshmen)

July 11 New Student Orientation (Freshmen)

July 14 New Student Orientation (Transfer)

July 14 BOT Meeting, SOM Springfield

July 15 Open House

July 15 Deadline for receipt of Graduate School Tuition Scholarship Applications for Fall Semester 2016

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

July 29 New Student Orientation (Freshmen & Transfer)

July 31 Additions/Deletions Report due to IBHE

August 2016

Aug. 01 Summer Grading Opens

Aug. 04 - 05 Summer Session Final Exams

August 05 Summer Session Ends

August 09 Summer Semester Final Grades due 8 am

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

August 13 Summer 2016 Student Employment Ends

August 14 Fall 2016 Student Employment Begins

August 17 Fall 2016 - First round of refunds

August 17 Fall 2016 Short Term Loan applications available

August 17-18 New GA/TA Orientation

August 18 Graduate School Reception for New Students

August 19 New Faculty Orientation – for all new tenured, tenure-track, and non-tenure track faculty

August 19 New Student Convocation

August 22 Fall Semester begins

September 2016

September 01 Scholarship awarding begins for incoming student scholarships

September 01 Program Review self-studies due in Deans' offices

September 07 IPEDS Winter Collection Opens – Institutional Characteristics; Completions; 12-Month Enrollment

September 08 BOT Meeting, SIU Edwardsville

September 08 High School Articulation Conference

September 14 Grad Bash

September 15 Deans forward approved program review self-studies and related material with comments as appropriate to Associate Provost for Academic Programs for review and distribution

September 15 Accreditation meeting for Program seeking reaccreditation. Contact Associate Provost for Academic Programs

September 16 Graduation Application Deadline

September 17 SI Prospective Student Reception (vs. Murray State)

September 21 State of the University – 10:30 a.m.

September 28 Fall 2016 University Career Fair

October 2016

- October 01 Students and parents can begin to complete the 2017-2018 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 4 2016 STEM Career Fair
- October 04 Leaders and Scholars
- October 07 Open House
- October 07 Sabbatical leave applications for FY18 due to Office of the Associate Provost for Academic Administration
- October 09 Sabbatical reports for all represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section 15.03.g. of the 2010-2014 contract)
- October 10-11 Fall Break – Students
- October 15 Open House
- October 19 IPEDS Fall Collection Closes
- October 29 Academic Scholarship Recognition Brunch

November 2016

- November 04 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 04 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)
- November 04 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)
- November 05 Open House

- November 14 Provost Faculty Fellow Applications due to the Office of the Provost and Vice Chancellor
- November 14 Provost Assessment Fellowship Applications due to the Associate Provost for Academic Programs
- November 14 Provost Service Learning Fellowship Applications due to the Associate Provost for Academic Programs
- November 15 Deadline for receipt of Graduate School Tuition Scholarship Applications for Spring Semester 2017
- November 18 Promotion and/or Tenure dossiers due to Office of the Provost and Vice Chancellor. (Electronic submissions)
- November 18 Annual assessment report and updated assessment plan (if applicable) for all degree programs due to the Associate Provost for Academic Programs
- November 18 Annual assessment report and updated assessment plan (if applicable) for co-curriculum programs due to the Associate Provost for Academic Programs

December 2016

- 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 2017 Graduate Assistantship contracts due to Graduate School
- December 02 FY2018 Non-RAMP proposals due to Vice President for Academic Affairs (electronic submission)
- December 02 Chancellor's Holiday Coffee/Service and Retirement
- December 05 IBHE Fall Enrollment Survey
- December 08 BOT Meeting, Southern Illinois University Carbondale**
- December 12 Fall Grading Opens

- December 12-16 Fall Semester Final Exams
- December 14 IPEDS Winter Collection Opens – Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admissions
- 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 16 Academic Excellence Recognition Ceremony
- December 16 Fall Semester ends
- December 16 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 16 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 16 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 17 Last day for Fall 2016 Student Employment
- December 17 Fall Commencement
- December 18 First day for Spring 2017 Student Employment
- December 20 Fall Semester Final Grades due by 8 am

January 2017

- January 11 Spring 2017 First Round of Refunds
- January 15 AAUP (American Association of University Professors) Faculty Compensation Survey
- 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 15 Last day for reviewing and submitting changes to department for proof copies of the 2017-2018 Undergraduate Catalog

- January 17 Spring Semester begins
- January 17 First day Undergraduate Assistantships full contracts for Spring 2017 semester begins
- January 20 Doctoral and Morris Graduate Fellowship nominations due to Graduate School
- January 27 Master's Fellowship nominations due to Graduate School
- January 27 Graduate Dean's Fellowship applications and department nominations due to Graduate School
- January 27 Native American Scholarship applications due to Graduate School
- January 27 PROMPT Fellowship Program applications due to Graduate School
- January 29 Outstanding Dissertation Award nominations due to Dean of the Graduate School
- January 31 Undergraduate Research/Creative Activity Award (through REACH) application deadline: 11:59pm on January 31st.

February 2017

- February 01 BOT MWDV Report due to Vice President for Academic Affairs (include electronic submission)
- February 01 Grad Bash 17
- February 03-04 Scholarship Interview Weekend at Student Center
- February 10 Graduation Application Deadline
- February 15 IPEDS Winter Collection Closes
- February 20 Open House

March 2017

- March 01 Unit Chairs submit written response to internal and external Program Review reports to Deans
- March 05 Sabbatical reports for all represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section 15.03.g. of the 2011-2014 contract)

- March 10 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 10 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 15 Accreditation meeting for Program seeking reaccreditation. Contact Associate Provost for Academic Programs
- March 24 Dissertation Research Assistantship award (DRA) nominations due to Colleges (colleges may have earlier deadline)
- March 31 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)

April 2017

- 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 07 Dissertation Research Assistantship award (DRA) due to Graduate School
- April 07 Provost Service Learning Faculty Fellowship Applications due to the Associate Provost for Academic Programs
- April 08 Honor's Day
- April 10 Students can begin to submit SIU Summer Financial Aid Applications
- April 12 IPEDS Spring Collection Closes
- April 14 Open House
- 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 2017
- April 24 The Higher Learning Commission Annual Institutional Data Update
- April 28 Faculty and Staff Excellence Awards and Campus Authors

May 2017

- 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 2017 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 2010-2014 contract)
- May 08 Last Day to Apply for Spring 2017 Student Loan
- May 08 Spring Grading opens
- May 08-12 Spring Semester Final Exams
- May 12 Spring Semester ends
- May 12 Honorary Degree and Distinguished Service Reception
- May 12 All workload assignment meetings for Faculty (except Library Affairs) to have been held (see Section 8.01.c. of the 2010-2014 contract)
- May 12 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 12 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 12 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 12 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 12 Academic Excellence Awards/Forever SIU

May 13 Spring Commencement

May 14 FY19 RAMP Planning Document due to Vice President for Academic Affairs

May 15 Intersession Begins

May 16 Spring Semester Final Grades due by 8 am

May 20 Last day for Spring 2017 Student Employment

May 21 First day for Summer 2017 Student Employment

May 27 Copies of all tenure-track Faculty annual evaluations (aka pre-tenure review letters) due to Office of the Associate Provost for Academic Administration (electronic submission)

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 2017

June 9 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 8.01.d. of the 2010-2014 contract)