

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

**2020-2021 Planning Calendar
(July 1, 2020 – June 30, 2021)**

<u>Date</u>	<u>Item Description</u>
July 2020	
July 1	Deadline for Fall 2020 Graduate Assistantship contracts due to Graduate School
July 15	Changes to NTT faculty Tentative Workload Assignment must be made before this date (see Section 13.03 of the current CBA)
July 19	BOT Meeting, SOM Springfield
July 30	Summer Grading Opens
July 30-31	Summer Session Final Exams
July 31	Summer Session Ends
July 31	Additions/Deletions Report due to IBHE
August 2020	
August 2–16	Graduate School and Departmental Workshop for new Graduate Assistants
August 5	Summer Semester Final Grades due at 8:00 am
August 5	IPEDS Registration Opens – Registration; Report Mapping; Institution ID; IC – Header
August 8	Summer 2020 Student Employment Ends
August 9	Fall 2020 Student Employment Begins
August 15	Self Studies due from Programs scheduled for review in 2020-20
August 17	ILDS/HEIS Data Collection, Summer Enrollment AY 2019-2020 Open Date
August 17	ILDS/HEIS Data Collection, Graduation (July 1, 2019 – June 30, 2020) Open Date
August 17	Fall Semester begins
August 24	ILDS/HEIS Data Collection, Dual Credit and Remedial/Co-Requisite Course Assignment Collection AY 2019-2020 Open Date
August 25	Deadline for receipt of Graduate Scholarship Program Applications for Fall Semester 2020
August 28	ILDS/HEIS Data Collection, Spring Enrollment AY 2019-2020 (include Winter Term if on Trimesters or Quarters) Close Date
September 2020	
September 2	IPEDS Fall Collection Opens – Institutional Characteristics; Completions; 12-Month Enrollment
September 2	Assembly of Fellows
September 9	Graduate School Workshop for new Graduate Assistants
September 11	Deadline to apply for December 2020 Graduation
September 16-17	Workshop for Directors of Graduate Studies
September 17	BOT Meeting, SIU Edwardsville
September TBD	State of the University Address - SIU Chancellor
October 2020	
October 1	Catalog and Programs Changes (Forms 90 & 90A) requesting additions/deletions modifications of courses and changes to program descriptions and/or requirements; Course Specific Fee Requests (formerly Form 100s) requesting changes for fee-based

Date	Item Description
	graduate or undergraduate-level courses due to Associate Provost for Academic Programs' Office
October 5	Sabbatical reports for all represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section 15.03.g. of the current CBA; Reports due by beginning of week 8 of semester).
October 9	IDLS/HEIS Data Collection, Summer Enrollment AY 2019-2020, Close Date
October 9	IDLS/HEIS Data Collection, Graduation FY (July 1, 2019 – June 30, 2019) Close Date
October 14	IPEDES Fall Collection Closes
October 15	Program Assessment Plans due every four years; Plans due for those in 4 th year of cycle.
October 15	Program Assessment Reports due for all SIU Programs.
October 23	ILDS/HEIS Data Collection, Dual Credit and Remedial/Co-Requisite Course Assignment Collection AY 2019-2020 Close Date
October 24	Homecoming
November 2020	
November 1	Sabbatical leave applications for FY21 due to Office of the Associate Provost for Academic Administration
November 1	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 13	Promotion and/or Tenure dossiers due to Office of the Provost and Vice Chancellor. (Electronic submissions)
November 15	Deadline for receipt of Graduate School Tuition Scholarship Applications for Spring Semester 2021
December 2020	
December 1	Chancellor's and University Excellence Scholarship applications are due to the Academic Scholarship Office
December 1	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 of the current CBA)
December 1	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 1	Deadline date for Spring 2021 Graduate Assistantship contracts due to Graduate School
December 1	Service and Retirement Awards for Faculty and Staff
December 3	BOT Meeting, Southern Illinois University Carbondale
December 7	Fall Grading Opens
December 7-11	Fall Semester Final Exams
December 9	IPEDES Winter Collection Opens – Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admissions; Outcome Measures
December 9	IPEDES Spring Collection Opens –Fall Enrollment; Finance; Human Resources; Academic Libraries
December 11	Fall Semester ends

Date	Item Description
December 11	Full-time and Part-time NTT Faculty member if eligible must receive notification of non-reappointment or conversion to continuing decision (see Section 9.03 of the current CBA)
December 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/Absence Policy for Faculty and A/P)
December 12	Fall Commencement
December 12	Last day for Fall 2020 Student Employment
December 13	First day for Spring 2021 Student Employment
December 14	Winter Session Begins
December 16	Fall Semester Final Grades due at 8:00 am
January 2021	
January 10	Winter Intersession Ends
January 11	ILDS/HEIS Data Collection, Fall Enrollment AY 2020-2021 Open Date
January 11	Spring Semester begins
January 15	Doctoral and Morris Graduate Fellowship nominations due to Graduate School
January 22	Master's Fellowship nominations due to Graduate School
January 22	Graduate Dean's Fellowship applications/nominations due to Graduate School
January 22	PROMPT assistantship applications/nominations due to Graduate School
January 22	Native American Scholarship applications due to Graduate School
January 22	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 2021	
February 1	Cost Study to IBHE – Discipline Cost Study; Faculty Credit Hour Study; Induced Course Load Matrix; Form C
February 5	Graduate School 3MT Competition (tentative)
February 5-6	Chancellor Scholarship Interview Weekend
February 7	Spring 2021 Graduation Application Deadline
February 10	IPEDS Winter Collection Closes
February 17-18	Workshop for Directors of Graduate Studies
March 2021	
March 1	Sabbatical reports for all represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section 15.03.g. of the current CBA; Reports due by beginning of week 8 of semester).
March 19	Dissertation Research Assistantship Award (DRA) nominations due to Colleges (colleges may have earlier deadline)
March 26	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 29	Provost Scholarship Interviews
March 30	The Higher Learning Commission Annual Institutional Data Update
April 2021	

Date	Item Description
April 1	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 1	Administrative/Professional Annual Performance Evaluations to Labor and Employee Relations prior to April 1
April 2	Dissertation Research Assistantship Award (DRA) nominations due to Graduate School
April 7	IPEDS Spring Collection Closes
April 10	Honors Day
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 2021
April 16	2021 ILDS/HEIS Fall Enrollment Data Collection, AY 2020-2021 Close Date
May 2021	
May 1	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 of the current CBA)
May 1	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 1	Deadline for Summer 2021 Graduate Assistantship contracts to be submitted to Graduate School
May 1	Tentative Workload Assignments must be issued to full time or continuing appointment NTT faculty member (see Section 13.03 of the current CBA)
May 1	Annual evaluations (aka pre-tenure review letters) due to Tenure-track Faculty (see Section 13.01 of 2017-2018 contract)
May 3	Spring Grading opens
May 3-7	Spring Semester Final Exams
May 7	Spring Semester Ends
May 7	All workload assignment meetings for Faculty and approved workload assignments (except Library Affairs) to have been completed prior to end of semester (see Section 8.02.c. of the current CBA)
May 7	Full-time and Part-time NTT Faculty members if eligible must receive notification of non-appointment or conversion to continuing decision (see Section 9.03 of the current CBA)
May 7	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 8	Spring Commencement
May 10	Intersession Begins
May 12	Spring Semester Final Grades due by 8:00 am
May 15	Annual review of NTT faculty member who has completed at least one semester due by this date (see Section 11.02.a of the current CBA)
May 15	Last day for Spring 2021 Student Employment
May 16	First day for Summer 2021 Student Employment
May 24	ILDS/HEIS Data Collection, Spring Enrollment AY 2020-2021 (include Winter Term if on Trimesters or Quarters) Open Date

Date	Item Description
May 28	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 2021	
June 4	Intersession Ends
June 7	Summer Session Begins
June 19	Summer 2021 Graduation Application Deadline
June 30	All workload assignment meetings and approved workload assignments for Library Affairs tenured/tenure-track Faculty to have been completed by the end of the fiscal year (see Section 8.02.d. of the current CBA)