

**OFFICE OF THE PROVOST AND VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
2022-2023 Planning Calendar
(July 1, 2022 – June 30, 2022)**

Date	Item Description
July 2022	
July 1	Deadline for Fall 2022 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 15	BOT Meeting, Southern Illinois University School of Medicine, Springfield
July 31	Additions/Deletions Report due to IBHE
August 2022	
August 1	Summer Grading Opens
August 4-5	Summer Session Final Exams
August 5	Summer Session Ends
August 6	Summer 2022 Student Employment Ends
August 7	Fall 2022 Student Employment Begins
August 10	Summer Semester Final Grades due at 8:00 am
August 10	IPEDS Registration Opens – Registration; Report Mapping; Institution ID; IC – Header
August 15	Self Studies due from Programs scheduled for review in 2022-23
August 15	HEIS Data Collection, Summer Enrollment AY 2021-2022 Open Date
August 15	HEIS Data Collection, Graduation (July 1, 2021 – June 30, 2022) Open Date
August 15	Program Quality Assurance Report due to President’s Office
August 22	Fall Semester begins
August 22	HEIS Data Collection, Dual Credit and Remedial/Co-Requisite Course Assignment Collection AY 2021-2022 Open Date
August 25	Deadline for receipt of Graduate Scholarship Program Applications for Fall Semester 2022
August 26	HEIS Data Collection, Spring Enrollment AY 2021-2022 (include Winter Term if on Trimesters or Quarters) Close Date
September 2022	
September 7	IPEDS Fall Collection Opens – Institutional Characteristics; Completions; 12-Month Enrollment
September 8	Graduate School Workshop for new Graduate Assistants
September 14-15	Workshop for Directors of Graduate Studies
September 15	Assembly of Fellows
September 15	BOT Meeting, SIU Edwardsville School of Dental Medicine, Alton
September 16	Deadline to apply for December 2022 Graduation
October 2022	
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 graduate or undergraduate-level courses due to Associate Provost for Academic Programs’ Office

Date	Item Description
October 3	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 7	HEIS Data Collection, Graduation FY (July 1, 2021 – June 30, 2022) Close Date
October 7	HEIS Data Collection, Summer Enrollment AY 2021-2022, Close Date
October 14	Outstanding Dissertation and Thesis Award Nominations due to Dean of Graduate School
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 15	Homecoming
October 19	IPEDS Fall Collection Closes
October 28	HEIS Data Collection, Dual Credit and Remedial/Co-Requisite Course Assignment Collection AY 2021-2022 Close Date
November 2022	
November 1	Chancellor's and University Excellence Scholarship applications are due to the Academic Scholarship Office
November 1	Sabbatical leave applications for FY24 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 15	Deadline for receipt of Graduate School Tuition Scholarship Applications for Spring Semester 2023
November 16	Promotion and/or Tenure dossiers due to Office of the Provost and Vice Chancellor. (Electronic submissions)
November 29	Service and Retirement Awards for Faculty and Staff
December 2022	
December 1	NTT Re-Employment Notification: Schools 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: Schools 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 2023 Graduate Assistantship contracts due to Graduate School
December 1	BOT Meeting, Southern Illinois University Carbondale
December 7	IPEDS Winter Collection Opens – Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admissions; Outcome Measures
December 7	IPEDS Spring Collection Opens –Fall Enrollment; Finance; Human Resources; Academic Libraries
December 12	Fall Grading Opens
December 12-16	Fall Semester Final Exams
December 16	Fall Semester ends
December 16	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 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 16	Academic Excellence Reception

Date	Item Description
December 17	Fall Commencement
December 19	Winter Session Begins
December 21	Fall Semester Final Grades due at 8:00 am
December 24	Last day for Fall 2022 Student Employment
December 25	First day for Spring 2023 Student Employment
January 2023	
January 1	Administrative/Professional Performance Evaluations for 2022 review period open date
January 9	HEIS Data Collection, Fall Enrollment AY 2022-2023 Open Date
January 13	Doctoral and Morris Graduate Fellowship nominations due to Graduate School
January 15	Winter Intersession Ends
January 17	Spring Semester begins
January 20	Master's Fellowship nominations due to Graduate School
January 20	Graduate Dean's Fellowship applications/nominations due to Graduate School
January 20	PROMPT assistantship applications/nominations due to Graduate School
January 27	Creative Activity Award (through REACH) application deadline: 11:59pm on January 28th
TBD	Chancellor Scholarship Interview Weekend
January 31	AAUP (American Association of University Professors) Faculty Compensation Survey
February 2023	
February 1	Native American Scholarship applications due to Graduate School
February 1	Cost Study to IBHE – Discipline Cost Study; Faculty Credit Hour Study; Induced Course Load Matrix; Form C
February 3	Graduate School 3MT Competition (tentative)
February 8	IPEDS Winter Collection Closes
February 10	Spring 2023 Graduation Application Deadline
February 15	Workshop for Directors of Graduate Studies
February 28	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 2023	
March 17	Dissertation Research Assistantship Award (DRA) nominations due to Colleges (colleges may have earlier deadline)
March 17	2023 HEIS Fall Enrollment Data Collection, AY 2022-2023 Close Date
March 25	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)
TBD	Provost Scholarship Interviews
March 30	The Higher Learning Commission Annual Institutional Data Update
March 31	Dissertation Research Assistantship Award (DRA) nominations due to Graduate School
April 2023	
April TBD	State of the University Address - SIU Chancellor

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 Performance Evaluations for 2022 to Labor and Employee Relations prior to April 1
April 1	Honors Day
April 5	IPEDS Spring Collection Closes
April 13	Research and Creative Activities Forum
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 2022
May 2023	
May 1	NTT Re-Employment Notification: Schools 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: Schools 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 2023 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 13.02 of current CBA)
May 8	Spring Grading opens
May 8-12	Spring Semester Final Exams
May 12	Spring Semester Ends
May 12	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 12	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 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	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 12	Academic Excellence Reception
May 13	Spring Commencement
May 13	Last day for Spring 2023 Student Employment
May 14	First day for Summer 2023 Student Employment
May 15	HEIS Data Collection, Spring Enrollment AY 2022-2023 (include Winter Term if on Trimesters or Quarters) Open Date
May 15	Intersession Begins
May 17	Spring Semester Final Grades due by 8:00 am
May 26	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)

Date	Item Description
June 2023	
June 9	Intersession Ends
June 12	Summer Session Begins
June 23	Summer 2023 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)