

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 15 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 Associate Provost for Academic Programs' Office
- 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 Academic Excellence Recognition Ceremony
- 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 10 th 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 15	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
<u>January 2018</u>	
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 7 Grad Bash
- 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 14 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 18 Faculty and Staff Excellence Awards

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)