**PROVOST'S ACADEMIC CALENDAR**  
**2018-2019 Academic Year**

*(PLEASE NOTE: If a deadline falls on a weekend, items are due by 5:00 p.m. on the Friday immediately prior)*

[Disclaimer: All dates subject to change]

### JULY
- July 4: UNIVERSITY HOLIDAY

### AUGUST
- August 13: New Faculty Orientation in Longs Peak and Cherokee Park (11:30 - 2:30 p.m.)
- August 16-19: Ram Welcome
- August 20: Fall Semester Classes Begin
- August 29: Joint Cabinet/COD Meeting in Lory Student Center (8 - 5)

### SEPTEMBER
- September 1: PROVOST OFFICE DEADLINE: Summary statement due from deans on upcoming P & T cases
- September 3: UNIVERSITY HOLIDAY
- September 4: Faculty Council Meeting (4:00 - 6:00 p.m.)
- September 5: Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00)
- September 6-7: Fall Leadership Forum @ YMCA of the Rockies
- September 19: Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

### OCTOBER
- October 1: PROVOST OFFICE DEADLINE: Deans submit post-tenure review schedules to Provost/EVP
- October 1: PROVOST OFFICE DEADLINE: Deans submit comprehensive mid-point review schedules to Provost/EVP
- October 1: PROVOST OFFICE DEADLINE: Sabbatical leave requests due to Provost/EVP
- October 2: Faculty Council Meeting (4:00 - 6:00 p.m.)
- October 3: President's Fall Address
- October 3: Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
- October 17: Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

### NOVEMBER
- November 1: PROVOST OFFICE DEADLINE: Sabbatical Leave Reports for academic year & spring semester sabbaticals due to Provost/EVP
- November 6: Faculty Council Meeting (4:00 - 6:00 p.m.)
- November 12: CALL FOR NOMINATIONS distributed for awards due February 1 (BOG Excellence in Undergraduate Teaching, Cermak Advising, Monfort Professors, Pennock Award, N. Preston Davis Award, UDPs & UDT'Ss if vacancies exist)
- November 14: Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
- November 17-25: Student Holiday: Thanksgiving Break
- November 22-23: UNIVERSITY HOLIDAY
**DECEMBER**

December 1  **PROVOST OFFICE DEADLINE:** Recommendations for reappointment of 2nd year faculty to Year 3 due to Provost/EVP
December 4  Faculty Council Meeting (4:00 - 6:00 p.m.)
December 7  Fall Semester Classes End
December 10-14  Fall Semester Finals
December 12  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
December 14-16  Fall Commencement
December 15  **PROVOST OFFICE DEADLINE:** Promotion & tenure dossiers due to Provost/EVP
December 24-26  UNIVERSITY HOLIDAY

**JANUARY**

January 1  UNIVERSITY HOLIDAY
January 2  Provost/EVP & Vice Provost discussion of promotion and tenure recommendations
January 15  Provost's Office distributes list of current special course fees and notification that new/increased fees should be in process.
January 16  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
January 21  UNIVERSITY HOLIDAY
January 22  Spring Semester Classes Begin

**FEBRUARY**

February 1  **PROVOST OFFICE DEADLINE:** Award nominations due (BOG Excellence in Undergraduate Teaching, Cermak Advising, Pennock Award, N. Preston Davis Award, UDPs & UDTSs if vacancies exist)
February 1  **PROVOST OFFICE DEADLINE:** Requests for new/increased special course fees due to VPUA
February 5  Faculty Council Meeting (4:00 - 6:00 p.m.)
February 13  Council of Deans Review of P & T Dossiers in Provost's Conference Room (1:00 - 4:00)
February 15  **PROVOST OFFICE DEADLINE:** Recommendations for reappointment of 1st year faculty for Year 2 due to Provost/EVP.
February 20  Council of Deans in Provost's Conference Room (1:00 - 4:00 p.m.)

**MARCH**

March 1  Provost sends request for annual performance evaluation input on deans and direct reports
March 5  Faculty Council Meeting (4:00 - 6:00 p.m.)
March 6  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
March 16-24  Spring Break
March 15  **PROVOST OFFICE DEADLINE:** Annual performance evaluation feedback and self-evaluations due from deans and direct reports to Provost/EVP
March 20  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
March 31  **PROVOST OFFICE DEADLINE:** Sabbatical reports for Fall semester sabbaticals taken due to Provost/EVP
APRIL

April 1  PROVOST OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Provost/EVP
April 1 - 30 Provost/EVP meets with deans and direct reports r.e. annual evaluations
April 2  Faculty Council Meeting (4:00 - 6:00 p.m.)
April 3  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
April 17 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

MAY

May 1  PROVOST OFFICE DEADLINE: Comprehensive mid-point reviews due to Provost/EVP

May 1  PROVOST OFFICE DEADLINE: Recommendations for reappointment of 2nd, 3rd, 4th, and 5th year faculty due to Provost/EVP
May 1  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
May 7  Faculty Council Meeting (4:00 - 6:00 p.m.)
May 10  Spring Semester Classes End
May 13-17  Spring Semester Finals
May 15  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

May 15  PROVOST OFFICE DEADLINE: Conflict of Interest Memos and Management Plans due to Brad Woods (RICRO)
May 17-19  Spring Commencement
May 27  UNIVERSITY HOLIDAY