

PROVOST'S ACADEMIC CALENDAR

2016-2017 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 15 PROVOST OFFICE DEADLINE: Special course fee review forms due to VPUA --
Business and Financial Services will notify departments of required SCF Annual Review forms for selected accounts in advance.

August 15 New Faculty Orientation in Grey Rock and Cherokee Park (11:30 - 2:30 p.m.)

August 18-21 Ram Welcome

August 22 Fall Semester Classes Begin

August 31 Joint Cabinet/COD Meeting (8 - 5; will break for Fall Address) in Cherokee Park

August 31 President's Fall Address and University Picnic on the Oval (11:30 a.m.)

SEPTEMBER

September 1 PROVOST OFFICE DEADLINE: Summary statement due from deans on upcoming P & T cases

September 5 UNIVERSITY HOLIDAY

September 6 Faculty Council Meeting (4:00 - 6:00 p.m.)

September 7 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00)

September 8-9 Fall Leadership Forum @ YMCA of the Rockies

September 12-23 Provost/EVP meets with individual deans to review upcoming promotion and tenure cases.

September 21 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 4 Faculty Council Meeting (4:00 - 6:00 p.m.)

October 5 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

October 19 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 1 Faculty Council Meeting (4:00 - 6:00 p.m.)

November 2 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

November 14 CALL FOR NOMINATIONS distributed for awards due February 1 (BOG Excellence in Undergraduate Teaching, Cermak Advising, Pennock Award, N. Preston Davis Award, UDPs & UDTs if vacancies exist)

November 16 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

November 19-27 Student Holiday: Thanksgiving Break

November 24-25 UNIVERSITY HOLIDAY

DECEMBER

December 1	PROVOST OFFICE DEADLINE: Recommendations for reappointment of 2nd year faculty to Year 3 due to Provost/EVP
December 6	Faculty Council Meeting (4:00 - 6:00 p.m.)
December 7	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
December 9	Fall Semester Classes End
December 12-16	Fall Semester Finals
December 15	PROVOST OFFICE DEADLINE: Promotion & tenure dossiers due to Provost/EVP
December 16-18	Fall Commencement
December 21	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
December 26-28	UNIVERSITY HOLIDAY

JANUARY

January 2	UNIVERSITY HOLIDAY
2nd Week	Provost/EVP & Vice Provost discussion of promotion and tenure recommendations
January 4	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
January 15	Provost's Office distributes list of current special course fees and notification that new/increased fees should be in process.
January 16	UNIVERSITY HOLIDAY
January 17	Spring Semester Classes Begin
January 18	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
January 25	Budget Retreat (8:00 - 5:00), Cherokee Park Ballroom

FEBRUARY

February 1	PROVOST OFFICE DEADLINE: Award nominations due (BOG Excellence in Undergraduate Teaching, Cermak Advising, Pennock Award, N. Preston Davis Award, UDPs & UDTs if vacancies exist)
February 1	PROVOST OFFICE DEADLINE: Requests for new/increased special course fees due to VPUA
February 1	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
February 7	Faculty Council Meeting (4:00 - 6:00 p.m.)
February 15	PROVOST OFFICE DEADLINE: Recommendations for reappointment of 1st year faculty for Year 2 due to Provost/EVP.
February 15	Council of Deans Review of P & T Dossiers in Provost's Conference Room (1:00 - 4:00)

MARCH

March 1	Provost sends request for annual performance evaluation input on deans and direct reports
March 1	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
March 7	Faculty Council Meeting (4:00 - 6:00 p.m.)
March 11-19	Spring Break
March 15	PROVOST OFFICE DEADLINE: Annual performance evaluation feedback and self-evaluations due from deans and direct reports to Provost/EVP
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 - 15	Provost/EVP meets with deans and direct reports r.e. annual evaluations
April 4	Faculty Council Meeting (4:00 - 6:00 p.m.)
April 5	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
April 19	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
April 16 - 30	Provost/EVP writes annual evaluation reviews on deans and direct-reports

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 2	Faculty Council Meeting (4:00 - 6:00 p.m.)
May 3	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
May 5	Spring Semester Classes End
May 8-12	Spring Semester Finals
May 12-14	Spring Commencement
May 15	PROVOST OFFICE DEADLINE: Conflict of Interest Memos and Management Plans due to Provost/EVP
May 17	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
May 29	UNIVERSITY HOLIDAY