

### Academic Affairs/Administrative Calendar 2008-2009

Responsible Person(s):	2008						2009						
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>FACULTY PROMOTION / TENURE PROCESS</b>													
Open meeting with University Commission on Promotion and Tenure:			28									17	
Determination of Faculty to be reviewed for P&T:				2									
Faculty members submit materials to Department Chairs:				15									
Review & formulate recommendations for Faculty:				15 thru 15									
Materials submitted to VPAA:					16								
Recommendations/materials submitted to UCPT:					22								
Review by UCPT:					22 thru Dec 10								
(a) Conclusion of preliminary review; Requests for add'l info; Letters of Non-concurrence:							10						
(b) Right of Appeal on Letters of Non-concurrence								14					
Recommendations to the President:								26					
President reviews recommendations & confers with UCPT:									2				
Final decision & written notification to Faculty:									11				

Responsible Person(s):	2008						2009						
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>PROBATIONARY FACULTY REVIEW</b>													
Review of Faculty in 2nd Year to determine issuance of Third Contract													
(a) Recommendations submitted to VPAA/VPIRAA							7						
(b) Recommendations submitted to President							19						
(c) Final decision/notification of Faculty if negative								12					
Annual Probationary Faculty reviews (1st, 3rd, 5th) & Formal Reviews (2nd & 4th)													
(a) Faculty member submits materials								15					
(b) Recommendations submitted to VPAA									2				
(c) Recommendations submitted to the President									16				
(d) President's decision										2			
Terminal Notice for Faculty in first year at Trinity University										2			
Results of reviews/evaluations to Chairs and Probationary Faculty										6			

Responsible Person(s):	2008						2009						
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>FACULTY DEVELOPMENT PROPOSALS</b>													
Deadline for Reports on 2008 Summer Stipends & 2007-08 Academic Leaves				15									
2009 Summer Stipends													
Submission of Summer Stipend Proposals to Chairs for Review:				2									
Return of signed Summer Stipend Proposals to applicants:				8									
Submission of Summer Stipend Proposals to Academic Affairs:				15									
2009-10 Academic Leaves													
Submission of Academic Leave Proposals to Chairs				3									
Submission of Academic Leave Proposals to Academic Affairs:				26									
Announcement of award of 2009 Summer Stipends & 2009-10 Leaves							17						
Notice of Intent to Apply for Academic Leave to be taken in 2010-11											17		
Forms for proposals submitted in fall 2008 available in Academic Affairs:											17		

## Academic Affairs/Administrative Calendar 2008-2009

<b>BUDGET PROCESS</b>	Responsible Person(s):	2008						2009						
		Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Budget forms/information distributed to Chairs/Directors	VPAA			9										
Budget proposals to VPAA	Chairs/Directors				29									
VPAA holds budget conferences with Chairs/Directors	VPAA/Chairs/Directors					6-24								
Budget recommendations submitted to the President	VPs						3							
Budget Meeting with VPFA	VPs						10							
Budget Meeting with all Vice Presidents and the President	VPs/President							4, 5						

<b>FACULTY EVALUATION</b>		Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Summary of Professional Activity forms distributed to Faculty:	VPAA						26							
Completed Summary of Professional Activity forms to Chairs:	Individual Faculty								9					
Chairs confer with Faculty:	Chairs/Faculty								9-30					
Allocation of salary pool dollars to VPAA.	President									13				
Allocation of salary pool dollars to Chairs:	VPAA									16				
Chairs' Evaluations and Increment Recommendations to VPAA:	Chairs									2				
Conferences between Chairs and VPAA:	Chairs/VPAA									2-23				
Salary recommendations to the AVPFA:	VPAA										6			
Approved salary recommendations to AVPFA:	President										13			
Letters of Appointment mailed to faculty by Office of Academic Affairs:	Academic Affairs											1		
Deadline for return of signed Letter of Appointment	Individual Faculty												24	

<b>CONTRACT STAFF EVALUATION</b>		Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Performance Appraisal Forms available to Chairs/Directors	VPAA								16					
Performance Appraisal & Merit Salary recommendations due to VPAA:	Chairs/Directors									13				
Performance Appraisal & Merit Salary recommendations due to the AVPFA:	VPAA										2			
Approved salary recommendations to AVPFA	President										13			
Letters of Appointment mailed to contract staff by Office of Academic Affairs	Academic Affairs											1		
Deadline for return of signed Letter of Appointment	Individual Contract Staff												24	

<b>CLASSIFIED STAFF EVALUATION</b>		Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Evaluation forms to Chairs/Directors:	Human Resources								5					
Signed and Completed Evaluation Forms to VPAA	Chairs/Directors									20				
Classified salary recommendations to AVPFA:	VPAA										2			
Copies of Classified Salary letters to all supervisors:	Human Resources										19			
Classified Salary letters mailed to classified staff employees:	Human Resources											1		

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<b>BUDGETED EXPENDITURES</b>	Responsible Persons	2008						2009							
		Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Capital equipment															
Notification to Chairs to submit Renovation/Capital Improvement Requests for FY 2009-10:	VPAA										23				
Capital Equipment Requests for FY 2009-10 from Chairs to VPAA	Chairs											23			
Capital Equipment Requests for FY 2009-10 to the President	VPAA												13		
Deadline for DPO/Capital Equipment Purchases in FY 2008-09	Chairs											26			
Renovations/Capital Improvements:															
Notification to Chairs to submit Renovation/Capital Improvement Requests for FY 2010-11	VPAA												9		
Renovation/Capital Improvement Requests for FY 2010-11 to VPAA	Chairs														8

<b>CLASS SCHEDULE / ADVISING &amp; REGISTRATION</b>		Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Class Schedule Version I to Department Chairs and Office of Academic Affairs	Registrar			8					9					
Class Schedule Version I to Office of Academic Affairs and Registrar	Chairs				2					9				
Class Schedule Final Version to Department Chairs & Office of Academic Affairs	Registrar				23						2			
Class Schedule Final Version to Office of Academic Affairs and Registrar	Chairs					7					20			
Class Schedule to Printer:	Registrar					21					25			
Class Schedules Available:	Registrar						3					6		
Student Advising & Registration:	Faculty/Students			25-27			6-21		13			9-24		
Beginning of Classes:	(Multiple)			28					14				27	
Add/Drop Days:	(Multiple)			28 thru 5					13-22				27 thru 2	
Last day to change Pass/Fail:	Students				18					4				

<b>BULLETIN DATES</b>		Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Courses of Study Bulletin: Copy to VPs, Chairs, Directors	VPAA									20				
Corrected copy back to Office of Academic Affairs	Chairs/Directors/VPs										18			

<b>PROGRAM ASSESSMENT</b>		Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2007-08 Assessment Report due to Office of Academic Affairs	Chairs/Directors	13												
Assessment Plan for 2008-09 due to Office of Academic Affairs	Chairs/Directors				5									
2008-09 Assessment Report due to Office of Academic Affairs	Chairs/Directors													12

### Academic Affairs/Administrative Calendar 2008-2009

EXAMINATIONS / GRADES / GRADUATION	Responsible Person(s)	2008					2009							
		Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
First day to apply for May 2009 Graduation & Commencement (undergrad and grad)	Grad/Undergrad				1									
Last day to apply for May 2009 Graduation & Commencement (undergrad and grad)								1						
First day to apply for December 2009 Graduation & Commencement (undergrad and grad)	Grad/Undergrad									5				
Last day to apply for December 2009 Graduation & Commencement (undergrad and grad)	Grad/Undergrad											30		
Last day graduate students may withdraw from a course without approval	Graduate student					21						17		
Mid-semester Grades due to Office of the Registrar (5:00 p.m.)	Individual Faculty					21						17		
Last day undergraduate students may Withdraw from a course with a "W"	Undergrad student					30						26		
Deadline for Graduate Theses/Projects to Program Directors	Grad students graduating in December							14						
Deadline for Graduate Theses/Projects to Program Directors	Grad students graduating in May											22		
Deadline for Undergrad Theses/Honors Theses/Projects to Program Directors	Undergrad students graduating in December							26						
Deadline for Undergrad Theses/Honors Theses/Projects to Program Directors:	Undergrad students graduating in May											22		
Reading Days:									10-11					4-5
Final Examination Periods (Begins at 6:30 p.m.; includes Saturdays):									11-18					5-12
Final grades for graduating students due to Office of the Registrar (Fall and Spring: 12:00 noon):	Individual Faculty								18					14
Final grades due to Office of the Registrar	Individual Faculty								22					18
Commencement:									20					16

MEETING DATES & HOLIDAYS	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Board of Trustees				18-19				22-23				14-15	
New Faculty Orientation			21-22										
New Student Orientation begins			22										
New Student Convocation			27										
University Curriculum Council				5; 19	3; 31	14	5	23	13	6	3;24		
Faculty Senate				12; 26	10	7; 21		30	20	27	17		
Fall Family Weekend					3-4								
Academic Faculty Assembly meetings			21		24		11			20		1	
Spring Family Weekend and Honors Convocation										27-29			
Alumni Weekend:					10-12								
Trinity Pre-College Institute: A Trinity Summer	22 thru 11												
Trinity In Focus (Admissions)	28				11	15		24		21	18		
Independence Day		4											
Labor Day:				1									
Thanksgiving:						27-28							
Christmas:							25-31						
New Year's Day:								1-2					
Martin Luther King Junior Day								19					
Good Friday:											10		
Memorial Day:												25	
Class Holidays & Breaks--No classes:					17					7-15			