

Academic Affairs/Administrative Calendar 2008-2009

Responsible Person(s):	2008						2009						
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FACULTY PROMOTION / TENURE PROCESS													
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						
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PROBATIONARY FACULTY REVIEW													
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
FACULTY DEVELOPMENT PROPOSALS													
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		

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BUDGET PROCESS	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						

FACULTY EVALUATION		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	

CONTRACT STAFF EVALUATION		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	

CLASSIFIED STAFF EVALUATION		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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BUDGETED EXPENDITURES	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

CLASS SCHEDULE / ADVISING & REGISTRATION		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				

BULLETIN DATES		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			

PROGRAM ASSESSMENT		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

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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			