

# Academic Affairs

## FY 2017 - 2018 Annual Academic Affairs Submission Calendar

Month	Deadline	Action
January	1/8/2018	<b>Academic Administrators Meeting</b>
	1/10/2018	Spring workload reports due to Academic Affairs
	1/10/2018	Small Class Reports for spring 16 -week and 1st 8 weeks due to Academic Affairs
	1/10/2018	Independent Study Forms for spring 2017 - 16 weeks and 1st 8-weeks due to Academic Affairs
	1/19/2018	Sub Codes Update (Update sub code balances and route necessary DBR's)
	1/22/2018	Finalize DBR & Sub Codes to clear deficit balance/sub codes
	1/24/2018	HB 2504/SB 1726 - Syllabus and CV Upload due (7th day of classes)
	1/31/2018	Deadline to use 1411 Funding
February	2/1/2018	DBR Transfers for all 1511 Funding should be encumbered successfully
	2/2/2018	<b>Academic Administrators Meeting</b>
	2/15/2018	Sub Codes Update (Update sub code balances and route necessary DBR's)
	2/23/2018	Finalize DBR & Sub Codes to clear deficit balance/sub codes
March	3/2/2018	Post-Tenure Review from Deans due to Academic Affairs
	3/2/2018	<b>Academic Administrators Meeting</b>
	3/9/2018	Small Class Reports for spring 2018 - 2nd 8-weeks due to Academic Affairs
	3/9/2018	Independent Study Forms for spring 2018 -2nd 8-weeks due to Academic Affairs
	3/15/2018	End of Term (EOT) letters due to Academic Affairs for spring 2018
	3/20/2018	Sub Codes Update (Update sub code balances and route necessary DBR's)

Month	Deadline	Action
	3/24/2018	Finalize DBR & Sub Codes to clear deficit balance/sub codes
<b>April</b>	4/3/2018	Curriculum Changes for fall 2018 must be approved and ready for Provost review
	4/6/2018	<b>Academic Administrators Meeting</b>
	4/13/2018	Summer School budget Worksheet due to Academic Affairs
	4/13/2018	Summer contracts due to Academic Affairs
	4/17/2018	Sub Codes Update (Update sub code balances and route necessary DBR's)
	4/19/2018	Finalize DBR & Sub Codes to clear deficit balance/sub codes
<b>May</b>	5/4/2018	Finalized Tenure and Non-Tenure track and Adjuncts MOA, Offer Letter and Performance Expectations for FY 18 due
	5/7/2018	Notice provided to Tenure and Tenure-Track Faculty for upcoming review cycle
	5/15/2018	Summer workload reports due to Academic Affairs
	5/22/2018	Independent Study forms for Summer 10 week and 1st 5-weeks due to Academic Affairs
	5/22/2018	Small Class Reports for Summer 10 week and 1st 5-week due to Academic Affairs
	5/23/2018	Sub Codes Update (Update sub code balances and route necessary DBR's)
	5/25/2018	Finalize DBR & Sub Codes to clear deficit balance/sub codes
<b>June</b>	6/6/2018	HB 2504/SB 1726 - Syllabus and CV Upload due (7th day of classes)
	6/20/2018	Sub Codes Update (Update sub code balances and route necessary DBR's)
	6/22/2018	Finalize DBR & Sub Codes to clear deficit balance/sub codes
	6/28/2018	Independent Study Forms for Summer 2nd 5 weeks due to Academic Affairs
	6/28/2018	Small Class Reports for Summer 2nd 5-weeks due to Academic Affairs
<b>July</b>	7/18/2018	Sub Codes Update (Update sub code balances and route necessary DBR's)
	7/20/2018	Finalize DBR & Sub Codes to clear deficit balance/sub codes

<b>Month</b>	<b>Deadline</b>	<b>Action</b>
<b>August</b>	8/15/2018	Sub Codes Update (Update sub code balances and route necessary DBR's)
	8/24/2018	Finalize DBR & Sub Codes to clear deficit balance/sub codes

**Note: Calendar is subject to change**

**Note: Deans Council Meets every other Wednesday from 12:00 - 2:00**

updated 01/08/2018