

Academic Affairs Administrative Calendar 2019-20

FACULTY PROMOTION AND TENURE PROCESS	Fall 2019	Spring 2020
P&T Commission holds open meeting	Aug 22	Apr 15
Determination of faculty to be reviewed for P&T	Aug 23	
Faculty members submit materials to Department Chairs	Sep 9	
Departments review materials and formulate recommendations	Sep 9-Oct 9	
Chairs submit materials to AA (in SoB, to Dean)	Oct 10	
For School of Business, Dean submits recommendations to AA	Oct 17	
P&T Commission reviews materials	Oct 14-Dec 4	
P&T Commission issues requests for add'l information, letters of non-concurrence	Dec 4	
Chairs submit appeals on letters of non-concurrence		Jan 17
P&T Commission submits recommendations to President		Jan 27
VPAA submits recommendations to President		Feb 3
President makes final decision and sends written notification to faculty		Feb 14

FORMAL AND INFORMAL FACULTY REVIEWS	Fall 2019	Spring 2020
Informal Reviews (2nd Year)		
(1) Chairs submit recommendations to AA (in SoB, to Dean)	Oct 28	
(1a) For School of Business, Dean submits recommendations to AA	Nov 1	
(2) VPAA submits recommendations to President	Nov 8	
(3) President notifies faculty members in case of terminal contract	Dec 15	
Informal Reviews (1st, 3rd, 5th Year) & Formal Reviews (2nd & 4th Year)		
(1) Faculty members submit materials to departments		Jan 15
(2) Chairs submit recommendations to AA (in SoB, to Dean)		Feb 3
(2a) For School of Business, Dean submits recommendations to AA		Feb 10
(3) VPAA submits recommendations to President		Feb 24
President notifies first-year faculty members in case of terminal contract		Mar 1
AA shares results of reviews with chairs and probationary faculty members		Mar 6

PROGRAM ASSESSMENT	Fall 2019	Spring 2020
Chairs submit 2018-19 Assessment Report to AA and IR	Oct 1	

STAFF EVALUATIONS	Fall 2019	Spring 2020
Chairs and directors submit evaluations of contract and classified staff to AA		Mar 2

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FACULTY MERIT EVALUATIONS	Fall 2019	Spring & Summer 2020
AA distributes Summary of Professional Activities forms	Nov 25	
Faculty members submit completed SPA forms to chairs		Jan 22
Chairs submit evaluations to VPAA		Mar 2
HR mails letters of appointment		May 31
Faculty members return signed letters of appointment		June 30

FACULTY DEVELOPMENT PROPOSALS	Fall 2019	Spring 2020
Faculty submit reports on 2018-19 academic leaves	Sep 15	
Faculty submit reports on 2019 summer stipends	Sep 15	
2020 Summer Stipends		
Faculty submit summer stipend proposals to chairs for review	Aug 16	
Chairs return summer stipend proposals to applicants	Aug 23	
Faculty submit summer stipend proposals to AA	Sep 6	
2020-21 Academic Leaves		
Faculty submit academic leave proposals to chairs	Sep 6	
Faculty submit academic leave proposals to AA (chairs submit memo of dept'l support)	Sep 20	
President announces awards of 2020 summer stipends & 2020-21 academic leaves	Dec 15	
Faculty indicate intent to apply for academic leave in 2020-21		Mar 1
AA makes forms for proposals submitted in fall 2020 available		May 1

BUDGET PROCESS	Fall 2019	Spring 2020
President initiates budget preparation cycle with memo to VPs, directors, chairs	late August	
Chairs submit capital improvement and major equipment requests to AA	mid-October	
Chairs submit operating and staffing requests to AA	TBD	
VPAA communicates approved capital improvement and major equipment requests to departments		early March
VPAA communicates approved budget to departments		late May
Chairs submit carry-forward requests (approved amounts posted in late August)		mid-June

CLASS SCHEDULE, ADVISING, AND REGISTRATION	Summer & Fall 2019	Spring & Summer 2020
Registrar distributes Class Schedule Version I to chairs and AA	Jul 29	Jan 3
Chairs return Class Schedule Version I to Registrar and AA	Aug 23	Jan 24

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Registrar distributes Class Schedule Final Version to chairs and AA	Sep 27	Feb 28
Chairs return Class Schedule Final Version to Registrar and AA	Oct 4	Mar 6
Student Registration	Aug 19-20; Nov 4-19	Jan 8; Apr 13-28; May 20-26
Beginning of Classes	Aug 21	Jan 15
Add/Drop	Aug 21-28	Jan 10-23
Last day to change Pass/Fail	Sep 11	Feb 5

EXAMINATIONS, GRADES, AND GRADUATION	Fall 2019	Spring & Summer 2020
First day to apply for May 2020 Graduation	Sep 1	
Last day to apply for May 2020 Graduation	Dec 2	
First day to apply for December 2020 Graduation		Jan 1
Last day to apply for December 2020 Graduation		Apr 30
Last day graduate students may withdraw from a course without approval	Oct 15	Mar 17
Faculty submit midterm grades (5:00 p.m.)	Oct 15	Mar 17
Last day undergraduate students may withdraw from a course with a "W"	Oct 31	Apr 2
Deadline for Graduate Theses/Projects to Program Directors	Nov 19	Apr 17
Deadline for Undergrad Theses/Honors Theses/Projects to Program Directors	Nov 19	Apr 17
Reading Days	Dec 4-5	May 4-5
Final Examinations	Dec 6-12	May 6-12
Faculty submit final grades for graduating seniors (noon)	Dec 12	May 14
Faculty submit final grades (5:00 p.m.)	Dec 16	May 18
Commencement	Dec 14	May 16

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MEETING DATES	Summer & Fall 2019	Spring & Summer 2020
Trinity In Focus	Jun 29, Sep 21, Nov 16	Jan 25
Trinity Tower Scholars Day		Feb 8
Admitted Tiger Days		Feb 21, Mar 20, Apr 3, Apr 18
Faculty Orientation	Aug 12-16	
New Student Orientation begins	Aug 16	Jan 12
New Student Convocation	Aug 17	
Fall Family Weekend	Sep 27-29	
Alumni Weekend	Oct 4-6	
Spring Family Showcase		Mar 27-29
Board of Trustees	Sep 11-13	Feb 12-14; May 13-15
University Curriculum Council	Sep 13; Oct 4; Nov 1, 22	Feb 7, 28; Mar 20; Apr 24
Faculty Senate	Sep 13; Oct 4; Nov 1, 22	Jan 24; Feb 28; Mar 20; Apr 24
Academic Faculty Assembly	Oct 25; Dec 5	Feb 21; Apr 17; May 5

HOLIDAYS	Summer & Fall 2019	Spring & Summer 2020
Independence Day	Jul 4	
Labor Day	Sep 2	
Thanksgiving	Nov 27-29	
Winter Holidays	Dec 23-31	
New Year's Day		Jan 1
Martin Luther King Junior Day		Jan 20
Good Friday		Apr 10
Memorial Day		May 25
Class Holidays and Breaks -- no classes	Oct 11	Mar 7-15

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FACULTY REPRESENTATION NEEDED	Fall 2019	Spring 2020
Trinity In Focus (one faculty member per department)	Jun 29, Sep 21, Nov 16	Jan 25
Trinity Tower Scholars Day (one faculty member per department)		Feb 8
Admitted Tiger Days (one faculty member per department)		Feb 21, Mar 20, Apr 3, Apr 18
Academic Interest Fair (at least one faculty member per department)	Aug 17	
New Student Convocation (one faculty member per department)	Aug 17	
Fall Family Weekend (one faculty member per department)	Sep 27-29	
Winter Commencement (one faculty member per department)	Dec 14	
Honor Awards Convocation (one faculty member per department)		Mar 28
Spring Commencement (all full-time faculty members)		May 16

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