

DEPARTMENT OPERATIONS CALENDAR

As of: 10/07

Mth	Qtr	Wk	Qtr Timeline	Curriculum Planning	Catalog Copy	Course Approval	Schedule of Classes	Summer Session	Academic Personnel	Recruitment	Teaching Assistants	G. Student Deadlines	U.G. Student Deadlines	Outreach	Honors, Awards	External Review	Misc	
26			Begin fiscal year						Chair lines up ext reviewers									
27	Jul									Update maining lists					List of Spr grads			
28								Session I End: ~7/27						Sum Orientation				
29								Session II Begin: ~7/30	Update faculty teaching pages									
30	Aug	Sum #2					Fall late adds to schedule due		↓	Meet Sept ad deadlines							Plan Fall Luncheon	
31										Advertising & mailing lists								
32																		
33																		
34									Fac review mats due									
35	Sep					CAs for Wtr SOC		Session II End: ~9/3									Place ads for student workers	
36					Non-tenured course relief requests due				Copy & mail mats									
37										Recruitment training for committees					List of Sum grads		Budget Mtgs (Div)	
38		Fall	1	Qtr Begins			Spr Lg Lect request		Campus Deadline for mats				Add/Swap/Drop begin Enrollment Deadline Permission numbers	Fall Orientation		YR 1: Begin work on self-study	Fall luncheon APM025 due to Dept	
39			2					Call for courses				Announce deg - Fall						
40	Oct		3		Call for CLP				AHR Dept Chair Workshop		Turnaround Report			Preview Day				
41			4										Add/Swap/Drop end Add by petition begin					
42			5										Announce CAN - Fall					
43			6					Wtr late adds to schedule due		Outside letters due				ADVISING WEEK Add by petition ends			YR 2: Send ERs mat'l (From Div)	APM025 due to Div
44	Nov		7				Spr SOC to Div	Call for proposals due to Sum Session			Return list of slots							
45			8		Leave requests due		CAs for Spr SOC		Faculty mtgs and votes									
46			9						Sum Session notifies dept of accepted courses									
47			10	Inst Ends		Prgm statement due		Course Approvals		Initial review date							CUIP Proposals due to Career Center	
48	Dec		11	Finals	Faculty curriculum plans due				↓	Search cte meets		Complete requirements - Fall						
49										Review apps								
50					Holiday Break	CLP due Div				Merit files to Div	Contact interviewees & set dates in Jan							
51			Campus Closure															
52																		
1	Jan	Winter	1	Qtr Begins						Next FTE reqs to Div			Add/Swap/Drop begin Enrollment Deadline		Goldwater apps			
2			2				Fall Lg Lect request		Major files to Div			Announce CAN - Spr	Permission Numbers		Strauss Nomination Dean/Chanc Awards Steck			
3			3							Interviews	Turnaround Report							
4			4				CAs, Catalog revision due	Spr late adds to schedule due					Announce CAN - Wtr		List of Fall Grads			
5	Feb		5		Manuscripts due	CAs for Fall SOC	Fall SOC to Division											
6			6							Call for TA Slots for next year						YR 2: ERs visit (W/S)	Course fee proposals due	
7			7							Faculty mtgs, Offer & negotiations			Priority Enroll - Spr				Misc fees proposals due	
8	Mar		8								List to Grad Division				Send notice to students re: Dean/Chancellor/Steck	YR 2: ER Report submitted (4 W/S later)		
9			9										Open Enroll - Spr					
10			10	Inst Ends							App forms to students	Complete requirements - Wtr						
11			11	Finals														
12			Spring Break		Faculty listings due													
13	Apr	Spring	1	Qtr Begins						UC Faculty need offer by this date						YR 2: Dept Response		
14			2									Announce CAN - Spr	Permission Numbers	Prospective students & families	Dean/Chanc nominations to Div			
15			3						Send new faculty info for catalog	Turnaround Report								
16			4										Announce CAN - Spr		List of Wtr grads			
17	May		5						Call - merit & promotion	Campus releases FTE	Next year TAs to Grad Division							
18			6				Wtr Lg Lect request			Write job announcement & approval					Poster Symposium App/Abstract due	YR1: Self-Study & ER names due		
19			7						Unit 18 files to Div				Priority enroll - Fall					
20			8						Schedule mtgs with dept chair & candidates	AHR workshop on outreach/advertising		Complete requirements- Spr	Open Enroll - Fall					
21			9															
22	Jun		10	Inst Ends			Win SOC to Div										Purchase by this date	
23			11	Finals							Assignments given							
24				Commencement							Ltr/email students							
25			Sum #1	End of Fiscal Year					Sum Session I begin		Research ad options							