

**DIVISION OF ACADEMIC AFFAIRS
CALENDAR OF DUE DATES
2006/2007**

Administrative Calendar

Item	Due To	Due Date
Reynolds Teaching Award Nominations	Center for Advancement of Teaching & Learning	Sept. 22, 2006
Pickens-Queen Teaching Award Nominations	Center for Advancement of Teaching & Learning	Sept. 29, 2006
Listing of Courses for Fee Collections with CRN's (Spring 2007)	Office of the Academic Budget Officer	Oct. 16, 2006
Request for New or Continued Faculty Reassigned Time	Office of the Provost & Sr. Vice President for Academic Affairs	Jan. 8, 2007
New Student, Program, and Lab Fees	Office of the Academic Budget Officer	Jan. 15, 2007
Decisions on Reassigned Time	Deans' Offices	Feb. 1, 2007
Distinguished Service Award Nominations	Office of the Provost & Sr. Vice President for Academic Affairs	Feb. 13, 2007
MU Distinguished Artists & Scholars Award Nominations (Submit Electronically)	Office of the Provost & Sr. Vice President for Academic Affairs	Feb. 21, 2007
Listing of Courses for Fee Collections with CRN's (Summer 2007)	Office of the Academic Budget Officer	Mar. 9, 2007
Great Teachers Institute Nominations	Center for Advancement of Teaching & Learning	Mar. 16, 2007
Listing of Courses for Fee Collections with CRN's (Fall 2007)	Office of the Academic Budget Officer	Mar. 23, 2007
Budget Requests	Office of the Academic Budget Officer	TBA (normally in March)
Evaluation of Deans Form	Deans' Offices	Mar. 30, 2007
Completed Evaluation of Deans by Faculty	Office of the Provost & Sr. Vice President for Academic Affairs	April 13, 2007
Hedrick Outstanding Faculty Award Nominations	Center for Advancement of Teaching & Learning	May 1, 2007

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Personnel Calendar

Item	Due To	Due Date
Fall 2006/07 Part-time Faculty & Graduate Assistant PAR's	Office of the Academic Budget Officer	Aug. 7, 2006
Position Requests (AY 2007/08)	Office of the Provost & Sr. Vice President for Academic Affairs	Sept. 11, 2006
New Temp., Probationary & Tenured Faculty 2006 Planning Pages (Fall Hire Date) <i>Planning Pages Required for Temporary Faculty at the Discretion of Each College</i>	Chairperson's Office	Sept. 15, 2006
Temporary Faculty Annual Reports (Hired for Fall Semester Only) <i>Include Planning Pages if Required by College</i>	Deans' Offices Office of the Provost & Sr. Vice-President for Academic Affairs	Dec. 1, 2006 May 1, 2007
Intention to Apply for Promotion/Tenure	Deans' Offices Office of the Provost & Sr. Vice President for Academic Affairs	Sept. 26, 2006 Oct. 14, 2006
Sabbatical Leave Reports (AY 2005/06)	Office of the Provost & Sr. Vice President for Academic Affairs	Oct. 6, 2006
Sabbatical Leave Requests (AY 2007/08)	Office of the Provost & Sr. Vice President for Academic Affairs	Oct. 6, 2006
Spring (2006/07) Part-time Faculty & Graduate Assistant PAR's	Office of the Academic Budget Officer	Dec. 4, 2006
Course Evaluations for Probationary Faculty (Fall 2006) (Office of IR Summaries)	Office of Institutional Research Deans' Offices	Dec. 7, 2006 Jan. 9, 2007
All 2006 Annual Reports, Including Planning Pages for 2006/07 <i>Excluding Temporary Faculty</i>	Chairperson's Office	Jan. 4, 2007
New Temp., Probationary, Tenured Faculty 2007 Planning Pages (Spring Hire Date) <i>Planning Pages Required for Temporary Faculty at the Discretion of Each College</i>	Chairperson's Office	Feb. 1, 2007
Probationary Faculty Retention/Non-Retention Recommendations (Including 2006 Annual Reports and 2006/07 Planning Pages)	Office of the Provost & Sr. Vice President for Academic Affairs Provost's Recommendations to President or Designee Decisions from President or Designee	Feb. 11, 2007 Feb. 18, 2007 Mar. 1, 2007
Promotion & Tenure Recommendations for 2007/08 (Including 2006 Annual Reports and 2006/07 Planning Pages)	Deans' Offices Office of the Provost & Sr. Vice President for Academic Affairs President's Office	Feb. 15, 2007 Mar. 25, 2007 Apr. 22, 2007
Summer School 2006/07 Faculty PAR's	Office of the Academic Budget Officer	TBA
2006 Annual Reports, Including Planning Pages 2006/07 Continuing & Tenured Faculty Not Applying for Promotion/Tenure	Deans' Office from Chairperson Office of the Provost & Sr. Vice President for Academic Affairs	Mar. 17, 2007 Apr. 1, 2007
Temporary Faculty Annual Reports (Hired for One-Year and Spring Semester) <i>Include Planning Pages if Required by College</i>	Deans' Office from Chairperson Office of the Provost & Sr. Vice President for Academic Affairs	Apr. 15, 2007 May 1, 2007
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	Office of the Provost & Sr. Vice President for Academic Affairs	May 25, 2007
Summer School 2006/07 Gratis Course Report	Office of the Academic Budget Officer	July 20, 2007

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Curriculum Calendar

Item	Due To	Due Date
WAC-Portfolio Rough Drafts (Fall 2006)	Center for Advancement of Teaching & Learning/WAC	Sept. 11, 2006
2007 Spring Schedules (Include A & B forms)	Registrar's Office	Sept. 11, 2006
Assessment Activities Report (2005/06)	Center for Advancement of Teaching & Learning/Assessment	Oct. 2, 2006
WAC-Portfolio Final Drafts (Fall 2006)	Center for Advancement of Teaching & Learning/WAC	Oct. 9, 2006
Graduate Catalog Revisions (Spring 2007 online version)	Su Tams	Oct. 13, 2006
Census Data <i>Dates pending notification from Central Office</i>	Office of Institutional Research	Fall Oct. 16, 2006 Spring Feb. 16, 2007
D & F Grades for Freshmen (Mid-term Grades)	Registrar's Office	Fall Oct. 16, 2006 Spring Mar. 5, 2007
Program Reviews & Follow-Up Reports	Assoc. VP, Academic Affairs (electronic copies) Center for Advancement of Teaching & Learning/Assessment (paper copies)	Nov. 1, 2006 Nov. 1, 2006
Course Changes/Revisions for Summer 2007 <i>Requiring Curriculum Committee Approval</i>	Curriculum Committee	Nov. 3, 2006
Revision of Graduate Catalog Proofs	Su Tams	TBA
Course Changes/Revisions for Fall 2007 <i>Requiring Curriculum Committee Approval</i>	Curriculum Committee	Nov. 17, 2006
Final Grades	Registrar's Office	Fall Dec. 14, 2006 Spring May 8, 2007
Undergraduate Catalog Revisions Print & Online for 2007-2009 Graduate Catalog Revisions (Fall 2007 online version)	Su Tams	Jan. 26, 2007 Mar. 30, 2007
WAC-Portfolio Rough Drafts (Spring 2007)	Center for Advancement of Teaching & Learning/WAC	Feb. 5, 2007
2007 Summer Schedules (Include A & B forms)	Registrar's Office	Feb. 5, 2007
2007/08 Fall Schedules (Include A & B forms)	Registrar's Office	Feb. 12, 2007
Revision of Graduate Catalog Proofs	Su Tams	TBA
WAC-Portfolio Final Drafts (Spring 2007)	Center for Advancement of Teaching & Learning/WAC	Mar. 5, 2007
Course Changes/Revisions for Spring 2008 <i>Requiring Curriculum Committee Approval</i>	Curriculum Committee	Apr. 13, 2007