

**DIVISION OF ACADEMIC AFFAIRS  
CALENDAR OF DUE DATES  
2008/2009**

**ADMINISTRATIVE CALENDAR**

ITEM	DUE TO	DUE DATE
<b>Reynolds Teaching Award Nominations</b>	Center for Advancement of Teaching & Learning	<b>Sept. 26, 2008</b>
<b>Pickens-Queen Teaching Award Nominations</b>	Center for Advancement of Teaching & Learning	<b>Sept. 26, 2008</b>
<b>Listing of Courses for Fee Collections with CRN's</b> <i>(Spring 2009)</i>	Academic Budget Office	<b>Oct. 13, 2008</b>
<b>Request for New or Continued Faculty Reassigned Time</b>	Academic Budget Office	<b>Jan. 7, 2009</b>
<b>New/Revised Student, Program &amp; Lab Fee Requests</b>	Academic Budget Office	<b>TBA (Usually January)</b>
<b>Decisions on Reassigned Time</b>	Deans' Offices	<b>Feb. 2, 2009</b>
<b>Distinguished Service Award Nominations</b>	Office of the Provost & Sr. Vice President for Academic Affairs	<b>Feb. 16, 2009</b>
<b>MU Distinguished Artists &amp; Scholars Award Nominations</b> <i>(Submit Electronically)</i>	Center for Advancement of Teaching & Learning	<b>Feb. 23, 2009</b>
<b>Listing of Courses for Fee Collections with CRN's</b> <i>(Summer 2009)</i>	Academic Budget Office	<b>TBA (Usually March)</b>
<b>Great Teachers Institute Nominations</b>	Center for Advancement of Teaching & Learning	<b>TBA (Usually March)</b>
<b>Listing of Courses for Fee Collections with CRN's</b> <i>(Fall 2009)</i>	Academic Budget Office	<b>TBA (Usually April)</b>
<b>Budget Requests</b>	Academic Budget Office	<b>TBA (Usually March)</b>
<b>Evaluation of Deans Form</b> <b>Completed Evaluation of Deans by Faculty</b>	Deans' Offices Office of the Provost & Sr. Vice President for Academic Affairs	<b>Apr. 1, 2009</b> <b>Apr. 15, 2009</b>
<b>Hedrick Outstanding Faculty Award Nominations</b>	Center for Advancement of Teaching & Learning	<b>May 1, 2009</b>
<b>Chairperson Evaluations Notice of Completion</b>	Office of the Provost & Sr. Vice President for Academic Affairs	<b>May 15, 2009</b>

**DIVISION OF ACADEMIC AFFAIRS  
CALENDAR OF DUE DATES  
2008/2009**

**PERSONNEL CALENDAR**

ITEM	DUE TO	DUE DATE
<b>Fall 2008/09 Part-time Faculty &amp; Graduate Assistant PAR's</b>	Academic Budget Office	Now EPAF (July)
<b>Position Requests (AY 2009/10)</b>	Office of the Provost & Sr. Vice President for Academic Affairs	Sept. 10, 2008
<b><u>New Temp., Probationary &amp; Tenured Faculty 2008 Planning Pages (Fall Hire Date)</u></b> <i>Planning Pages Required for Temporary Faculty at the Discretion of Each College</i>	Chairperson's Office	Sept. 15, 2008
<b>Intention to Apply for Promotion/Tenure</b>	Deans' Offices Office of the Provost & Sr. Vice President for Academic Affairs	Sept. 29, 2008 Oct. 15, 2008
<b>Sabbatical Leave Reports (AY 2007/08)</b>	Office of the Provost & Sr. Vice President for Academic Affairs	Oct. 6, 2008
<b>Sabbatical Leave Requests (AY 2009/10)</b>	Office of the Provost & Sr. Vice President for Academic Affairs	Oct. 6, 2008
<b>Spring (2008/09) Part-time Faculty &amp; Graduate Assistant PAR's</b>	Academic Budget Office	Now EPAF (October)
<b>Temporary Faculty Annual Reports</b> <i>(Hired for Fall Semester Only) Include Planning Pages if Required by College</i>	Deans' Offices Office of the Provost & Sr. Vice-President for Academic Affairs	Nov. 28, 2008 May 1, 2009
<b>Course Evaluations for Probationary Faculty (Fall 2008)</b> <i>(Office of IR Summaries)</i>	Office of Institutional Research Deans' Offices	TBA (Usually Dec.) TBA (Usually Dec.)
<b>All 2008 Annual Reports, Including Planning Pages for 2008 &amp; 2009</b> <i>Excluding Temporary Faculty</i>	Chairperson's Office	Jan. 5, 2009
<b><u>New Temp., Probationary, Tenured Faculty 2009 Planning Pages (Spring Hire Date)</u></b> <i>Planning Pages Required for Temporary Faculty at the Discretion of Each College</i>	Chairperson's Office	Feb. 2, 2009
<b>Probationary Faculty Retention/Non-Retention Recommendations</b> <i>(Including 2008 Annual Reports and 2008 &amp; 2009 Planning Pages)</i>	Office of the Provost & Sr. Vice President for Academic Affairs Provost's Recommendations to President or Designee Decisions from President or Designee	Feb. 11, 2009 Feb. 18, 2009 Feb. 27, 2009
<b>Promotion &amp; Tenure Recommendations for 2009/2010</b> <i>(Including 2008 Annual Reports and 2008 &amp; 2009 Planning Pages)</i>	Deans' Offices Office of the Provost & Sr. Vice President for Academic Affairs President's Office	Feb. 16, 2009 Mar. 25, 2009 Apr. 22, 2009
<b>Summer School 2008/09 Faculty PAR's</b>	Academic Budget Office	Now EPAF (April)
<b>2008 Annual Reports, Including Planning Pages 2008 &amp; 2009</b> <i>New, Continuing &amp; Tenured Faculty Not Applying for Promotion/Tenure</i>	Deans' Office from Chairperson Office of the Provost & Sr. Vice President for Academic Affairs	Mar. 17, 2009 Apr. 1, 2009
<b>Temporary Faculty Annual Reports</b> <i>(Hired for One-Year and Spring Semester) Include Planning Pages if Required by College</i>	Deans' Office from Chairperson Office of the Provost & Sr. Vice President for Academic Affairs	Apr. 15, 2009 May 1, 2009
<b>Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)</b>	Office of the Provost & Sr. Vice President for Academic Affairs	May 26, 2009
<b>Summer School 2008/09 Gratis Course Report</b>	Academic Budget Office	Aug. 3, 2009

**DIVISION OF ACADEMIC AFFAIRS  
CALENDAR OF DUE DATES  
2008/2009**

***CURRICULUM CALENDAR***

ITEM	DUE TO	DUE DATE
WAC-Portfolio Rough Drafts (Fall 2008)	Center for Advancement of Teaching & Learning/WAC	Sept. 10, 2008
2009 Spring Schedules ( <i>Complete Entry</i> )	Registrar's Office	Sept. 22, 2008
WAC-Portfolio Final Drafts (Fall 2008)	Center for Advancement of Teaching & Learning/WAC	Oct. 8, 2008
D & F Grades for Freshmen (Mid-term Grades)	Registrar's Office	Fall 2008 - Oct. 20, 2008 Spring 2009 - Mar. 9, 2009
Program Reviews & Follow-Up Reports ( <i>electronic copies</i> )	Assoc. VP, Academic Affairs	Nov. 3, 2008
Graduate Catalog Revisions (Spring 2009 online version)	Su Tams	Dec. 1, 2008
Annual Assessment Reports (2007/2008)	Center for Advancement of Teaching & Learning/Assessment	Dec. 1, 2008
Census Data <i>Dates pending notification from Central Office</i>	Office of Institutional Research	
Final Grades	Registrar's Office	Fall 2008 - Dec. 18, 2008 Spring 2009 - May 12, 2009
Undergraduate Catalog Revisions (Print & Online for 2009-2010)	Su Tams	Jan. 30, 2009
Graduate Catalog Revisions (Fall 2009 online version)		Jan. 30, 2009
2009 Summer Schedules (Complete Entry)	Registrar's Office	Feb. 16, 2009
2009 Fall Schedules (Complete Entry)	Registrar's Office	Feb. 23, 2009
Course Changes/Revisions for Fall 2009 <i>Requiring Curriculum Committee Approval</i>	Curriculum Committee	Mar. 2, 2009
Course Changes/Revisions for Summer 2009 <i>Requiring Curriculum Committee Approval</i>	Curriculum Committee	Mar. 3, 2009
Revision of Graduate Catalog Proofs (Spring 2009)	Su Tams	TBA
Revision of Undergraduate Proofs	Su Tams	TBA
WAC-Portfolio Rough Drafts (Spring 2009)	Center for Advancement of Teaching & Learning/WAC	TBA
Revision of Graduate Catalog Proofs (Fall 2009)	Su Tams	TBA
WAC-Portfolio Final Drafts (Spring 2009)	Center for Advancement of Teaching & Learning/WAC	TBA
Course Changes/Revisions for Spring 2010 <i>Requiring Curriculum Committee Approval</i>	Curriculum Committee	Oct. 1, 2009