

OFFICE OF ACADEMIC AFFAIRS

2007-2008 Department Head Calendar

Note: Unless indicated otherwise, items that fall on a weekend are due the following Monday.

For Faculty Senate and Curriculum Committee meeting dates, see the Faculty Senate web site.

Day	Date	Through	ITEM
Mon	Aug 13	Aug 14	New to Mesa State
Thu	Aug 16		All Campus Welcome & Picnic
Mon	Aug 20		Fall classes begin (15 wk and first mod)
Fri	Aug 24		Independent Study Contracts (Dept Heads)
Mon	Aug 27		Last day to add 1st mod classes
Sat	Sep 1		Names of Dept representatives to College Tenure and Promotion Committee (Dept Heads to VPAA)
Mon	Sep 3	Sep 04	Labor Day, no classes
Thu	Sep 6		Last day to add/drop full semester courses for Fall
Mon	Sep 10		Late Start Term begins
Thu	Sep 20		External program review self-study due to AA
Mon	Oct 1		Sabbatical Applications for next AY filed by Faculty to Dept Heads
Mon	Oct 1		Tenure &/or promotion materials submitted by candidates to Dept T & P Committee Chair
Wed	Oct 10		Department Heads poll faculty regarding tenure &/or promotion eligible faculty
Thu	Oct 18		Sabbatical Leave Reports for prior semester (Faculty to DH, VPAA, and President)
Mon	Oct 15		Department tenure/promotion poll results and documentation submitted to Campus-Wide Tenure/Promotion Committee
Mon	Oct 15	Oct 16	Fall Break
Wed	Oct 17		Second Module classes begin
Wed	Oct 24		Last day to add 2nd mod classes
Fri	Oct 26		Deadline to submit Substantive and Non-Substantive Curriculum Changes
Thu	Nov 01		Sabbatical Recommendations for next AY from Dept Heads to Sabbatical Leave Committee
Thu	Nov 15		Tenure/promotion review and preparation of formal recommendation of College-wide Committee to VPAA
Thu	Nov 15		Sabbatical Leave Requests for next AY (Sabbatical Leave Committee to VPAA)
Wed	Nov 21	Nov 23	Thanksgiving break
Nov (late)	Nov (late)		External program reviewer report due
Sat	Dec 1		Faculty member notifies Dept Head of intent to apply for transitional retirement
Sat	Dec 1		Applications for Emeritus Status by Retiring Faculty (Dept Heads to VPAA)
Fri	Dec 7		Last day of Fall classes
Mon	Dec 10		Transitional Retirement Recommendations (Dept Heads to VPAA)
Mon	Dec 10	Dec 13	Fall Final Exams
Sat	Dec 15		Decisions on January Term courses
Sat	Dec 15		Transitional Faculty Retirement Recommendations (VPAA to President)
Sat	Dec 15		Applications for Emeritus Status by Retiring Faculty (VPAA to Fac Rec Committee)
Wed	Jan 2	Jan 18	January Term
Thu	Jan 3		Add/Drop Deadline for January Term
Sat	Jan 5		Letter to Faculty regarding recommendation of tenure &/or promotion to President (VPAA to Faculty)
Sat	Jan 5		Recommendations for tenure &/or promotion (VPAA to President)
Mon	Jan 21		Martin Luther King Holiday, no classes
Tue	Jan 22		Full-semester and First Mod spring classes begin
Thu	Jan 24		Tenure recommendations denied by President (President to Faculty)
Fri	Jan 25		Request for nominations for Distinguished Faculty Awards (Chair, Distinguished Faculty Award Committee to Faculty)
Fri	Jan 25		Independent Study contracts Spring Semester (Dept Heads)
Thu	Jan 31		Emeritus Applications due (Faculty to VPAA)
Thu	Jan 31		Notification of decisions for promotions only (President to applicants)
Feb	Feb		Tenure recommendations (action item) & promotion information presented to Trustees at February meeting
Feb	Feb		Tenure applicants notified of Trustees action within 20 days (if acted upon at the Feb Board of Trustees Meeting)
Tue	Feb 5		Emeritus Applications from VPAA to Distinguished Faculty Award Committee
Wed	Feb 6		Last day to add/drop for full semester classes
Sun	Feb 10		Nominations for Distinguished Faculty Awards due (Faculty to Chair of Distinguished Faculty Award Committee)
Mon	Feb 11		Late Start Term begins
Fri	Feb 15		Winter Break
Mon-Fri	Feb 18	Feb 22	Early Alert rosters available for recording feedback
	Feb 25		Early Alert rosters close at noon
Wed	Feb 20		Committee recommendations for Emeritus Status (Distinguished Faculty Award Committee to VPAA)
Sat	Feb 23		Faculty Informed of consideration for Exemplary Faculty Nomination (Dept Heads to Faculty)

OFFICE OF ACADEMIC AFFAIRS

2007-2008 Department Head Calendar

Note: Unless indicated otherwise, items that fall on a weekend are due the following Monday.

For Faculty Senate and Curriculum Committee meeting dates, see the Faculty Senate web site.

Day	Date	Through	ITEM
Sat	Mar 1		Renewal/Non-Renewal recommendations on probationary tenure-track faculty in their first through fourth years of service (Dept Heads to VPAA)
Sat	Mar 8		Renewal/Non-Renewal recommendations on probationary tenure-track faculty in their first through fourth years of service (VPAA to President)
Mon	Mar 10		Renewal/Non-Renewal notice to Probationary Faculty (President to Faculty)
Mon	Mar 10	Mar 14	Spring Break
Sat	Mar 15		List of retirements & resignations for Trustees (VPAA to President)
Sat	Mar 15		Catalog copy (original and mark-up) w/ known revisions from AA to Dept Heads & administrative units
Sat	Mar 15		All Faculty Evaluations (and Plans) (Dept Heads to VPAA)
Sat	Mar 15		Nominations for Distinguished Faculty Awards, with documentation (Distinguished Faculty Award Committee to Award Decision Committee)
Sat	Mar 15		Exemplary faculty nomination summaries due (Dept Heads to VPAA)
Fri	Mar 21		Sabbatical leave reports for prior semester (Faculty to DH, VPAA, and President)
Sun	Mar 23		Department Heads recommend exemplary faculty merit pay candidates (Dept Heads to VPAA)
Mon	Mar 24		Second Mod classes begin
Sun	Mar 30		Committee Decision on Distinguished Faculty Awards (Award Decision Committee to VPAA)
Tue	Apr 1		Notification to programs to be reviewed in next AY
Tue	Apr 15		Catalog copy w/ revisions/corrections from Dept Heads and all administrative units to AA
Thu	May 1		Notification to Probationary Faculty of tenure &/or promotion Eligibility (Dept Heads to Faculty)
Thu	May 1		External program reviewer (names) recommendations from DH to VPAA
Fri	May 9		Last day of Spring classes
Mon	May 12	May 15	Spring Final Exams
Sat	May 17		Commencement