

2017-18 Chronological Academic Work & COB Calendar

February 28, 2018

COB Events
Promotion & Tenure
Faculty & Staff
Development
University-Wide

August 2017	
1-31	Standard Construction period for Spring 2018 class schedule begins
3	Board of Governors Meeting
4	Summer Commencement
7	Fall Intersession classes begin
11	College Leadership Team (Fri.)
13	Faculty Welcome Back Luncheon, PSU Ballroom. 11:30 am
14	Proposed move back to Glass Hall
16	32nd Showcase on Teaching & Learning, PSU 400
18	All COB Faculty & Staff Meeting 9:00 am Location: TBD
18	Fall Intersession classes end
21	Fall 2017 Full Semester and First Block Classes Begin
23	COB Student Leadership Council
31	T&P: Deadline for Department Heads to send material to External Reviewers

September 2017	
1	Late Construction period for Spring 2018 class schedule
4	Labor Day Holiday – No Classes/Offices Closed
5	COB Faculty Council
6	SOA Accounting Fair, University Plaza, 12:00-3:00 pm (COB Classes NOT cancelled)
9-15	Public Affairs Conference: <i>Sustainability in Practice: Consensus and Consequences</i>
13	Faculty Welcome Back Luncheon, PSU Ballroom. 11:30 am
14	College Leadership Team
14	Study Away Fair
15-17	Family Weekend
18	Census #1 – Official Enrollment Reporting
18	MIT Career Fair Mixer
19	COB Career Fair, University Expo Center, 10am – 2 pm (COB classes cancelled until 1:59pm)
19	TCM Construction Advisory Board Meeting 3-5 pm
27	Majors Fair 9am – 3pm
29	T & P: Faculty, Clinical Faculty and Instructors <ul style="list-style-type: none"> • Faculty applicants submit Tenure and/or Promotion dossier to Department Heads • External review due to Department Heads for inclusion in dossier
30	Time and Effort Reports Due for Summer 5/01-7/31

October 2017	
1	Deadline to build basic schedule for Spring 2018 classes
2	T & P : Faculty, Clinical Faculty and Instructors <ul style="list-style-type: none"> • Department Heads submit Tenure and/or Promotion dossiers to Department Tenure & Promotion Committees (with external letters included)
7	Fall Showcase (Campus-wide through Admissions)
9	Mid-Semester Grade Rosters available to Faculty for Grading
10	First Block classes end
10	COB Faculty Council
11	Mid Semester/First Block Final Exams
12	College Leadership Team
12-13	Fall Holiday (no classes)
16	Second Block classes begin
18	Deadline: Mid-Semester Grades submitted via Faculty Grade Entry by 2pm
19	COB SOA Scholarship and Awards Banquet - 7pm, Kentwood Crystal Ballroom
20	T & P: Faculty, Clinical Faculty and Instructors <ul style="list-style-type: none"> • Committees submit recommendations (with rationale) to Department Heads • Faculty applicants receive Committees' reports and have three business days to review, respond, sign and return to Department (Oct. 23-25, 2017)
25	COB Executive Advisory Council Dinner in Glass Hall
26	Glass Hall Ribbon Cutting (10 am) and EAC Meeting (1-5pm)
27	Census #2 – Official Enrollment Reporting
27	Board of Governor's Meeting
28	Possible Glass Hall Open House during Homecoming
30	Deadline for Faculty to submit proposal for 2018 Summer Faculty Fellowship – Http://graduate.missouristate.edu/facultystaff/SummerFellowships.htm
31	Spring 2018 Registration Begins

November 2017	
1	Sabbatical Leave applications due to Dean (for consideration of the following academic year) http://missouristate.edu/provost/faculty development/sabbaticals.htm
3	Deadline: Last Day for Instructor to submit and Instructor Drop based on Non-Attendance for Second Block Classes
3	T & P: Faculty, Clinical Faculty, and Instructors <ul style="list-style-type: none"> • Department Heads complete their assessments and submit recommendations (with rationale) to applicants • Faculty applicants have three business days to review, respond, sign and return to department (Nov. 6-8, 2017)
6	T & P: Faculty, Clinical Faculty, and Instructors <ul style="list-style-type: none"> • Department Heads submit all dossiers to Deans
7	COB Faculty Council
9	College Leadership Team
10	COB Scholarship Banquet, White River Conference Center, 6-8pm
?	COB SOA Advisory Board Meeting
20	Last day to Drop, Withdraw, declare Pass/Not Pass or Audit for Second Block classes
21	Thursday evening classes (4pm or later) meet; Tuesday evening classes do not meet
22-26	Thanksgiving Holiday (Offices closed/No classes)
29	COB Student Leadership Council

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December 2017	
1	<p>T & P: Faculty, Clinical Faculty, and Instructors</p> <ul style="list-style-type: none"> • Deans complete their assessments and submit recommendations (with rationale) to applicants • Faculty applicants have three business days to review, respond, sign and return to the Dean (Dec. 4-6, 2017)
4	Final Grade Rosters Available to Online
5	President's University Holiday Open House: PSU
7	Fall Last day of classes
8	Study Day – no classes
8	COB Holiday Luncheon, 11:30am -1:30 pm, Location TBD
9-14	Final Exams for full semester and second block classes
13	College Leadership Team (Wed.)
14	Board of Governor's Meeting
15	Commencement, JQH Arena, 10:00 am and COB (and COE) at 1:30pm
15	TCM Graduates Hard Hat Presentation Reception 10:30 am
15	<p>Non-Appointment</p> <ul style="list-style-type: none"> • Deadline for Provost to notify 2nd year faculty of intention not to recommend appointment to 3rd year. Provost must give 2nd year faculty notice by this date; or, if an initial two-year appointment terminates during an academic year, at least 180 days in advance of termination <p>T & P: Faculty, Clinical Faculty and Instructors</p> <ul style="list-style-type: none"> • Deans send Tenure and/or Promotion Organizational Binders to the Office of the Provost with recommendations
18	Deadline: Fall Final Grade Rosters submission online, due by 2pm
20	Deans Review Academic Status
21 – Jan 3	University Closed

January 2018	
1-3	New Year - University Closed
4	<p>T & P: Faculty, Clinical Faculty and Instructors</p> <ul style="list-style-type: none"> • Office of Provost begins reviewing portfolios for Tenure & Promotion review
8	Winter Intersession classes begin.
11	College Leadership Team
12	Winter Intersession classes end
15	Martin Luther King Jr. Holiday (no classes/offices closed)
16	Spring 2018 Classes Begin, Spring First Block Classes Begin
16	COB Faculty Council
23	Deadline: Faculty Intersession Grades submission online, due by 2pm
31	Time and Effort Reports Due for 08/01-12/31

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February 2018	
1	College Leadership Team (CLT)
5	Annual Evaluation: <ul style="list-style-type: none"> Faculty Submit dossiers to Department Heads If applicable: Dept. Heads give dossiers to the Dept. Review Committees as part of annual Faculty Evaluation/Compensation Review Probationary Faculty: Department Heads give dossiers to the Department Personnel Committee as part of the annual review progress toward tenure and promotion.
6	COB Faculty Council
11-13	COB AACSB Accreditation Visit
15	College Leadership Team (CLT)
19	President's Day Holiday (No Classes/Offices Closed)
21	Monday evening classes (4pm or later) meet; Wednesday evening classes do not meet.

March 2018	
1	Non- Appointment: Provost give notice of non-renewal of contract for faculty in first academic year of service.
1	College Leadership Team (CLT)
16	COB Faculty Council
8	First Block classes end
9	First Block final exams
9	Annual Evaluation: IF APPLICABLE: Departmental Review Committees submit assessments of each faculty member to Department Heads. <ul style="list-style-type: none"> PROBATIONARY FACULTY: Departmental Personnel Committee submit report of annual review progress toward tenure and promotion to Department Heads. Faculty members are given a written record of the departmental evaluation (Confirmation of receipt by signature).
9	Annual Evaluation: Deadline for Faculty to submit Equity Adjustment Requests to Department Heads
9	T & P: Faculty, Clinical Faculty and Instructors: Office of the Provost notifies faculty applicants of decisions on Tenure and/or Promotion Review
10-18	Spring Break (no classes)
19	Second Block of classes begin
21	Deadline: Faculty Mid-Semester Grades submission online, due by 2pm
22	College Leadership Team (CLT)
26	Annual Evaluation: Deadline for Department Heads to submit Equity Adjustments Request to Deans with rationale
29	Spring Holiday (No classes)
29	T & P: Faculty, Clinical Faculty and Instructors: Deans Send Personnel Action Forms for Tenure and/or Promotion to Provost's Office
30	Census #2 – Official Enrollment Reporting
30	Spring Holiday (No classes/Offices Closed)
30	T & P Faculty, Clinical Faculty and Instructors: <ul style="list-style-type: none"> Recommended date for Faculty applicants to initiate discussion with Department Head on selection of external evaluators for Tenure and/or Promotion applications during following academic year 1028-2019.

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	April 2018
2	Annual Evaluation: <ul style="list-style-type: none"> Department Heads will have completed individual meetings with faculty as part of the Annual Faculty Review. For Probationary Faculty, this report will specify the faculty member's progress toward tenure and promotion. At these meetings faculty are given a written record of their annual evaluation (confirmation of receipt by signature). Department Heads send annual faculty evaluations to Deans.
4	COB Student Leadership Council
10	COB Faculty Council
10-13	Public Affairs Conference: <i>Sustainability in Practice: Consensus and Consequences</i>
12	College Leadership Team
13	Annual Evaluation: Dean's present equity requests to the Provost for funding requests.
14	Admitted Student Day - Admissions
20	COB MKT Advisory Board Meeting
26	College Leadership Team (CLT)
26	COB Spring Awards Banquet, White River Conference Center
26	COB EAC Reception, White River Conference Center
27	COB EAC Meeting
30	Annual Evaluation: Deans complete report of annual progress toward tenure and promotion for probationary faculty and provide a written record of their evaluation (confirmation of receipt by signature).

	May 2018
10	Last day of classes
10	College Leadership Team
10	TCM Construction Advisory Board Meeting
10	All COB Faculty & Staff Meeting 9:00 am Location: Glass 108
11	TCM Construction Golf Tournament
11	Study Day (no classes)
12-17	Final Exam period for full semester and second block classes
18	Spring Commencement: JQH Arena 10 am, 1:30 pm and 5 pm
18	TCM Graduates Hard Hat Presentation Reception
21	Deadline: Faculty – Final Grades submission online, due by 2pm
21	Summer Intersession classes begin
23	Deans review academic status
24	College Leadership Team (CLT)
28	Memorial Day (no classes/offices closed)
	T & P: Faculty, Clinical Faculty and Instructors <ul style="list-style-type: none"> Board of Governors act on positive Tenure & Promotion recommendations

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June 2018	
11	Summer 2018 Sessions 1,2 and 3 begin
30	Time and Effort Reports Due

July 2018	
4	Independence Day Holiday (no classes/offices closed)
5	Summer 2018 Session 3 Classes End
9	Summer 2018 Session 4 Classes Begin
12	Summer 2018 Session 2 Classes End
18	Summer Commencement
?	COB Leadership Retreat - TBD

August 2018	
1	Summer 2018 Session 1 & 4 Classes End
2-3	Final Exam period for Summer 2018 Session 1 & 4