

**SOUTHERN ILLINOIS UNIVERSITY  
EDWARDSVILLE**

**PLANNING CALENDARS**

**FOR**

**FY 24**

## Contents

ACADEMIC AFFAIRS ADMINISTRATIVE CALENDAR.....	3
ACADEMIC CALENDAR.....	8
PROMOTION RECOMMENDATIONS CALENDAR.....	11
SABBATICAL LEAVE CALENDAR.....	12
TENURE RECOMMENDATIONS CALENDAR.....	13
TENTATIVE BUDGET PLANNING CALENDAR, ACADEMIC AFFAIRS* .....	14
ACADEMIC AFFAIRS ACCREDITATION CALENDAR .....	15
NOTIFICATION SCHEDULE FOR TENURE-TRACK FACULTY .....	16
PROGRAM REVIEW CALENDAR.....	17
PAYROLL SCHEDULE .....	18

## ACADEMIC AFFAIRS ADMINISTRATIVE CALENDAR

### Fiscal Year 24

#### **2023**

- May 14 Last day to notify academic year appointed tenure-track faculty with more than two years of service of non-renewal.
- July 1 Fiscal Year begins. Planning budget becomes operating budget.
- July 20 Board of Trustees meeting at School of Medicine.
- July 30 Last day that papers affecting August payrolls may be received in the Office of the Provost.
- Aug. 15 Deadline for FY 23 expenditures.
- Aug. 15 Accreditation Reports, Program Reviews and Program Review Cycles due to VPAA.
- Aug. 16 Alternate date for changeover of appointment from fiscal to academic or from academic to fiscal.
- Aug. 16 - 18 New Faculty Orientation – Tenure Track Faculty
- Aug. 31 Last day that papers affecting September payrolls may be received in the Office of the Provost.
- Aug. 31 Notification to Deans and Directors by the Provost of the sabbatical maxima, by unit, which are allowable for consideration.
- Sept. 1 Due date for annual report of non-university employment by full-time faculty.
- Sept. 1 Last date for letters of intent to apply for sabbatical leave for subsequent academic year submitted by faculty to Deans.
- Sept. 5 Program Reviews: Programs submit self-studies to the Office of the Provost.
- Sept. 6-9 Program Reviews: Training takes place for internal review teams. Self-studies submitted to internal review committees.
- Sept. 14 Last day to notify academic year appointed tenure-track faculty in second year of service of non-renewal.
- Sept. 21 Board of Trustees meeting at School of Dental Medicine, Alton.
- Sept 27 RAMP Requests due to Budget Office.
- Sept. 30 Last day that papers affecting October payrolls may be received in the Office of the Provost.
- Sept.-Nov. Program Reviews: Internal review teams interview students, faculty, key administrators.

Early Oct.	Budget Task Force meetings with Deans.
Oct. TBD	Performance Reports due to President's Office.
Oct. 2	Four Year Dean Evaluation Committees formed by the Provost in collaboration with the Dean, Faculty Senate, Staff Senate, and Student Senate Presidents.
Oct. 29	Last day that papers affecting November payrolls may be received in the Office of the Provost.
Oct. 29	Last day to notify fiscal year appointed tenure-track faculty in the second year of service of non-renewal.
Oct. 31	Sabbatical Reports due from Spring and Summer to Departments.
Late Oct.	Request to change/add/delete course specific fees (FY 24 – fall start date). Due to Provost by Nov. 30.
Nov. 2	Sabbatical applications due in the Office of the Provost.
Nov. 10	Program Reviews: Drafts of internal review reports and external review reports due to Office of the Provost. Reports are distributed to programs for review and feedback.
Nov. 20	Tenure and Promotion recommendations to the Provost from Deans.
Nov. 23	Last day that papers affecting December payrolls may be received in the Office of the Provost.
Dec. TBD	MWD Reports due to the President's Office (PREPARED BY Jamie Ball)
Dec. 4	Program Reviews: Final versions of review reports due to the Office of the Provost. Reports are distributed to program Chair and Dean for review and response.
Dec. 7	Board of Trustees Meeting at Carbondale.
Dec. 15	Sabbatical reports from Spring and Summer are due from Deans to Provost.
Dec. 15	Deans, chairs, and faculty members are notified of awards of sabbatical leaves by the Provost.
Dec. 16	Sabbatical leave recommendations are forwarded to Human Resources for reporting to the Board of Trustees (TBD by BOT).
Dec. 17	Last day that papers affecting January payrolls may be received in the Office of the Provost.
Dec. 16-17	Commencement.
Dec. 23-Jan. 2	Holiday Break—University closed.

## **2024**

Jan. 1	New Year's Day – University Closed.
Jan. 3	Annual Deans' evaluations to begin.
Jan. 8	Program Reviews: Chair Response Reports due to the Office of Academic Innovation and Effectiveness.
Jan. 13	Last day to notify academic year appointed tenure-track faculty in first year of service of non-renewal.
Jan. 22	Program Reviews: Dean Response Reports due to the Office of Academic Innovation and Effectiveness
Jan. 24	Program Reviews: The Office of the Provost distributes self-studies, internal review reports, chair response reports and dean response reports of graduate and professional programs to Graduate Programs Committee.
Jan. 24	Program Reviews: The Office of the Provost distributes program self-studies, internal review reports, chair response reports and dean response reports of undergraduate programs to the Faculty Senate Curriculum Council.
Jan. 27	ISLs due to Budget Office.
Jan. 28	Last day that papers affecting February payrolls may be received in the Office of the Provost.
Feb. TBD	Board of Trustees meeting; ratification of sabbatical awards by the BOT. (Awaiting BOT approval of dates.)
Feb. TBD	Notification to Deans, Chairs, and faculty members of awards of sabbatical leave as ratified by the Board of Trustees. (Awaiting BOT approval of dates.)
Feb. TBD	UPBC Presentation and Requests.
Early Spring	Tenure and Promotion recommendations to the Chancellor from the Provost.
Early Spring	Tenure and Promotion candidates, Deans, and Chairs notified of Provost's recommendations.
Early Spring	Notification to individuals of denial of tenure.
Feb. 28	Last day that papers affecting March payrolls may be received in the Office of the Provost.
Feb. 28	Last day to notify fiscal year appointed tenure-track faculty in the first year of service of non-renewal.
Mar. TBD	Potential Release of Contingency Funds.
Mar. TBD	Next Fiscal Year Planning Budget Meeting with Budget Officers, if necessary.
Mar. TBD	Next Fiscal Year base budget, Form A's, sent by email from the Budget Director

Mar. TBD	Draft Planning Budget distributed to Academic Affairs units.
Mar. 31	Sabbatical reports from Fall are due to departments
Mar. 31	Due date for all summer contracts.
Mar. 31	Last date that papers affecting April payrolls may be received in the Office of the Provost.
Apr. TBD	Final FY 24 date to place orders for goods and services that are above the bid limit.
Apr. TBD	Final date to place remaining orders for goods and services for FY 24.
Apr. 3	Deans notified by Provost of approved stipend rates for graduate students.
Apr. 3	Deadline to complete all Annual Performance Reviews for Instructors represented by NTTFA.
Apr. 14	Midpoint evaluation of <b>tenure-track</b> faculty due to Provost.
Apr. 20	Senior Assignment Showcase.
Apr. 21	Midpoint Instructor, Tier 1 and Tier 2 materials due to Deans.
Apr. 29	Last day that papers affecting May payrolls may be received in the Office of the Provost.
Apr. 29	Suggested date for submission of changes from continuing to term appointment (as a result of denial of tenure) due in Human Resources.
Apr. 30	Program Reviews: Programs Committee and Curriculum Committee recommendations due to the Provost Office.
Apr./May TBD	Board of Trustees meeting; ratification of tenure and promotion awards by the BOT.
Apr./May TBD	Notification to tenure and promotion candidates, Deans, and Chairs of awards as ratified by the Board of Trustees.
Apr./May TBD	Tenure and promotion recommendations forwarded to Human Resources for reporting to the Board of Trustees. (Awaiting BOT approval of dates.)
Apr./May TBD	Board of Trustees Meeting in Carbondale.
May TBD	Next Fiscal Year Planning Budget due to Budget Director.
May 1	Draft of RAMP 23 due to the Office of the Vice President for Academic Services.
May 5-6	Commencement.
May 15	Deans' review of Instructor Midpoint, Tier 1 and Tier 2 complete and forward to Provost.
May 15	Fall Sabbatical reports due from the Deans to the Office of the Provost.

May 12	Last date to notify academic year appointed tenure-track faculty with two or more years of service of non-renewal.
May 31	Last day that papers affecting June payrolls may be received in the Office of the Provost.
June-August	Program Reviews: The Provost meets with programs to discuss program review issues, recommendations, and resources.
June 1	Completion date for Annual and 4-Year Deans' Evaluations.
June 1	Provost completes the Instructor Tier 1 and Tier 2 promotions.
June 4	SDM Commencement.
June 5	Tentative due date for salary increase recommendations from fiscal officers to the Provost.
June 12	Tentative salary increase recommendations to the Director of Human Resources from the Provost.
June 15	Due date of annual sick leave and annual vacation reports to Human Resources.
June 20	Additions/Deletions Report transmitted to the President's Office
June 30	Last day that papers affecting July payrolls may be received in the Office of the Provost.
June 30	Last day to notify fiscal year appointed tenure-track faculty with more than 2 years of service of non-renewal.
June 30	Fiscal Year ends.
July 1	Deans and Directors Annual Reports due to the Office of the Provost.
Early Aug.	Program Reviews: The Program Review report due to SIU Vice President Academic Affairs.
Aug. 15	Program Reviews: SIU Vice President of Academic Affairs submits program reviews to the Illinois Board of Higher Education.

## ACADEMIC CALENDAR

### FALL 2023

August 21	Fall classes begin
August 26	Weekend classes begin
September 4	Labor Day Holiday
November 20-26	Thanksgiving Break Holiday
December 11-15	Final Exams
December 16	Commencement

Note: No weekend classes September 2-3 and November 25-26. Final exams for weekend classes are December 9 following the last class session.

### SPRING 2024

December 18	Winter Session begins
January 7	Winter Session ends
January 8	Spring classes begin
January 13	Weekend classes begin
January 15	Martin Luther King, Jr. Holiday
March 4-10	Break week
April 29-May 3	Final Exams
May 3 & 4	Commencement

Note: No weekend classes March 9-10 and March 30-31. Final Exams for weekend classes are April 27 following the last class session.

### SUMMER 2024

May 6	May Session begins
May 24	May Session ends
May 27	Memorial Day Holiday
May 28	Summer Term begins
June 1	Weekend classes begin
June 19	Juneteenth Day Holiday
July 4	Independence Day Holiday
August 3	Summer Term ends

## **FALL 2024**

August 19	Fall classes begin
August 24	Weekend classes begin
September 2	Labor Day Holiday
November 5	General Election Day
November 25-Dec 1	Thanksgiving Break Holiday
December 9-13	Final Exams
December 14	Commencement

Note: No weekend classes August 31-September 1 and November 30-December 1. Final exams for weekend classes are December 7 following the last class session.

## **SPRING 2025**

December 16	Winter Session begins
January 5	Winter Session ends
January 13	Spring classes begin
January 18	Weekend classes begin
January 20	Martin Luther King, Jr. Holiday
March 10-16	Break week
May 5-9	Final Exams
May 9 & 10	Commencement

Note: No weekend classes March 15-16 and April 19-20. Final Exams for weekend classes are May 3 following the last class session.

## **SUMMER 2025**

May 12	May Session begins
May 26	Memorial Day Holiday
May 30	May Session ends
June 2	Summer Term begins
June 7	Weekend classes begin
June 19	Juneteenth Day Holiday
July 4	Independence Day Holiday
August 9	Summer Term ends

Note: No weekend classes July 5-6.

## **FALL 2025**

August 18	Fall classes begin
August 23	Weekend classes begin
September 1	Labor Day Holiday
November 24-30	Thanksgiving Break Holiday
December 8-12	Final Exams
December 13	Commencement

Note: No weekend classes August 30-31 and November 29-30. Final exams for weekend classes are December 6 following the last class session.

## **SPRING 2026**

December 15	Winter Session begins
January 4	Winter Session ends
January 12	Spring classes begin
January 17	Weekend classes begin
January 19	Martin Luther King, Jr. Holiday
March 9-15	Break week
May 4-8	Final Exams
May 8 & 9	Commencement

Note: No weekend classes March 14-15 and April 4-5. Final Exams for weekend classes are May 2 following the last class session.

## **SUMMER 2026**

May 11	May Session begins
May 25	Memorial Day Holiday
May 29	May Session ends
June 1	Summer Term begins
June 6	Weekend classes begin
June 19	Juneteenth Day Holiday
July 3	Independence Day Holiday
August 8	Summer Term ends

Note: No weekend classes July 4-5.

# PROMOTION RECOMMENDATIONS CALENDAR

## Fiscal Year 2024

### 2023

November 20                      Promotion recommendations to the Provost from Deans.

### 2024

Early Spring                      Promotion recommendations to the Chancellor from the Provost.

Early Spring                      Promotion candidates notified of Provost's recommendations.

Early Spring                      Notification to Deans from the Provost of recommendations forwarded to the Chancellor.

April/May (TBD)                      Ratification of promotion by the Board of Trustees.

April/May                              Notifications of promotion to faculty members.

July 1                                      Implementation date for promotions (to be effective the first contract month of AY 2023/24).

## SABBATICAL LEAVE CALENDAR

### Fiscal Year 2024

#### 2023

August 31	Notification to Deans by the Provost of sabbatical maxima, by unit, which are allowable for consideration.
September 1	Last day for letters of intent to apply for sabbatical leave for subsequent academic year submitted by faculty.
October 31	Sabbatical <i>reports</i> from Spring and Summer are due to department.
November 2	Sabbatical <i>applications</i> due in the Office of the Provost.
December 15	Sabbatical reports from Spring and Summer are due from Deans to Provost.

#### 2024

Late January	Provost notification to Deans, Chairs, and Faculty about Sabbatical applications recommended to the Board of Trustees.
TBD	Ratification of sabbatical awards by the Board of Trustees.
TBD	Notification to Deans and faculty members of awards of sabbatical leave as ratified by the Board of Trustees.
March 31	Sabbatical reports from Fall are due to departments.
May 15	Sabbatical reports from fall are due from the Deans to the Office of the Provost.

## TENURE RECOMMENDATIONS CALENDAR

### Fiscal Year 2024

#### 2023

Aug 23 – Aug 27 Preliminary discussion of candidates for tenure between Deans and the Provost and Vice Chancellor for Academic Affairs.

November 20 Tenure recommendations from Deans to the Provost.

#### 2024

Early Spring Tenure recommendations to the Chancellor from the Provost.

Early Spring Tenure candidates, Deans, and Chairs notified of Provost's recommendations.

Early Spring Notification to individuals of denial of tenure.

Apr./May Tenure recommendations forwarded to Human Resources for reporting to the Board of Trustees.

April 29 Suggested date for submission of changes of assignment from continuing to term appointment (as a result of denial of tenure) due in Human Resources.

Apr./May (TBD) Ratification of awards of tenure by the Board of Trustees.

Apr./May (TBD) Notification to tenure candidates, Deans, and Chairs of awards of tenure as ratified by the Board of Trustees.

## TENTATIVE BUDGET PLANNING CALENDAR, ACADEMIC AFFAIRS\*

### Fiscal Year 2024

#### 2023

July 1	Fiscal Year begins. Planning budget becomes Operating Budget.
Aug. 15	Deadline for FY 23 expenditures.
Early Oct.	Budget task force meeting with Deans.
Early Oct.	Summer budgets to Schools/College.
Late Oct.	Requests to change/add/delete course specific fees (FY 24 – Fall start date). Due to Provost by Nov. 30).
Dec.	Initial UPBC budget presentation.

#### 2024

Jan. 10	ISL's Due to Budget Office.
Feb.	Second UPBC budget presentation.
Mar. TBD	Next Fiscal Year Planning Budget meetings with Budget Officers, if necessary.
Mar. TBD	Potential release of contingency funds.
Mar. TBD	Next Fiscal Year base budget, Form A's, sent by email from the Budget Director.
Mar. TBD	Draft Planning Budget distributed to Academic Affairs Units.
Apr. 3	Deans notified by Provost of approved stipend rates for GA's.
Apr. TBD	Final FY 24 date to place orders for goods and services that are above the bid limits.
Apr. TBD	Final date to place remaining orders for goods and services for FY 2024.
May 1	RAMP Request for President's Office.
May TBD	Next Fiscal Year Planning Budget due to Budget Director.
June 30	Fiscal year ends.

\*The internal operating budget timetable is heavily dependent upon the Illinois Board of Higher Education, legislative, and executive schedules; action is, therefore, subject to substantial modification.

## ACADEMIC AFFAIRS ACCREDITATION CALENDAR

### All Fiscal Years

General Note: Southern Illinois University *Guidelines on Educational Accreditation* specify that the President's Office is to be involved in the formation of plans for accreditation or re-accreditation. This includes review of drafts of all materials submitted to accrediting agencies and participation in entrance and exit interviews. To comply with this policy, it is essential that the Provost be informed of impending accreditation activities as soon as they are anticipated. This includes the filing of interim or annual reports, whether or not in conjunction with a site visit. The following schedule should be followed:

**Not less than six months prior to the report submission date:**

Chair, Director (if different), and Dean meet with the Provost and the Associate Provost for Accreditation, Assessment & Academic Planning to discuss accreditation requirements, required reports, and the program's plans for compliance. At this time, anticipated problem areas should be thoroughly described.

**Not less than four weeks prior to the report submission date:**

Dean forwards draft report to the Office of the Provost, for review by the Provost and the Vice Chancellor for Academic Affairs and Vice President for Academic Innovation, Planning and Partnerships.

## NOTIFICATION SCHEDULE FOR TENURE-TRACK FACULTY

### Fiscal Year 2024

#### 2023

- May 14 Last day to notify academic year appointed tenure-track with more than two years of service of non-renewal.
- Sept. 14 Last day to notify academic year appointed tenure-track faculty in second year of service of non-renewal.
- Oct. 29 Last day to notify fiscal year appointed tenure-track faculty in the second year of service of non-renewal.

#### 2024

- Jan. 14 Last day to notify academic year appointed tenure-track faculty in first year of service of non-renewal.
- Feb. 28 Last day to notify fiscal year appointed tenure-track faculty in the first year of service of non-renewal.
- May 13 Last day to notify academic year appointed tenure-track faculty with two or more years of service of non-renewal.

## **PROGRAM REVIEW CALENDAR**

**2023 - 2024**

### **Fall 2023 Semester**

- Sept. 5 Self-studies submitted to internal review committees.
- Sept. 6-9 Training takes place for internal review teams.
- Late Sept. Internal review teams interview students, faculty, and key administrators (Chair, Program Director, Dean).
- Nov. 10 Drafts of internal review reports and external review reports due to Associate Provost. Reports are distributed to programs for review and feedback.
- Dec. 4 Final versions of internal and external review reports due to Associate Provost. Reports are distributed to program Chair and Dean for review and response.

### **Spring 2024 Semester**

- Jan. 8 Chair Response Reports due to the Office of Associate Provost.
- Jan. 22 Dean Response Reports due to the Office of Associate Provost.
- Jan. 24 Associate Provost distributes self-studies, internal review reports, external review reports, chair response reports and dean response reports of graduate and professional programs to Graduate Programs Committee.
- Jan. 24 Associate Provost distributes program self-studies, internal review reports, external review reports, chair response reports and dean response reports of undergraduate programs to the Faculty Senate Curriculum Council.
- Apr. 30 Programs Committee and Curriculum Council Committee recommendations due to the Provost Office.

### **Summer 2024**

- June Provost meets with programs to discuss program review issues, recommendations, and resources.
- Early Program review report due to SIU Vice President for Academic Affairs.  
Aug.
- Aug. 15 SIU Vice President for Academic Affairs submits program reviews to Illinois Board of Higher Education.

## Payroll Schedule

### 2023

July 30	Last day that papers affecting	<u>August</u>	payrolls may be received in the Provost's Office
Aug. 31	Last day that papers affecting	<u>September</u>	payrolls may be received in the Provost's Office
Sept. 30	Last day that papers affecting	<u>October</u>	payrolls may be received in the Provost's Office
Oct. 29	Last day that papers affecting	<u>November</u>	payrolls may be received in the Provost's Office
Nov. 23	Last day that papers affecting	<u>December</u>	payrolls may be received in the Provost's Office
Dec. 17	Last day that papers affecting	<u>January</u>	payrolls may be received in the Provost's Office

### 2024

Jan. 28	Last day that papers affecting	<u>February</u>	payrolls may be received in the Provost's Office
Feb. 28	Last day that papers affecting	<u>March</u>	payrolls may be received in the Provost's Office
March 31	Last day that papers affecting	<u>April</u>	payrolls may be received in the Provost's Office
April 29	Last day that papers affecting	<u>May</u>	payrolls may be received in the Provost's Office
May 31	Last day that papers affecting	<u>June</u>	payrolls may be received in the Provost's Office
June 30	Last day that papers affecting	<u>July</u>	payrolls may be received in the Provost's Office