## Appendix 6.11: Academic Planning Calendar

## Academic Planning Calendar 2013-2014

Notification	<b>Action Item</b>	For Term	Initiated by	Submit to	<b>Due Date</b>
Mid/End	Course	Winter/Spring	VPAA's Office	Deans/VPAA	Tues, June 25,
<b>May 2013</b> by	Scheduling	2014			2013
VPAA					
Early June 2013	FT Faculty Office	Fall 2013	VPAA's Office	KeanWise, EDs	Thurs, <b>June</b> 27,
By VPAA	Hours & Syllabi			& Chairpersons	2013
<b>June 2013</b> by	Adjunct/Overload	Fall 2013	Payroll	Payroll	Monday,
VPAA	Contracts due				<b>August</b> 5, 2013
End June/Early	Adjunct Welcome	Fall 2013	Deans' Offices	EDs and	Monday,
July 2013 by	Letter sent			Chairpersons	August 5, 2013
VPAA	w/Syllabus due				
	dates				
<b>June 2013</b> by	Last day to cancel	Fall 2013	Dean's Offices	Payroll	Mon, August 12,
VPAA	Adjunct Contract				2013
	w/o Payment				(at least 2 wks, 2
					days prior to
					semester)
Tuesday,	First Day of Term	Fall 2013			
September 3,					
2013					
Beginning of	Full Time Faculty	Winter & Spring	EDs and	Deans	Last week of
September 2013	Assignment Grids	2014	Chairpersons		September 2013
By VPAA					
Beginning of	Full Time Faculty	Winter & Spring	Deans	VPAA	First week of
September 2013	Assignment Grids	2014			October 2013
By VPAA					
End of	Course Schedules	Winter/Spring	Office of	Posted by Office	First Week
September	posted on	2014	Registrar	of Registrar	October 2013
<b>2013</b> by VPAA	KeanWise				by Registrar
Last week of	Registration	Winter/Spring	Office of	Posted by Office	First Week
September	Dates established	2014	Registrar	of Registrar	October 2013
<b>2013</b> by	for end of				by Registrar
Registrar	October				
	/posted on				
N.A. or allari	Web/KeanWise	Eall poss			
Monday,	Columbus Day/	Fall 2013			
October 14,	University Closed				
2013	Adjumet/Organias d	Winter 2014 C	Doursell	Doversil	Monday
Early	Adjunct/Overload	Winter 2014 &	Payroll	Payroll	Monday,
November 2013 by VPAA	Contracts due	Spring 2014			<b>December</b> 9, 2013
End November	Adjunct Welcome	Winter 2014 9	Deans' Offices	EDs and	
	Letter sent	Winter 2014 &	Deans Offices		Monday,
2013 by VPAA	w/Syllabus due	Spring 2014		Chairpersons	<b>December</b> 9, 2013
	dates				2013
Early/Mid	FT Faculty Office	Winter/Spring	VPAA's Office	KoanWise EDs	Eri <b>Doc</b> 12, 2012
Early/Mid November 2013	Hours & Syllabi	2014	VPAA S OTTICE	KeanWise, EDs & Chairpersons	Fri, <b>Dec</b> 13, 2013
By VPAA	Tiours & Syllabl	2014		& Chairpersons	
Dy VFAA					
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Notification	Action Item	For Term	Initiated by	Submit to	Due Date
Early/Mid November 2013 by VPAA	Course Scheduling	Summer 2014	VPAA's Office	Deans/VPAA	Early/Mid <b>December</b> 2013
Thursday, November 28- Sunday, December 1, 2013	Thanksgiving Recess, No Classes	Fall 2013			
Mon, December 23, 2013	Last Day of Term	Fall 2013			
End November 2013 by VPAA	Last day to cancel Adjunct Contract w/o Payment	Spring 2014	Dean's Offices	Payroll	Thursday, January 2, 2014 (at least 2 wks, 2 days prior to semester)
Thursday, Jan 2- Friday, Jan 17, 2014	Winter Session	Winter 2014			
Tuesday, January 21,2014	First Day of Term	Spring 2014			
End January/First week of February 2014	Course Scheduling	Fall 2014	VPAA's Office	Deans/VPAA	End of <b>February</b> <b>2014</b>
by VPAA					
Beginning of February 2014 By VPAA	Full Time Faculty Assignment Grids	<mark>Summer</mark> & <mark>Fall</mark> 2014	EDs and Chairpersons	Deans	Last week of February 2014
Beginning of February 2014 By VPAA	Full Time Faculty Assignment Grids	Summer & Fall 2014	Deans	VPAA	First week of March 2014
End of <b>February 2014</b> by VPAA	Course Schedules posted on KeanWise	<mark>Summer</mark> / <mark>Fall</mark> 2014	Office of Registrar	Posted by Office of Registrar	First Week March 2014 by Registrar
Last week of February 2014 by Registrar	Registration Dates established for April /posted on Web/KeanWise	<mark>Summer</mark> / <mark>Fall</mark> 2014	Office of Registrar	Posted by Office of Registrar	First Week <b>April</b> 2014 by Registrar
Mon, March 10- Sun, March 16, 2014	Spring Break	opring 2014			
Early April 2014 by VPAA	Adjunct/Overload Contracts due	Summer I 2014	Payroll	Payroll	Mon, April 28, 2014
Early April 2014 by VPAA	Adjunct Welcome Letter sent w/Syllabus due dates	Summer I 2014	Deans' Offices	EDs and Chairpersons	Monday, <b>April 28</b> , 2014

Notification	Action Item	For Term	Initiated by	Submit to	Due Date
Early April 2014	FT Faculty Syllabi	Summer I 2014	VPAA's Office	EDs &	SSI Early <b>May</b>
by VPAA	Due			Chairpersons	SSII Mid June
					2014
Friday, April 18,	Good Friday,	Spring 2014			
2014	University Closed				
Friday, May 16,	Last Day of Term	Spring 2014			
2014					
Mid/End May	Course	Winter/Spring	VPAA's Office	Deans/VPAA	End of <b>June</b>
<b>2014</b> by VPAA	Scheduling	2015			2014
Mid May 2014	Adjunct/Overload	<mark>Summer II</mark>	Payroll	Payroll	Mon, June 9,
by VPAA	Contracts due	2014			2014
Mid May 2014	Adjunct Welcome	Summer II 2014	Deans' Offices	EDs and	Monday,
by VPAA	Letter sent			Chairpersons	June 9, 2014
	w/Syllabus due				
	dates				
Mid May 2014	FT Faculty Syllabi	Summer II 2014	VPAA's Office	EDs &	Mid <b>June</b>
by VPAA	Due			Chairpersons	2014
June 2014 by	Adjunct/Overload	Fall 2014	Payroll	Payroll	Mon, August 4,
VPAA	Contracts due				2014
June 2014 by	Adjunct Welcome	Fall 2014	Deans' Offices	EDs and	Monday,
VPAA	Letter sent			Chairpersons	August 4, 2014
	w/Syllabus due				
	dates				

Added dates for:
Scheduling Documents and due dates
Course Schedules to be posted on KeanWise
Registration dates
Calendar/term dates
Adjunct Contract Cancellation dates
Payroll – Adjunct/Overload Contract due dates
Full Time Faculty Syllabi and Office Hours due dates
Adjunct Welcome Letter with Syllabi due dates
Faculty Grids due dates
Course Cancellation dates