

Appendix 6.11: Academic Planning Calendar

Academic Planning Calendar 2013-2014

Notification	Action Item	For Term	Initiated by	Submit to	Due Date
Mid/End May 2013 by VPAA	Course Scheduling	Winter/Spring 2014	VPAA's Office	Deans/VPAA	Tues, June 25, 2013
Early June 2013 By VPAA	FT Faculty Office Hours & Syllabi	Fall 2013	VPAA's Office	KeanWise, EDs & Chairpersons	Thurs, June 27, 2013
June 2013 by VPAA	Adjunct/Overload Contracts due	Fall 2013	Payroll	Payroll	Monday, August 5, 2013
End June/Early July 2013 by VPAA	Adjunct Welcome Letter sent w/Syllabus due dates	Fall 2013	Deans' Offices	EDs and Chairpersons	Monday, August 5, 2013
June 2013 by VPAA	Last day to cancel Adjunct Contract w/o Payment	Fall 2013	Dean's Offices	Payroll	Mon, August 12, 2013 (at least 2 wks, 2 days prior to semester)
Tuesday, September 3, 2013	First Day of Term	Fall 2013	---	---	---
Beginning of September 2013 By VPAA	Full Time Faculty Assignment Grids	Winter & Spring 2014	EDs and Chairpersons	Deans	Last week of September 2013
Beginning of September 2013 By VPAA	Full Time Faculty Assignment Grids	Winter & Spring 2014	Deans	VPAA	First week of October 2013
End of September 2013 by VPAA	Course Schedules posted on KeanWise	Winter/Spring 2014	Office of Registrar	Posted by Office of Registrar	First Week October 2013 by Registrar
Last week of September 2013 by Registrar	Registration Dates established for end of October /posted on Web/KeanWise	Winter/Spring 2014	Office of Registrar	Posted by Office of Registrar	First Week October 2013 by Registrar
Monday, October 14, 2013	Columbus Day/ University Closed	Fall 2013	---	---	---
Early November 2013 by VPAA	Adjunct/Overload Contracts due	Winter 2014 & Spring 2014	Payroll	Payroll	Monday, December 9, 2013
End November 2013 by VPAA	Adjunct Welcome Letter sent w/Syllabus due dates	Winter 2014 & Spring 2014	Deans' Offices	EDs and Chairpersons	Monday, December 9, 2013
Early/Mid November 2013 By VPAA	FT Faculty Office Hours & Syllabi	Winter/Spring 2014	VPAA's Office	KeanWise, EDs & Chairpersons	Fri, Dec 13, 2013

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 December 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 by VPAA	Course Scheduling	Fall 2014	VPAA's Office	Deans/VPAA	End of February 2014
Beginning of February 2014 By VPAA	Full Time Faculty Assignment Grids	Summer & Fall 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 February 2014 by VPAA	Course Schedules posted on KeanWise	Summer/Fall 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	Summer/Fall 2014	Office of Registrar	Posted by Office of Registrar	First Week April 2014 by Registrar
Mon, March 10- Sun, March 16, 2014	Spring Break	Spring 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, April 28, 2014

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

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

This Calendar is for planning purposes only- dates are subject to change.

Office of the Provost and Vice President for Academic Affairs- June 10, 2013