

Planning Dates for Academic Offices

The staff who serve the academic offices have created this planning calendar of academic department's busiest times to assist your office in planning for deadlines that concern both your office and academic offices. We hope that this will be of use to you for setting deadlines. Our hope is that any new deadlines that are set do not add to the workload at times of year that are already busy for academic departments.

In addition to the dates listed, please keep in mind that individual department calendar events, i.e.: searches, conferences, presentations, etc., vary by department, and most academic office professionals work reduced hours from June through August.

August

Last week - Organizing for start of semester

September

Early September – Fall semester classes begin. Projects for start of semester continue

December

Early December –Begin work on faculty staffing plan

-Budget request materials due to Provost

-Course proposal change forms due

Mid-December –Begin work on catalog copy for January deadline

-End of semester events

January

Mid-January – Next year's class schedule and catalog copy due to Registrar

Late-January -Spring semester classes begin

-Organizing for semester

Late April/ early May

End of school-year events

May

First week –Departmental update is due

Second week -Next year's budget projections due

Mid-May -Departmental graduation reception

-Baccalaureate and Commencement

Last week -Budget finalization

31-End of the college's fiscal year/new year starts June 1

June through early August, and early January

May be good times for many to attend trainings