

Academic Master Calendar				
<i>Suggested Calendar Tasks / Timelines</i>				
Item	Area	Responsible Party	Included?	Notes
Campus Highlight Report	Academics	Vince Fordiani		
Dean's meeting	Academics	Emily Jimenez / Liz Hitch		
Office of the Commissioner / Regents tasks	Academics	Karen Olsen / Emily Jimenez / All		
Accreditations	Accreditation	Karl Worthington		
Program Reviews	Accreditation	Karl Worthington		
Distance Ed timelines	Course Management	Bruce Parker / John Krutsch / Laura Busby		
Academic Scheduling	Curriculum	Karl Worthington		
Course Fees	Curriculum	Karl Worthington		
Special Fees/Tuition	Curriculum	Karl Worthington / Linda Makin		
Facility Requests	Facilities / Space Planning	Karl Worthington		
Room Scheduling Processes (Academic & Event)	Facilities / Space Planning	Karl Worthington		
Equity	Faculty	Bruce Parker		
eSAF (new faculty)	Faculty	Bruce Parker		
Rank	Faculty	Bruce Parker		
Sabbatical	Faculty	Bruce Parker		
Student Rating of Instructors	Faculty	Bruce Parker / Laura Busby		
Tenure	Faculty	Bruce Parker		
Early Retirement Requests	Faculty/Staff	Bruce Parker / HR		
Leave	Faculty/Staff	Bruce Parker / HR		
Performance Evaluations	Faculty/Staff	Bruce Parker / HR		
Accountability Reports / Institutional Effectiveness	Institutional Effectiveness	Vince Fordiani		
Institutional Policy Process	Institutional Effectiveness	Nancy Bartlett		
IT Projects that Impact Academics	IT / Academics	Laura Busby / Ray Walker		
Board of Trustees	President's Office	Karen Olsen		
Legislative Processes	President's Office	Karen Olsen / Val Peterson?		
President's Council	President's Office	Karen Olsen		
Utah State Board of Regents	President's Office	Karen Olsen		
Award Nominations	President's Office / Academics	Karen Olsen / Emily Jimenez		
Student Timetable	Registrar	LuAnn Smith		
Student Grading	Registrar / Academics	LuAnn Smith / Bruce Parker		