GENERAL	2021						2022					
Responsible Party	July	August	September	October	November	December	January	February	March	April	May	June
Students	Freshman Orientation	Summer Semester Ends; Fall Classes Begin; Freshman Convocation	Dean's List Summer	Registration for Spring		Study Palooza; Fall Semester Ends	Spring Classes Begin	Dean's List Fall; **Feb 1 -** Student Scholarhsip Applications; Valedictorian Selection; Registration for Summer	Cap & Gown Rental	Registration for Fall	Spring Semester Ends; Summer Classes Begin; Convocation	Dean's List Spring
WSB Events	Staff Mid-year review of goals	WSB Fall Meeting	NAB Meeting			Holiday Social	Faculty/Staff Excellence Nominations; WSB Spring Meeting		Exempt Staff/Non-Exempt Staff Annual Reviews; NAB Meeting	Recognition Banquet	WSB Convocation and Reception; NAB Trip	
UVU Events		Faculty Convocation									Commencement; Summer University	Advisor Conference
Development/ Fundraising			Alumni Awards dinner	Presidential scholarship Ball								
Strategic Planning				Strategic Planning Deadline	<<<PBA Conversations>>>				Funding from Legislature & President's Report		PBA Debrief	Dean's Staff Strategic Planning
PBA Planning	4 year Strategic Plan		Faculty Request due	Staff Requests due Base funding requests due One-Time Requests	PBA Presentations	PBA Presentations					Unites Strategic Planning leading to WSB PBA Planning	

GENERAL	2019						2020					
	July	August	September	October	November	December	January	February	March	April	May	June
Grants/Lump Sum Payments			SERS Deadline 1		Nov 1 – GEL Grants application deadline		SERS Deadline 2	Summer Grants, Externships, Whale Tank Application Due			May 5 - Last day to submit Lump Sum Applications for fiscal year	
Budget	P-Card statement reconciliations (each month) Fiscal year end clean up – final budget transfers	Forecast expenditures			Mid-semester Budget Forecast			Year-end Budget Forecast	Final Purchasing		All Department Heads- Budget Reconciliation with Dean/Associate Dean All permanent budget transfers for upcoming year **May 15** - computer orders of more than 5 units due **May 31** - all requisitions over $5,000 submitted/approved	All purchasing must be received by **June 30**
Outcomes Assessment						Semester Assessments completed for AACSB				Semester Assessments completed for AACSB		
Course Fees					Begin planning for Course Fee Requests		**Jan 15** – Course Fee Request Deadline					
FACULTY	2019						2020					
	July	August	September	October	November	December	January	February	March	April	May	June
Faculty/ Faculty Excellence Awards		New Faculty Orientation Faculty Return	Nominees for Great Teacher Summit			Faculty Excellence Process			Faculty Excellence Awards Announced			
Faculty Annual Review								Feb 7 – Deadline for faculty to complete the required self-review **Feb 28** – Deadline for supervisors to complete and deliver the appropriate sections of faculty annual reviews	**By March 7** – Annual Review Meeting between faculty and department chair **By March 14** – Faculty submit rebuttal to department chair or RTP Committee **March 19** – Deadline for department RTP Committee's response to faculty member's rebuttal **April 1** Completed faculty reviews due to Associate Dean	**April 7** – Does not meet expectations create improvement plan		

FACULTY	2019						2020					
	July	August	September	October	November	December	January	February	March	April	May	June
Faculty Workload	**By July 15** Department Chairs report actual Summer workload to Dean	**By August 15** Dean reports planned faculty workload to VPAA Fall Additional Assignment Authorization forms due		**By Oct 15** VPAA & Dean set UC ICHE goals **By Oct 15** Department Chairs report actual Fall workload to Dean	**By Nov 15** Dean & Department Chairs set department goals **By Nov 15** Dean reports fall workload to IR	Spring Additional Assignment Authorization forms due	**By Jan 1** IR reports Fall workload to BOR - Faculty reassigned time accountabilities reported	Workload Goal Setting	Department Chairs submit Summer Schedule	Faculty and Department Chair schedules - Department Chairs report Summer Schedules to Dean - **April 1** Outcomes of faculty GCHE/ACHE time reported - Summer Additional Assignment Authorization forms due	**By May 10** Department chairs & faculty plan faculty's workloads for next school year **By May 30** Department Chairs report planned faculty workloads (including GCHE & ACHE) to Dean after meeting with faculty	
Faculty Tenure & Midterm Reviews			**Sept 15** Candidate requests midterm review or tenure by submitting letter of application and Faculty Portfolio to RTP Committee Chair	**Oct 7** RTP Committee submits the Tenure Review Portfolio and recommendations to Dept. Chair (if candidate is not Dept. Chair if is to Dean) **Oct 21** Dept. Chair submits Tenure Portfolio & recommendations to Dean	**Nov 7** Dean delivers copy of peer evaluations, recommendations of the RPT Committee, Dept. Chair, and Dean to Candidate **Nov 14** Candidate may respond in writing to Dean **Nov 15** Dean submits Tenure	**Dec 10** VPAA midterm decisions due or, VPAA final tenure recommendation submitted to the President	VPAA midterm decisions due or, VPAA final tenure recommendation submitted to the President	Decision delivered to candidate in writing	**March 1** RTP Committee informs candidate of pending tenure application deadline/ requests peer evaluators for Fall applications **March 15** RTP Chair receives input from faculty member concerning peer evaluators/One	**April 15** One-year extensions approved or denied by VPAA -Candidate retrieves Tenure Review Portfolio from the VPAA		
Faculty Professional in Residence & Lecturer Reviews						Dec 15 faculty submit portfolio for four year review	Jan 15 Recommendation sent to dean.					
Faculty Rank Advancement			While the university deadline to apply for promotion by submitting a portfolio is not until December 15, the WSB uses the same September 15 deadline for these applications.	The RTP Committee would like, if possible, to provide recommendations on these applications by October 7 as well, but if we need extra time to do the job right, we will take it. Again, you will be notified when the portfolio and RTP recommendation is available to you.			No later than January 15 The RTP committee forwards the rank advancement file containing its written recommendation to the department chair (or dean, if the candidate is a department chair). The candidate receives a copy of the recommendation.	No later than **February 1** The department chair (or dean, if the candidate is a department chair) reviews the rank advancement file and forwards the rank advancement file with his or her written recommendation to the dean. The candidate and department RTP committee receive a copy of the recommendation. No later than February 15 The dean reviews the rank advancement file				

FACULTY	2019						2020					
	July	**August**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**
Enrollment Management	Begtin to review Fall enrollments at least weekly	**August 1** Cancel low-enrolled Fall Semester and Block 1 sections (sections under 10) **August 15** Cancel "unheathly sections" (sections under 60%) Chairs provide Assoc. Dean with rationale for not canceling unhealthy sections		**Early October:** Monitor 2nd Block enrollments	Begin monitoring Spring Semester enrollments and waitlist(atleast weekly)	**Dec 15** Cancel sections under 10 or provide Assoc Dean with rationale, address waitlist issues **Dec 30** Cancel unheathly sections or provide Assoc. Dean with rationale		**Feb 1** Monitor 2nd Block enrollments **Feb 15** Cancel unhealthy 2nd Block sections		**April 15** Cancel summer Block 1 and full semester classes under 10 or provide assoc. dean with rationale	**May 1** Cancel unhealthy Block 1 and full smester summer sections	Cancel unhealthy Block 2 sections
Faculty Sabbatical Leave					***Nov 15 Request is sent to Dept. Chair**	***Dec 1** Request is sent to Dean ***Dec 15** Request is sent to VPAA	***Jan 15** Request is sent to President	*Request sent to Board of Trustees		****April 1** Request is sent to Dept. Chair ****April 15** Request is sent to Dean	****May 1** Request is sent to VPAA ****May 20** Request is sent to President	**Request sent to Board of Trustees
FACULTY	2019						2020					
	July	**August**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**
Curriculum/ Catalog			**Sept 1** Dean approves any curriculum changes for 2022-2023. Anything not approved by the dean by this date will not go into effect until 2021-2022. Proposals proceed to the UCC.			Dec. 1 All curriculum needs to be approved and submitted to University for following fall.		Update UVU Catalog				

*Application due date for Fall Semester   **Application due date for Spring Semester