

Faculty Planning Calendar, updated for 2019-2020

Topical Area	July	August	September	October	November	December	January	February	March	April	May	June
Budget and Planning				Annual Program Reviews (APRs) due				SPC makes recommendations to Budget Committee	Budget Development- Restricted Budgets	Budget Committee makes recommendations to President	No new REQS accepted after first 1st week. Final adjustments on REQS.	BOT Adopts Tentative Budget Budget Transfers and JE completed. Goods received by 6/30.
			Lottery requests due to COI					Lottery requests due to COI				
											Comprehensive Program Reviews (CPRs) due	
										Purchasing cutoff for fiscal year		
Events		New-student Orientation	College, Career, and Transfer Fair				New-student Orientation	Black History Month	Women's History Month	Day in the Mountains/Flex	Student Award Ceremony	
		Institutional Day					Institutional Day			Earth Week		
								Spring Sustainability Series	Spring Sustainability Series	Spring Sustainability Series		
		Flex		Flex			Flex			Cultural Fair	Nominations due for Student Award Ceremony	
Class Scheduling		Spring schedule published	Fall schedule modifications begin: meet with Bryon to review			Fall schedule completed		Spring schedule modifications begin: meet with Bryon to review		Fall schedule published	Spring schedule completed	
Textbooks					Textbook deadline for spring books					Textbook deadline for summer/fall books		
Evaluation Process (see OOI memo)				Self-Eval Packets Due	Complete Student Evaluations	Peer/Panel Evals Due	Tenure Reviews		Self-Eval Packets Due	Complete Student Evaluations	Peer/Panel Evals Due	
Paper Work		Syllabus/Syllabi due on Friday, the 1st week of semester				Positive Attendance forms due last day of semester	Syllabus/Syllabi due on Friday, the 1st week of semester				Positive Attendance forms due last day of semester	
		Office Hour form from FT faculty - due Friday, 1st week of semester				Professional Service form due from FT faculty not evaluated	Office Hour form from FT faculty - due Friday, 1st week of semester				Professional Service form due from FT faculty not evaluated	
			Submit fall Flex individual planned proposal (9/15)		Submit spring 2020 Flex individual planned proposal (11/1)						Submit fall 2020 Flex individual planned proposal (5/1)	
											Submit annual Flex reporting	