

OFFICE OF ACADEMIC AFFAIRS

2011-2012 Department Heads' Calendar

Note: Unless indicated otherwise, items that fall on a weekend are due the following Monday.
For Faculty Senate and Curriculum Committee meeting dates, see the Faculty Senate web site.

Date	Through	ITEM
Aug 15	Aug 16	New to Colorado Mesa University
Aug 18		All Campus Welcome & Picnic
Aug 22		Fall classes begin (15 wk and first mod)
Aug 26		Independent Study Contracts (Dept Heads)
Sep 1		Names of Dept representatives to University Tenure and Promotion Committee (Dept Heads to VPAA)
Sep 6		Fall Semester Census
Sep 12		Late Start Term begins
Oct 1		Sabbatical Applications for next AY filed by Faculty to Dept Heads
Oct 1		Tenure &/or promotion materials submitted by candidates to Dept Tenure & Promotion Committee Chair
Oct 10		Department Heads poll faculty regarding tenure &/or promotion eligible faculty
Oct 15		Department tenure/promotion poll results & documentation submitted to Campus-Wide Tenure/Promotion Committee
Oct 17	Oct 18	Fall Break
Oct 19		Second Module classes begin
Oct 25		Sabbatical Leave Reports for prior semester (Faculty to Dept Head, VPAA)
Nov 1		Sabbatical Recommendations for next AY from Dept Heads to Sabbatical Leave Committee
Nov 15		Tenure/promotion review and preparation of formal recommendation of University-wide Committee to VPAA
Nov 15		Sabbatical Leave Requests for next AY (Sabbatical Leave Committee to VPAA)
Nov 23	Nov 25	Thanksgiving break
Dec 1		Faculty member submits application for transitional retirement to Dept Head
Dec 9		Last day of Fall classes
Dec 10		Transitional Retirement Recommendations (Dept Heads to VPAA)
Dec 12	Dec 15	Fall Final Exams
Dec 15		Decisions on January Term courses
Jan 3	Jan 13	January Term
Jan 5		Recommendations for tenure &/or promotion (VPAA to President)
Jan 16		Martin Luther King Holiday, no classes
Jan 17		Full-semester and First Mod spring classes begin
Jan 20		Independent Study contracts Spring Semester (Dept Heads)
Jan 24		Tenure applications not recommended by President (President to Faculty)
Jan 31		Notification of decisions for promotions only (President to applicants)
Jan/Feb		Tenure applicants notified of Trustees action within 20 days after being acted upon
Feb 1		Results of Departmental Voting re Distinguished Faculty Award to DFA Committee
Feb 6		Late Start Term begins

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Mar 1		Faculty Evaluations (Department Heads to VPAA)
Mar 1		Renewal/Non-Renewal recommendations on probationary tenure-track faculty in their first through fourth years of service (Dept Heads to VPAA)
Mar 1		Department Heads' Evaluations/Plans (Dept Heads to VPAA)
Mar 1		Senate Committee Recommendations on Distinguished Faculty Awards (Committee to VPAA)
Mar 8		All Faculty Evaluations (and Plans) (Dept Heads to VPAA)
Mar 12	Mar 16	Spring Break
Mar 15		Exemplary faculty nomination summaries due (Dept Heads to VPAA)
Mar 19		Second Mod classes begin
Mar 25		Sabbatical leave reports for prior semester (Faculty to Dept Head, VPAA)
Mar (late)		Department Heads recommend exemplary faculty merit pay candidates (Dept Heads to VPAA)
May 1		Notification to probationary faculty of tenure &/or promotion eligibility (Dept Heads to Faculty)