

OFFICE OF THE PROVOST AND VICE CHANCELLOR

2009-2010 Planning Calendar

Revised 10/19/2009

- June 30 Campus Accreditation Report and Program Review for FY09 submitted electronically by campus to the Vice President for Academic Affairs
- July 2 President's Office Mailing Date Agenda and Matters for the **July 16, 2009** Board Meeting
- July 16 **BOT Meeting SIU School of Medicine, Springfield**
- Additions and Deletions Report for FY09 presented to the BOT
- RAMP FY11 presented to BOT
- July 21 Additions and Deletions Report for 2009 mailed to IBHE
- July 31 Deadline for Board Agenda Matters to the Provost for the **September 10, 2009** BOT meeting
- August 2009**
- August 17 Deadline for Board Agenda Matters to the President for the **September 10, 2009** Board Meeting
- August 17 FY11 RAMP – Remaining Operating RAMP and All Technical Questions due to Vice President for Financial Administrative Affairs
- August 21 AM: New Tenure-Track Faculty Orientation
PM: New Tenure-Track Faculty and
New Non-Tenure Track Faculty Orientation Workshop
Student Center, Ballroom D
Offered by the Provost and Vice Chancellor
- August 28 President's Office Mailing Date for Board Agenda Matters for the **September 10, 2009** Board Meeting
- September 2009**
- September 2 IPEDS Fall Collection Opens – Institutional Characteristics; Completions; and 12-Month Enrollment

September 4	Chairs provide listing of all current non-tenure-track faculty to Non-Tenure Track Faculty Association, IEA-NEA (guidelines will follow from the Office of the Associate Provost for Academic Administration)
September 10	BOT Meeting Southern Illinois University Edwardsville Academic Affairs Group (AG) meeting Accreditation Report to BOT
September 11	Campus submissions for bound MWD report due to Vice President for Academic Affairs (electronic submission)
September 11	Accreditation Report goes to IBHE
September 22	2009 RAMP – Operating RAMP and Capital RAMP and Technical Questions due to Vice President for Financial and Administrative Affairs
September 25	Outstanding Thesis Award nominations due to Associate Dean Graduate School
September 28	2009 RAMP – All Historical Operating RAMP data due to IBHE
<u>October 2009</u>	
TBD	2010 RAMP – Remaining Operating RAMP and All Technical Questions due to Vice President for Financial and Administrative Affairs
October 9	2009 Interim Performance Report Data Request due to the Office of the Associate Provost for Academic Affairs
October 9	Sabbatical leave applications for FY11 are due to the Associate Provost for Academic Administration (guidelines will follow)
October 9	Form 100s , and the accompanying Forms 90s , requesting any changes for fee-based graduate-level courses are due to the Office of the Associate Provost for Academic Affairs – this deadline for courses to be included in the 2011-2012 Graduate Catalog
October 9	Form 90s and 90As for all graduate-level courses and program descriptions are due to the Office of the Associate Provost for Academic Affairs. This deadline is for courses and program descriptions to be included in the 2011-2012 Graduate Catalog
October 9	Form 90s and 90As for all undergraduate-level courses

(including 400-level courses) are due to the Office of the Associate Provost for Academic Affairs. This deadline is for courses to be included in the 2011-2012 Undergraduate Catalog

- October 9 [Form 100s](#), and the accompanying [Forms 90s](#), requesting any changes for fee-based undergraduate-level courses (including 400-level courses) are due to the Office of the Associate Provost for Academic Affairs – this deadline is for courses to be included in the 2011-2012 Undergraduate Catalog
- October 14 IPEDS Fall Collection Closes
- October 16 2009 Interim Performance Report Data Request due to the Vice President for Academic Affairs
- October 19 [***Excellence Through Commitment University Level Outstanding Teacher Award***](#) nominations (with supporting materials) due (guidelines will be distributed prior to due date)
- October 19 [***Excellence Through Commitment University Level Outstanding Term Faculty Teaching Award***](#) nominations (with supporting materials) due (guidelines will be distributed prior to due date)
- October 19 [***Excellence Through Commitment University Level Outstanding Graduate Teaching Assistant Award***](#) nominations (with supporting materials) due (guidelines will be distributed prior to due date)
- October 19 ***Excellence Through Commitment University Level Outstanding Scholar Award*** nominations (without supporting materials) due to Vice Chancellor for Research and Graduate Dean (guidelines will follow)
- October 19 FY2011 Non-RAMP proposals due to the Office of the Provost and Vice Chancellor (electronic submission)
- October 22 Nominations for Lincoln Student Laureate Award due to the Director of Honors program (guidelines will follow) – Banquet November 7 in Springfield
- October 23 Report of all requests for counteroffers to the Office of the Associate Provost for Academic Administration (guidelines will follow)
- October 28 Deadline for Board Agenda Matters to the Provost for the **December 10, 2009** BOT Meeting

November 2009

TBD	Vice President for Academic Affairs meets with Non-RAMP Committee regarding FY10 proposals
November 9	<u>Excellence Through Commitment Undergraduate Teaching Enhancement Award</u> applications
October 19	Excellence Through Commitment University Level Outstanding Scholar Award nominations (without supporting materials) due to Vice Chancellor for Research and Graduate Dean (guidelines will follow)
November 9	Faculty Seed Grant Program applications due to the Office of Research Development and Administration (guidelines and application available at <u>www.siu.edu/orda</u>)
November 10	Deadline for Board Agenda Matters to the President for the December 10, 2009 BOT Meeting
November 13	Electronic files for IBHE MWD Reports due to Vice President for Academic Affairs
November 16	Deadline for receipt of Graduate School Tuition Scholarship Applications for Spring Semester 2010 consideration
November 20	FY2011 Non-RAMP proposals due to Vice President for Academic Affairs (electronic submission)
November 24	President's Office Mailing Date for Board Agenda and Matters for the December 10, 2009 BOT Meeting
November 27	CUPA (College and University Professional Associate for Human Resources) National Faculty Salary Survey for Four-Year Institutions.

December 2009

TBD	IBHE distribute discussion budget for FY11
December 1	Promotion and Tenure recommendations due to the Office of the Provost and Vice Chancellor. Deliver to the Office of the Associate Provost for Academic Administration.
December 2	IPEDS Spring Collection Opens – Student Financial Aid; Graduation Rates
December 2	IPEDS Winter Collection Opens – Employees by Assigned Position; Salaries; Fall Staff; Enrollment; Finance

December 4	AAUP (American Association of University Professors) Faculty Compensation Survey
December 10	BOT Southern Illinois University Carbondale Academic Affairs Group (AG) meeting AMC and BOT meeting will present MWD Report
December 15	Cost Study to IBHE – Discipline Cost Study; Faculty Credit Hour Study; Induced Course Load Matrix; Form C
TBA mid-December	FY09 Mid-Year Reappraisal due to Budget Office (guidelines to follow)

January 2010

TBD	Vice President for Academic Affairs submits e-files of MWD Report to IBHE
TBD	IBHE distribute discussion budget for FY11
TBD	BOT – present FY2009 Performance Report
TBD	<i>Excellence Through Commitment Outstanding Civil Service Staff and Outstanding Civil Service Teaching Support</i> Award (guidelines will be distributed prior to due date)
TBD	<i>Excellence Through Commitment Administrative/Professional Outstanding Service</i> Award (guidelines will be distributed prior to due date)
TBD	<i>Excellence Through Commitment Outstanding Graduate Student Researcher Award</i> nominations (with supporting materials) due (guidelines will be distributed prior to due date) (details TBA)
January 4	Deadline for Board Agenda Matters to the Provost for the February 11, 2010 BOT Meeting
January 11	Commencement Checklist mailed to academic units by Alumni Association
January 15	<i>Excellence Through Commitment College Level Outstanding Teacher Award</i> winner information due
January 15	Deadline for Board Agenda Matters to the President for the February 11, 2010 BOT Meeting
January 20	IPEDS Winter Collection closes

January 22	Oklahoma State University Faculty Salary Survey by Discipline; Graduate Stipend Survey by Discipline
January 22	Outstanding Dissertation Award nominations due to Associate Dean of the Graduate School
January 25	<i>Excellence Through Commitment</i> College Level Outstanding Scholar Award winner information due to the Vice Chancellor for Research and Graduate Dean
January 28	President Office Mailing Date for Board Agenda Matters for the February 11, 2010 BOT Meeting
January 29	Doctoral and Morris Graduate Fellowship nominations due to Graduate School
January 29	Undergraduate Research/Creative Grants Program applications for FY2011 are due to the Office of Research Development and Administration (guidelines available at www.siu.edu/orda).
January 30	Chairs provide listing of all current non-tenure track faculty to Non-Tenure Track Faculty association, IEA-NEA (guidelines will follow from the Office of the Associate Provost for Academic Administration)

February 2010

TBA	IBHE meeting to approve staff/budget recommendations FY11
February 11	BOT Southern Illinois University Carbondale
February 12	Master's Fellowship nominations due to the Graduate School (TENTATIVE)
February 16	Deadline for Board Agenda Matters to the Provost for the April 8, 2010 BOT Meeting

March 2010

March 3	Graduate Dean's Fellowship applications due to Graduate School
March 3	PROMPT Fellowship Program applications due to the Graduate School
March 3	Native American Scholarship applications due to the Graduate School

March 12	Commencement checklist due to Alumni Association
March 12	The University of Oklahoma Consortium for Student Retention Data Exchange (CSRDE) Retention Survey of all First-time, Full-time Baccalaureate degree-seeking freshmen
March 15	Deadline for Board Agenda Matters to the President for the April 8, 2010 BOT Meeting
March 19	Dissertation Research Assistantship award (DRA) nominations due to the Colleges (Colleges may have an earlier deadline)
March 22-24	HLC-NCA Evaluation Team visits Carbondale for SIUC's Accreditation through the Higher Learning Commission
March 25	President Office Mailing Date for Board Agenda Matters for the April 8, 2010 BOT Meeting
March 26	Undergraduate Research Forum, Student Center Ballrooms
March 26	Report of all requests for counteroffers to the Office of the Associate Provost for Academic Administration (guidelines will follow)
March 30	Deadline for Board Agenda Matters to the Provost for the May 13, 2010 BOT Meeting

April 2010

TBD	Planning Schedules presented to Chancellor – Revisions and Refinements made
TBD	Research Town Meeting Student Center Ballrooms
April 1	Cost Study Internal Comparative Studies – Normative; Faculty Load Program Review
April 2	Dissertation Research Assistantship award (DRA) nominations due to the Graduate School
April 2	Final Commencement report distributed by the Alumni Services to campus
April 8	BOT Southern Illinois University Edwardsville
April 14	IPEDS Spring Collection closes
April 15	Deadline for receipt of Graduate School Tuition Scholarship

Applications for summer semester 2009 consideration

April 19 Deadline for Board Agenda Matters to the President for the **May 13, 2010** BOT Meeting

April 20 [*Excellence Through Commitment Awards*](#)
hosted by the Chancellor
6 p.m. Reception in the Corker Lounge
6:30 p.m. Dinner and Ceremony in Ballroom B

April 26 Library Materials increase documentation from Library Affairs and School of Law due to Budget Office

April 29 President Office Mailing Date for Board Agenda Matters for the **May 13, 2010** BOT Meeting

April 30 Deadline for Board Agenda Matters to the Provost for the **June 10, 2010** BOT Meeting

May 2010

May 3 Planning Schedules due to the Vice President for Financial and Administrative Affairs

May 3 Budget Schedules due to the Vice President for Financial and Administrative Affairs

May 13 **BOT Southern Illinois University Carbondale**

May 14 FY12 RAMP Planning Document due to the Vice President for Academic Affairs

May 14 Deadline for Board Agenda Matters to the President for the **June 10, 2010** BOT Meeting

May 21 Annual submission of the Program Additions and Deletions report due to the Vice President for Academic Affairs

May 28 President Office Mailing Date for Board Agenda Matters for the **June 10, 2010** BOT Meeting

May 31 Deadline for Board Agenda Matters to the Provost for the **July 8, 2010** BOT Meeting

June 2010

June 10 **BOT Southern Illinois University Edwardsville**