Administrative Calendar 2013-2014

Color key: President–gold Provost-blue Assistant Provost-green Deans/Vice Presidents- purple
Chair-brown Faculty-red Budget and Planning-light green Committees-pink

July

15 **Class Schedule Preparation *Spring 2014* and *Intersession 2014***; On-campus schedule copy and Virtual College course approvals from Chair to Dean. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy.

Performance Agreement Approval for *Calendar Year 2014*; Signed agreement to KBOR for approval

22 **Class Schedule Preparation *Spring 2014* and *Intersession 2014***; On-campus schedule copy and Virtual College course approvals from Dean to Registrar and VC. (Begin data entry of line items and check room conflicts among all departments.)

August

1 **Special Adjunct Professor Update**; Provost sends list to Dean

15 **Department Annual Report (Provost)**; Completed College Annual Report (for *FY13*) to Assistant Provost and Provost

23 **Faculty Award Nominations *Fall 2013***; Notification to Faculty

Tenure (third-sixth years - refer to detailed timeline and MOA); Candidate file to Chair

26 **Tenure (third-sixth years - refer to detailed timeline and MOA)**; Chair to Department Committee

September

1 **Staff Development Funding Quarterly Applications**; to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals

3 **Notification for Non-Renewal of Faculty Contracts (Temporary Full Time Faculty)**; Dean to faculty

10 **Chamber of Commerce Annual Teacher Faculty Reception**; Sternberg Museum of Natural History

Notification for Non-Renewal of Faculty Contracts (Temporary Full Time Faculty); Dean to Provost (copy)

Promotion (refer to detailed timeline and MOA); Applicant file to Chair

Promotion Non-Tenure Track Faculty (refer to MOA); Applicant file to Chair

11 **Promotion (refer to detailed timeline and MOA)**; Chair to Department Committee

Promotion Non-Tenure Track Faculty (refer to MOA); Chair to Department Committee

Tenure (third-sixth years - refer to detailed timeline and MOA); Department Committee to Chair

12 **Summer Research/Creative Activity Project Reports from *Summer 2013***; Faculty to Chair

13 **Special Adjunct Professor Update**; Dean submits updated list to Provost

17 **Class Schedule Preparation *Spring 2014***; Registrar's Office begins resolving on-campus class schedule room conflicts.

19 **Summer Research/Creative Activity Project Reports from *Summer 2013***; Chair to Dean

20 **Faculty Award Nominations *Fall 2013***; Nominations to Chair

Faculty Development Funding Quarterly Applications; to Provost with Chair and Dean approvals

26 **Promotion (refer to detailed timeline and MOA)**; Department Committee to Chair

Promotion Non-Tenure Track Faculty (refer to MOA); Department Committee to Chair

27 **Class Schedule Preparation *Spring 2014***; Registrar's Office have on-campus class schedule room conflicts resolved.

Class Schedule Preparation *Fall 2014*; On-Campus and Virtual College class schedule preparation materials from Registrar and VC to Dean to Chair. (Develop original draft.)

30 **Special Adjunct Professor Update**; Provost notification to Special Adjunct Professor

Terminal Degree Tuition Assistance *2014-2015*; Proposals due from Chair and Dean to Provost

October

1 **Book Orders for *Spring 2014* Semester**; Faculty to University Bookstore

Department Review (President); Statistical data to Dean and Chair

Phased Retirement Requests; Faculty to Chair

Reassigned Time Reports (TRACK I AND II) from *Spring 2013*; Faculty to Chair

Retirement, Limited Health Care Bridge Requests; Faculty to Chair

Sabbatical Reports from *2012-2013 Academic Year* and *Spring 2013*; Faculty to Chair

Strategic Planning Process (dates subject to change); Action plans to Dean/Director

Tenure (third-sixth years - refer to detailed timeline and MOA); Chair to College Committee

3 **Summer Research/Creative Activity Project Reports from *Summer 2013***; Dean to Dean of the Graduate School

4 **Class Schedule Preparation *Spring 2014* and *Intersession 2014***; Registrar and Virtual College to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)

Course Change Approval Forms for *Spring 2014*; Chair to Assistant Provost for Quality Management

Faculty Award Nominations *Fall 2013*; Chair to Dean

8 **Reassigned Time Reports (TRACK I AND II) from *Spring 2013***; Chair to Dean

Sabbatical Reports from *2012-2013 Academic Year* and *Spring 2013*; Chair to Dean

14 **Class Schedule Preparation *Spring 2014* and *Intersession 2014***; Chair to Dean to Registrar and Virtual College. (Last date for Dean to approve changes to on-campus and off-campus class schedule in preparation for Pre-enrollment.)

Class Schedule Preparation *Spring 2014* and *Intersession 2014*; First day of Pre-enrollment, Virtual College Only

15 **Department Review (President)**; Chair reviews data with Dean

Performance Agreement Reporting for *2014*; Key Performance Indicator (KPI) reports to Assistant Provost

15 **Reassigned Time Applications (TRACK II) *Fall 2014* and *Spring 2015***; Faculty to Chair

Reassigned Time Reports (TRACK II ONLY) from *Spring 2013*; Dean to Provost

Sabbatical Reports from *2012-2013 Academic Year* and *Spring 2013*; Dean to Provost

Strategic Planning Process (dates subject to change); Dean/Director to Provost/appropriate Vice President

16 **Promotion (refer to detailed timeline and MOA)**; Chair to College Committee

Promotion Non-Tenure Track Faculty (refer to MOA); Chair to Dean and Provost

22 **Class Schedule Preparation *Spring 2014* and *Intersession 2014***; First day of Pre-enrollment, All Students

Department Review (President); Dean submits report to Assistant Provost

Reassigned Time Applications (TRACK II) *Fall 2014* and *Spring 2015*; Chair to Dean

Reassigned Time Applications (TRACK I) *Fall 2014*; Faculty to Chair

23 **Tenure (fifth and sixth years - refer to detailed timeline and MOA)**; College Committee to Dean

25 **Faculty Award Nominations *Fall 2013***; Dean to Assistant Provost

29 **Strategic Planning Process (dates subject to change)**; Provost/Vice President to Budget and Planning

30 **Tenure (third and fourth years - refer to detailed timeline and MOA)**; College Committee to Dean

November

1 **Class Schedule Preparation *Summer 2014***; On-campus and Virtual College class schedule preparation materials from Registrar and VC to Dean to Chair. (Develop original draft.)

Department Review (President); Provost/Dean meet with President 11-01-13 to 11-15-13 (subject to change)

Faculty Development Funding Quarterly Applications; to Provost with Chair and Dean approvals

Reassigned Time Applications (TRACK II) *Fall 2014* and *Spring 2015*; Dean to Provost and Committee

Reassigned Time Applications (TRACK I) *Fall 2014*; Chair to Dean

Regents Program Review Reports *2012-2013*; Completed Program Review Self-Study from Chair to Assistant Provost

Staff Development Funding Quarterly Applications; to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals

2 **Regents Program Review Reports *2012-2013***; Assistant Provost to Program Review Committee

4 **Class Schedule Preparation *Fall 2014***; On-campus schedule copy and Virtual College course approvals from Chair to Dean. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy.

5 **Faculty Award Nominations *Fall 2013***; Assistant Provost to Provost's Council

Strategic Planning Process (dates subject to change); Budget and Planning to Steering Committee

7 **Faculty Award Nominations *Fall 2013***; Provost to President

Promotion (refer to detailed timeline and MOA); College Committee to Dean

11 **Class Schedule Preparation *Fall 2014***; On-campus schedule copy and Virtual College course approvals from Dean to Registrar and VC. (Begin data entry of line items and check room conflicts among all departments.)

12 **Academic Advising Report on Advising Baseline**; Academic Advisor to Assistant Provost

15 **Phased Retirement Requests**; Chair to Dean

Reassigned Time Applications (TRACK II) *Fall 2014* and *Spring 2015*; Provost letter to applicant

Reassigned Time Applications (TRACK I) *Fall 2014*; Dean notification to Provost

Retirement, Limited Health Care Bridge Requests; Chair to Dean

Tenure (first and second years – refer to detailed timeline and MOA); Candidate file to Chair

18 **Tenure (first and second years – refer to detailed timeline and MOA)**; Chair to Department Committee

Tenure (third-fourth years - refer to detailed timeline and MOA); Dean final recommendation to Provost

19 **Tenure (fifth and sixth years - refer to detailed timeline and MOA)**; Dean to University Committee

27 **Emeriti Nominations *Fall 2013***; Chair to Dean

Phased Retirement Requests; Dean to Provost

Retirement, Limited Health Care Bridge Requests; Dean to Provost

December

2 **Academic Advising Report on Advising Baseline**; Assistant Provost to Provost

Accreditation Chart Update; Dean reports status to Assistant Provost

Faculty Award Nominations *Fall 2013*; Awards presented 12-02-13 to 12-06-13

3 **Strategic Planning Process (dates subject to change)**; University Open Forum

5 **Emeriti Nominations *Fall 2013***; Dean to Provost

6 **Professional Travel Funds Report *FY13***; Provost provides form to Dean

Strategic Planning Process (dates subject to change); President finalizes University plan

9 **Class Schedule Preparation *Summer 2014***; On-campus schedule copy and Virtual College course approvals from Chair to Dean. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy.

***Summer 2014* On-Campus Course Application Forms on Lotus Notes;** Chair start submitting forms

10 **Tenure (first and second years – refer to detailed timeline and MOA)**; Department Committee to Chair

12 **Emeriti Nominations *Fall 2013***; Provost to President

13 **Phased Retirement Requests**; Provost to President

Professional Travel Funds Report *FY13*; Dean provides form to Chair

Retirement, Limited Health Care Bridge Requests; Provost to President

19 **Emeriti Nominations *Fall 2013***; Notification to Faculty

January

Strategic Planning Process; President's public release of 2014 strategic plan – January 2014

3 **Accreditation Chart Update**; Assistant Provost drafts chart to Provost

10 **Class Schedule Preparation *Summer 2014***; On-campus schedule copy and Virtual College course approvals from Dean to Registrar and VC. (Begin data entry of line items and check room conflicts among all departments.)

15 **Accreditation Chart Update**; Assistant Provost to KBOR

22 **President's Distinguished Scholar**; Provost memo to Faculty

23 **Promotion (refer to detailed timeline and MOA)**; Dean to University Committee

24 **Professional Travel Funds Report *FY13***; Chair to Dean

27 **Faculty Award Nominations *Spring 2014***; Notification to faculty

29 **Tenure (fifth and sixth years – refer to detailed timeline and MOA)**; University Committee to Provost

30 **Tenure (first and second years – refer to detailed timeline and MOA)**; Chair to Dean

31 **Professional Travel Funds Report *FY13***; Dean to General Counsel

Sabbatical Leave Applications for *2014-2015 Academic Year*; Faculty to Chair

February

1 **Regents Program Review Reports *2012-2013***; Program Review Summary from Program Review Committee to Provost and President

Staff Development Funding Quarterly Applications; to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals

3 **Faculty Development Funding Quarterly Applications**; to Provost with Chair and Dean approvals

Leave without Pay Applications; Faculty to Chair

Reassigned Time Reports (TRACK I AND II) from *Fall 2013*; Faculty to Chair

Sabbatical Reports from Fall 2013; Faculty to Chair

4 **Tenure (first and second years – refer to detailed timeline and MOA)**; Dean final recommendation to Provost

10 **Reassigned Time Reports (TRACK I & II) from Fall 2013**; Chair to Dean

Sabbatical Reports from *Fall 2013*; Chair to Dean

14 **Academic Advising Report on Advising Baseline**; Assistant Provost to KBOR

Faculty Award Nominations *Spring 2014*; Nominations to Chair

Leave without Pay Applications; Chair to Dean/Director

Phased Retirement Requests; Notification to Faculty

Professional Travel Funds *FY13*; General Counsel to AAUP

Retirement, Limited Health Care Bridge Requests; Notification to Faculty

14 **Sabbatical Leave Applications for *2014-2015 Academic Year***; Chair to Dean

15 **Performance Agreement Reporting for *2014***; Report from Assistant Provost to President and Vice-Presidents

Regents Program Review Reports *2012-2013*; Provost to KBOR

Regents Program Review Reports *2012-2013*; Departments notified of Program Review findings

Summer Research/Creative Activity Project Funds Applications *Summer 2014*; Completed applications to the Office of Scholarship and Sponsored Projects

17 **Reassigned Time Reports (TRACK II ONLY) from *Fall 2013***; Dean to Provost

Sabbatical Reports from *Fall 2013*; Dean to Provost

19 **Class Schedule Preparation *Fall 2014***; Registrar's Office begins resolving on-campus class schedule room conflicts.

20 **Tenure (fifth and sixth years - refer to detailed timeline and MOA)**; Provost to President

21 **Promotion (refer to detailed timeline and MOA)**; University Committee to Provost

28 **Faculty Award Nominations *Spring 2014***; Chair to Deans

Sabbatical Leave Applications for *2014-2015 Academic Year*; Dean to Provost

March

1 **Performance Agreement Reporting for *2014***; Performance Agreement Report from Assistant Provost to KBOR

3 **Course Change Approval Forms for *Fall and Summer 2014***; Chair to Assistant Provost for Quality Management

Leave without Pay Applications; Dean/Director to Provost

President's Distinguished Scholar; Faculty nomination to Provost

Terminal Degree Tuition Assistance *2014-2015*; Candidate submits application/plan of study to Chair

4 **Sabbatical Leave Applications for *2014-2015 Academic Year***; Provost to Committee

5 **Class Schedule Preparation *Fall 2014***; Registrar's Office have on-campus class schedule room conflicts resolved.

6 **Sabbatical Leave Applications for *2014-2015 Academic Year***; Committee to Provost

7 **Class Schedule Preparation *Fall 2014***; Registrar and Virtual College to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)

10 **Leave without Pay Applications**; Provost to President

14 **Class Schedule Preparation *Summer 2014***; Registrar and Virtual College to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)

Notification for Non-Renewal of Faculty Contracts (Temporary Full Time Faculty); Dean letter to faculty

15 **Book Orders for *Fall and Summer 2014***; Faculty to University Bookstore

17 **Class Schedule Preparation *Fall 2014***; Chair to Dean to Registrar and Virtual College. (Last date for Dean to approve changes to on-campus and off-campus class schedule in preparation for Pre-enrollment.)

Terminal Degree Tuition Assistance *2014-2015*; Chair to Dean

20 **Sabbatical Leave Applications for *2014-2015 Academic Year***; Provost to President

21 **Faculty Award Nominations *Spring 2014***; Dean to Assistant Provost

24 **Class Schedule Preparation *Summer 2014***; Chair to Dean to Registrar and Virtual College. (Last date for Dean to approve changes to on-campus and off-campus class schedule in preparation for Pre-enrollment.)

Class Schedule Preparation *Summer 2014*; First day of Pre-enrollment, All Students

Promotion (refer to detailed timeline and MOA); Provost to President

31 **Class Schedule Preparation *Fall 2014***; First day of Pre-enrollment, Virtual College Only

April

1 **Department Annual Report (Provost)**; Final template and directions distributed to Department Chairs. Selected enrollment data (fall 20th day counts) distributed to Chairs and Deans in departmental template.

Faculty Development Funding Quarterly Applications; to Provost with Chair and Dean approvals

Regents Program Review Reports *2013-2014*; Assistant Provost notification to College, Department, and Budget and Planning

Terminal Degree Tuition Assistance *2014-2015*; Dean to Provost

2 **Sabbatical Leave Applications for *2014-2015 Academic Year***; Funding memo from Provost to Dean

4 **Sabbatical Leave Applications for *2014-2015 Academic Year***; Notification to Faculty

7 **Class Schedule Preparation *Fall 2014***; First day of Pre-enrollment, All Students

Sabbatical Leave Applications for *2014-2015 Academic Year*; Notification to University Press of KS

8 **Faculty Award Nominations *Spring 2014***; Assistant Provost to Provost's Council

10 **Annual Merit Review (refer to detailed timeline and MOA)**; Chair to Dean

14 **Faculty Award Nominations *Spring 2014***; Provost to President

15 **President's Distinguished Scholar**; Faculty application file to Provost

Reassigned Time Applications (TRACK I) *Spring 2015*; Faculty to Chair

Terminal Degree Tuition Assistance *2014-2015*; Notification to faculty

24 **Emeriti Nominations *Spring 2014***; Chair to Dean

30 **President's Distinguished Scholar**; Provost to Committee

Reassigned Time Applications (TRACK I) *Spring 2015*; Chair to Dean

May

1 **Annual Merit Review (refer to detailed timeline and MOA)**; Dean to Provost

Emeriti Nominations *Spring 2014*; Dean to Provost

Regents Program Review Reports *2013-2014*; Data from Assistant Provost to Chair

1 **Staff Development Funding Quarterly Applications**; to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals

Terminal Degree Tuition Assistance *2014-2015*; Signed loan agreement from Dean to Provost with copies to Candidate, Chair, Budget and Planning

5 **Faculty Award Nominations *Spring 2014***; Awards presented 05-05-14 to 05-09-14

8 **Emeriti Nominations *Spring 2014***; Provost to President

15 **Emeriti Nominations *Spring 2014***; Notification to Faculty

Reassigned Time Applications (TRACK I) *Spring 2015*; Dean notification to Provost

June

1 **Department Annual Report (Provost)**; Student system information (graduates, SCH) delivered to Chairs

Department Annual Report (Provost); Final cutoff date for elements to be considered in Department Annual Report

30 **Department Annual Report (Provost)**; Completed Department Annual Report to Deans, Assistant Provost and Provost, submit electronically

July 2014

15 **Faculty Award Nominations *2014-2015 AY***; Dean transfers funds to Academic Affairs Faculty Awards Account

Performance Agreement Approval for *Calendar Year 2015*; Signed agreement to KBOR for approval

August 2014

11 **President's Distinguished Scholar**; Provost notification to President

13 **President's Distinguished Scholar**; Presentation of award (Fall Convocation)

15 **Department Annual Report (Provost)**; Completed College Annual Report (for *F14*) to Assistant Provost and Provost

Other

Annual Merit Review (refer to detailed timeline and MOA); Faculty to Chair
Date determined by department

Monthly Status of Searches/Positions Report; Dean to Provost
First Friday of each month

Spoken English Language GTA/GA/RA Competency Form; Dean to Dean of the Graduate School
Tuesday of second week of each semester or session

Spoken English Language Faculty Competency Form; to Provost
As hired

Glossary of Processes

Academic Advising Report on Advising Baseline (Nov 12, Dec 2, Feb 14)
Accreditation Chart Update (Dec 2, Jan 3, Jan 15)
Annual Merit Review (refer to detailed timeline and MOA) (TBD-see Other page 8, Apr 10, May 1)
Book Orders to University Bookstore (Oct 1, Mar 15)
Chamber of Commerce Annual Teacher Faculty Reception (Sep 10)
Class Schedule Preparation Spring 2014 and Intersession 2014 (Jul 15, Jul 22, Sep 17, Sep 27, Oct 4, Oct 14, Oct 22)
Class Schedule Preparation Fall 2014 (Sep 27, Nov 4, Nov 11, Feb 19, Mar 5, Mar 7, Mar 17, Mar 31, Apr 7)
Class Schedule Preparation Summer 2014 (Nov 1, Dec 9, Jan 10, Mar 15, Mar 24)
Course Change Approval Forms Spring, Fall and Summer 2014 (Oct 4, Mar 3)
Department Annual Report (Provost) (Aug 15, Apr 1, Jun 1, Jun 30, Aug 15)
Department Review (President) (Oct 1, Oct 15, Oct 22, Nov 1-15)
Emeriti Nominations Fall 2013 (Nov 27, Dec 5, Dec 12, Dec 19)
Emeriti Nominations Spring 2014 (Apr 24, May 1, May 8, May 15)
Faculty Award Nominations Fall 2013 (Aug 23, Sep 20, Oct 4, Oct 25, Nov 5, Nov 7, Dec 2-6)
Faculty Award Nominations Spring 2014 (Jan 27, Feb 14, Feb 28, Mar 21, Apr 8, Apr 14, May 5-9)
Faculty Development Funding Quarterly Applications (Sep 20, Nov 1, Feb 3, Apr 1)
Leave without Pay Applications (Feb 3, Feb 14, Mar 3, Mar 10)
Monthly Status of Searches/Positions Report (first Friday monthly)
Notification for Non-Renewal of Faculty Contracts (temporary full time faculty) (Sep 3, Sep 10, Mar 14)
Performance Agreement Approval for Calendar Year 2014 (Jul 15)
Performance Agreement Approval for Calendar Year 2015 (Jul 15)
Performance Agreement Reporting for 2014 (Oct 15, Feb 15, Mar 1)
Phased Retirement Requests (Oct 1, Nov 15, Nov 27, Dec 13, Feb 14)
President's Distinguished Scholar (Jan 22, Mar 3, Apr 15, Apr 30, Aug 11, Aug 13)
Professional Travel Funds Report FY13 (Dec 6, Dec 13, Jan 24, Jan 31, Feb 14)
Promotion (refer to detailed timeline and MOA) (Sep 10, Sep 11, Sep 26, Oct 16, Nov 7, Jan 23, Feb 21, Mar 24)
Promotion Non-Tenure Track Faculty (Sep 10, Sep 11, Sep 26, Oct 16)
Reassigned Time Applications (Track II) Fall 2014 and Spring 2015 (Oct 15, Oct 22, Nov 1, Nov 15)
Reassigned Time Applications (Track I) Fall 2014 (Oct 22, Nov 1, Nov 15)
Reassigned Time Applications (Track I) Spring 2015 (Apr 15, Apr 30, May 15)
Reassigned Time Reports (Track I and II) from Spring 2013 (Oct 1, Oct 8, Oct 15)
Reassigned Time Reports (Track I and II) from Fall 2013 (Feb 3, Feb 10, Feb 17)
Regents Program Review Reports 2012-2013 (Nov 1, Nov 2, Feb 1, Feb 15, Feb 15)
Regents Program Review Reports 2013-2014 (Apr 1, May 1)
Retirement, Limited Health Care Bridge Requests (Oct 1, Nov 15, Nov 27, Dec 13, Feb 14)
Sabbatical Leave Applications for 2014-2015 Academic year (Jan 31, Feb 14, Feb 28, Mar 4, Mar 6, Mar 20, Apr 2, Apr 4, Apr 7)
Sabbatical Reports from 2012-2013 Academic Year and Spring 2013 (Oct 1, Oct 8, Oct 15)
Sabbatical Reports from Fall 2013 (Feb 3, Feb 10, Feb 17)
Special Adjunct Professor Update (Aug 1, Sep 13, Sep 30)
Spoken English Language GTA/GA/RA Competency Form (Tuesday of second week of each semester or session)
Spoken English Language Faculty Competency Form (as hired)
Staff Development Funding Quarterly Applications (Sep 1, Nov 1, Feb 1, May 1)
Strategic Planning Process (subject to change) (Oct 1, Oct 15, Oct 29, Nov 5, Dec 3, Dec 6, Jan)
Summer 2014 On-Campus Course Application Forms on Lotus Notes (Dec 9)
Summer Research/Creative Activity Project Funds Applications for Summer 2014 (Feb 15)
Summer Research/Creative Activity Project Reports from Summer 2013 (Sep 12, Sep 19, Oct 3)
Tenure (fifth & sixth – refer to detailed timeline and MOA) (Aug 23, Aug 26, Sep 11, Oct 1, Oct 23, Nov 19, Jan 29, Feb 20)
Tenure (third & fourth – refer to detailed timeline and MOA) (Aug 23, Aug 26, Sep 11, Oct 1, Oct 30, Nov 18)
Tenure (first & second – refer to detailed timeline and MOA) (Nov 15, Nov 18, Dec 10, Jan 30, Feb 4)
Terminal Degree Tuition Assistance 2014-2015 (Sep 30, Mar 3, Mar 17, Apr 1, Apr 15, May 1)