Administrative Calendar 2012-2013

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 **Performance Agreement Approval for *Calendar Year 2013***; Signed agreement to KBOR for approval

16 **Class Schedule Preparation *Spring 2013***; 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.

23 **Class Schedule Preparation *Spring 2013***; 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 **Performance Scorecard for Legislature**; Academic Marketing initial team meeting

Special Adjunct Professor Update; Provost sends list to Dean

15 **Department Annual Report (Provost)**; Completed College Annual Report (for *FY12*) to Assistant Provost and Provost

24 **Faculty Award Nominations *Fall 2012***; Notification to Faculty

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

27 **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

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

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

Promotion Non-Tenure Track Faculty; Applicant file to Chair

11 **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); Chair to Department Committee

Promotion Non-Tenure Track Faculty; Chair to Department Committee

12 ***Summer 2012* Salary Research Reports**; Faculty to Chair

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

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

18 **Class Schedule Preparation *Spring 2013***; Registrar's Office begins resolving on-campus class schedule room conflicts.

19 ***Summer 2012* Salary Research Reports**; Chair to Dean

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

21 **Faculty Award Nominations *Fall 2012***; Nominations to Chair

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

Promotion Non-Tenure Track Faculty; Department Committee to Chair

28 **Class Schedule Preparation *Spring 2013***; Registrar's Office have on-campus class schedule room conflicts resolved.

Class Schedule Preparation *Fall 2013*; On-Campus and Virtual College class schedule preparation materials from Registrar and VC to Dean to Chair. (Develop original draft.)

Special Adjunct Professor Update; Provost notification to Special Adjunct Professor

October

1 **Book Orders for *Spring 2013* 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 2012*; Faculty to Chair

Retirement, Limited Health Care Bridge Requests; Faculty to Chair

Sabbatical Reports from *2011-2012 Academic Year* and *Spring 2012*; Faculty to Chair

Terminal Degree Tuition Assistance *2013-2014*; Proposals due from Chair and Dean to Provost

2 **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 2012* Salary Research Reports**; Dean to Dean of the Graduate School

5 **Class Schedule Preparation *Spring 2013***; Registrar and Virtual College to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)

Faculty Award Nominations *Fall 2012*; Chair to Dean

7 **Course Change Approval Forms for *Spring 2013***; Chair to Assistant Provost for Quality Management

8 **Reassigned Time Reports (TRACK I AND II) from *Spring 2012***; Chair to Dean

Sabbatical Reports from *2011-2012 Academic Year* and *Spring 2012*; Chair to Dean

15 **Class Schedule Preparation *Spring 2013***; 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 2013*; First day of Pre-enrollment, Virtual College Only

Department Review (President); Chair reviews data with Dean

Performance Agreement Reporting for *2013*; Key Performance Indicator (KPI) reports to Assistant Provost

Performance Scorecard for Legislature; Data for scorecard from Assistant Provost to Academic Marketing

15 **Reassigned Time Applications (TRACK II) *Fall 2013* and *Spring 2014***; Faculty to Chair

Reassigned Time Reports (TRACK II ONLY) from *Spring 2012*; Dean to Provost

Sabbatical Reports from *2011-2012 Academic Year* and *Spring 2012*; Dean to Provost

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

Promotion Non-Tenure Track Faculty; Chair to Dean and Provost

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

22 **Reassigned Time Applications (TRACK II) *Fall 2013* and *Spring 2014***; Chair to Dean

Reassigned Time Applications (TRACK I) *Fall 2013*; Faculty to Chair

23 **Class Schedule Preparation *Spring 2013***; First day of Pre-enrollment, All Students

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

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

26 **Faculty Award Nominations *Fall 2012***; Dean to Assistant Provost

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

31 **Regents Program Review Reports *2011-2012***; Completed Program Review Self-Study from Chair to Assistant Provost

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

November

1 **Department Review (President)**; Provost/Dean meet with President 11-01-12 to 11-16-12

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

Reassigned Time Applications (TRACK II) *Fall 2013* and *Spring 2014*; Dean to Provost and Committee

Reassigned Time Applications (TRACK I) *Fall 2013*; Chair to Dean

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

2 **Class Schedule Preparation *Summer 2013***; On-campus and Virtual College class schedule preparation materials from Registrar and VC to Dean to Chair. (Develop original draft.)

Regents Program Review Reports *2011-2012*; Assistant Provost to Program Review Committee

5 **Class Schedule Preparation *Fall 2013***; 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.

6 **Faculty Award Nominations *Fall 2012***; Assistant Provost to Provost's Council

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

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

8 **Faculty Award Nominations *Fall 2012***; Provost to President

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

Class Schedule Preparation *Fall 2013*; 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 **Performance Scorecard for Legislature**; Scorecard to Printer

Phased Retirement Requests; Chair to Dean

Reassigned Time Applications (TRACK II) *Fall 2013* and *Spring 2014*; Provost letter to applicant

Reassigned Time Applications (TRACK I) *Fall 2013*; 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

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

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

28 **Emeriti Nominations *Fall 2012***; Chair to Dean

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

30 **Phased Retirement Requests**; Dean to Provost

Retirement, Limited Health Care Bridge Requests; Dean to Provost

December

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

Accreditation Chart Update; Dean reports status to Assistant Provost

Faculty Award Nominations *Fall 2012*; Awards presented 12-03-12 to 12-07-12

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

5 **Emeriti Nominations *Fall 2012***; Dean to Provost

7 **Professional Travel Funds Report *FY12***; Provost provides form to Dean

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

10 **Class Schedule Preparation *Summer 2013***; 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 2013* On-Campus Course Application Forms on Lotus Notes;** Chair start submitting forms

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

12 **Emeriti Nominations *Fall 2012***; Provost to President

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

Professional Travel Funds Report *FY12*; Dean provides form to Chair

Retirement, Limited Health Care Bridge Requests; Provost to President

19 **Emeriti Nominations *Fall 2012***; Notification to Faculty

January

Strategic Planning Process; President's public release of 2013 strategic plan – January 2013

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

7 **Performance Scorecard for Legislature**; President to Legislature

11 **Class Schedule Preparation *Summer 2013***; 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

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

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

25 **Professional Travel Funds Report *FY12***; Chair to Dean

28 **Faculty Award Nominations *Spring 2013***; Notification to faculty

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

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

31 **Sabbatical Leave Applications for *2013-2014 Academic Year***; Faculty to Chair

February

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

Leave without Pay Applications; Faculty to Chair

Professional Travel Funds Report *FY12*; Dean to General Counsel

Reassigned Time Reports (TRACK I AND II) from *Fall 2012*; Faculty to Chair

Regents Program Review Reports *2011-2012*; Program Review Summary from Program Review Committee to Provost and President

Sabbatical Reports from Fall 2012; Faculty to Chair

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

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

8 **Reassigned Time Reports (TRACK I & II) from Fall 2012**; Chair to Dean

Sabbatical Reports from *Fall 2012*; Chair to Dean

14 **Sabbatical Leave Applications for *2013-2014 Academic Year***; Chair to Dean

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

Faculty Award Nominations *Spring 2013*; Nominations to Chair

Leave without Pay Applications; Chair to Dean/Director

Performance Agreement Reporting for *2013*; Report from Assistant Provost to President and Vice-Presidents

15 **Phased Retirement Requests**; Notification to Faculty

Professional Travel Funds *FY12*; General Counsel to AAUP

Reassigned Time Reports (TRACK II ONLY) from *Fall 2012*; Dean to Provost

Regents Program Review Reports *2011-2012*; Provost to KBOR

Regents Program Review Reports *2011-2012*; Departments notified of Program Review findings

Retirement, Limited Health Care Bridge Requests; Notification to Faculty

Sabbatical Reports from *Fall 2012*; Dean to Provost

Summer Research/Creative Activity Project Funds Applications *Summer 2013*; Completed applications to the Office of Scholarship and Sponsored Projects

20 **Class Schedule Preparation *Fall 2013***; Registrar's Office begins resolving on-campus class schedule room conflicts.

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

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

28 **Faculty Award Nominations *Spring 2013***; Chair to Deans

Sabbatical Leave Applications for *2013-2014 Academic Year*; Dean to Provost

March

1 **Department Annual Report (Provost)**; Draft Template distributed to Deans

Leave without Pay Applications; Dean/Director to Provost

Performance Agreement Reporting for *2013*; Performance Agreement Report from Assistant Provost to KBOR

President's Distinguished Scholar; Faculty nomination to Provost

Terminal Degree Tuition Assistance *2013-2014*; Candidate submits application/plan of study to Chair

4 **Sabbatical Leave Applications for *2013-2014 Academic Year***; Provost to Committee

6 **Class Schedule Preparation *Fall 2013***; Registrar's Office have on-campus class schedule room conflicts resolved.

Sabbatical Leave Applications for *2013-2014 Academic Year*; Committee to Provost

8 **Class Schedule Preparation *Fall 2013***; Registrar and Virtual College to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)

Leave without Pay Applications; Provost to President

15 **Book Orders for *Fall and Summer 2013***; Faculty to University Bookstore

Class Schedule Preparation *Summer 2013*; 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 *Fall and Summer 2013*; Chair to Assistant Provost for Quality Management

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

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

15 **Terminal Degree Tuition Assistance *2013-2014***; Chair to Dean

18 **Class Schedule Preparation *Fall 2013***; 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.)

20 **Sabbatical Leave Applications for *2013-2014 Academic Year***; Provost to President

22 **Faculty Award Nominations *Spring 2013***; Dean to Assistant Provost

25 **Class Schedule Preparation *Summer 2013***; 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 2013*; First day of Pre-enrollment, All Students

April

1 **Class Schedule Preparation *Fall 2013***; First day of Pre-enrollment, Virtual College Only

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

Regents Program Review Reports *2012-2013*; Assistant Provost notification to College, Department, and Budget and Planning

Terminal Degree Tuition Assistance *2013-2014*; Dean to Provost

3 **Sabbatical Leave Applications for *2013-2014 Academic Year***; Funding memo from Provost to Dean

5 **Sabbatical Leave Applications for *2013-2014 Academic Year***; Notification to Faculty

8 **Class Schedule Preparation *Fall 2013***; First day of Pre-enrollment, All Students

Sabbatical Leave Applications for *2013-2014 Academic Year*; Notification to University Press of KS

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

15 **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.

President's Distinguished Scholar; Faculty application file to Provost

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

Terminal Degree Tuition Assistance *2013-2014*; Notification to faculty

23 **Faculty Award Nominations *Spring 2013***; Assistant Provost to Provost's Council

24 **Emeriti Nominations *Spring 2013***; Chair to Dean

25 **Faculty Award Nominations *Spring 2013***; Provost to President

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

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

May

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

Emeriti Nominations *Spring 2013*; Dean to Provost

1 **Regents Program Review Reports *2012-2013***; Data from Assistant Provost to Chair

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

Terminal Degree Tuition Assistance *2013-2014*; Signed loan agreement from Dean to Provost with copies to Candidate, Chair, Budget and Planning

6 **Faculty Award Nominations *Spring 2013***; Awards presented 05-06-13 to 05-10-13

8 **Emeriti Nominations *Spring 2013***; Provost to President

15 **Emeriti Nominations *Spring 2013***; Notification to Faculty

Reassigned Time Applications (TRACK I) *Spring 2014*; 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 2013

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

August 2013

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

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

15 **Department Annual Report (Provost)**; Completed College Annual Report (for *F13*) 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 3, Feb 15)
Accreditation Chart Update (Dec 3, 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 11)
Class Schedule Preparation Spring 2013 (Jul 16, Jul 23, Sep 18, Sep 28, Oct 5, Oct 15, Oct 23)
Class Schedule Preparation Fall 2013 (Sep 28, Nov 5, Nov 12, Feb 20, Mar 6, Mar 8, Mar 18, Apr 1, Apr 8)
Class Schedule Preparation Summer 2013 (Nov 2, Dec 10, Jan 11, Mar 15, Mar 25)
Course Change Approval Forms Spring, Fall and Summer 2013 (Oct 7, Mar 15)
Department Annual Report (Provost) (Aug 15, Mar 1, Apr 15, Jun 1, Jun 30, Aug 15)
Department Review (President) (Oct 1, Oct 15, Oct 24, Nov 1-16)
Emeriti Nominations Fall 2012 (Nov 28, Dec 5, Dec 12, Dec 19)
Emeriti Nominations Spring 2013 (Apr 24, May 1, May 8, May 15)
Faculty Award Nominations Fall 2012 (Aug 24, Sep 21, Oct 5, Oct 26, Nov 6, Nov 8, Dec 3-7)
Faculty Award Nominations Spring 2013 (Jan 28, Feb 15, Feb 28, Mar 22, Apr 16, Apr 18, May 6-10)
Faculty Development Funding Quarterly Applications (Sep 20, Nov 1, Feb 1, Apr 1)
Leave without Pay Applications (Feb 1, Feb 15, Mar 1, Mar 8)
Monthly Status of Searches/Positions Report (first Friday monthly)
Notification for Non-Renewal of Faculty Contracts (temporary full time faculty) (Sep 4, Sep 11, Mar 15)
Performance Agreement Approval for Calendar Year 2013 (Jul 15)
Performance Agreement Approval for Calendar Year 2014 (Jul 15)
Performance Agreement Reporting for 2013 (Oct 15, Feb 15, Mar 1)
Performance Scorecard for Legislature (Aug 1, Oct 15, Nov 15, Jan 7)
Phased Retirement Requests (Oct 1, Nov 15, Nov 30, Dec 14, Feb 15)
President's Distinguished Scholar (Jan 23, Mar 1, Apr 15, Apr 30, Aug 12, Aug 14)
Professional Travel Funds Report FY12 (Dec 7, Dec 14, Jan 25, Feb 1, Feb 15)
Promotion (refer to detailed timeline and MOA) (Sep 10, Sep 11, Sep 26, Oct 16, Nov 7, Jan 23, Feb 21, Mar 15)
Promotion Non-Tenure Track Faculty (Sep 10, Sep 11, Sep 26, Oct 16)
Reassigned Time Applications (Track II) Fall 2013 and Spring 2014 (Oct 15, Oct 22, Nov 1, Nov 15)
Reassigned Time Applications (Track I) Fall 2013 (Oct 22, Nov 1, Nov 15)
Reassigned Time Applications (Track I) Spring 2014 (Apr 15, Apr 30, May 15)
Reassigned Time Reports (Track I and II) from Spring 2012 (Oct 1, Oct 8, Oct 15)
Reassigned Time Reports (Track I and II) from Fall 2012 (Feb 1, Feb 8, Feb 15)
Regents Program Review Reports 2011-2012 (Oct 31, Nov 2, Feb 1, Feb 15, Feb 15)
Regents Program Review Reports 2012-2013 (Apr 1, May 1)
Retirement, Limited Health Care Bridge Requests (Oct 1, Nov 15, Nov 30, Dec 14, Feb 15)
Sabbatical Leave Applications for 2013-2014 Academic year (Jan 31, Feb 14, Feb 28, Mar 4, Mar 6, Mar 20, Apr 3, Apr 5, Apr 8)
Sabbatical Reports from 2011-2012 Academic Year and Spring 2012 (Oct 1, Oct 8, Oct 15)
Sabbatical Reports from Fall 2012 (Feb 1, Feb 8, Feb 15)
Special Adjunct Professor Update (Aug 1, Sep 14, Sep 28)
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 2, Oct 16, Oct 30, Nov 6, Dec 4, Dec 7, Jan)
Summer 2013 On-Campus Course Application Forms on Lotus Notes (Dec 10)
Summer Research/Creative Activity Project Funds Applications for Summer 2013 (Feb 15)
Summer 2012 Salary Research Reports (Sep 12, Sep 19, Oct 3)
Tenure (fifth & sixth – refer to detailed timeline and MOA) (Aug 24, Aug 27, Sep 12, Oct 2, Oct 24, Nov 27, Jan 30, Feb 21)
Tenure (third & fourth – refer to detailed timeline and MOA) (Aug 24, Aug 27, Sep 12, Oct 2, Oct 31, Nov 28)
Tenure (first & second – refer to detailed timeline and MOA) (Nov 15, Nov 16, Dec 10, Jan 30, Feb 4)
Terminal Degree Tuition Assistance 2013-2014 (Oct 1, Mar 1, Mar 15, Apr 1, Apr 15, May 1)