

## 2007-2008 Administrators' Calendar

<b>August 2007</b>			
17	Friday		<b>Freshman Orientation Clinic</b>
20	Monday	8:30 a.m.	<b>Faculty Workshop</b>
20	Monday	6:30 p.m.	<b>University-wide family picnic</b>
21	Tuesday		<b>Enrollment for students who did not pre-enroll</b>
21	Tuesday	8:30 a.m.	<b>Academic Advisory &amp; Scholarship Council</b>
22	Wednesday	8:00 a.m.	<b>Classes begin</b>
24	Friday		<b>Faculty commits to Promotion and/or Tenure</b>
27	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
27	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
28	Tuesday	4:30 p.m.	<b>Last day to add a class</b>
30	Thursday	3:00 – 4:30 p.m.	<b>New Faculty Meeting - PCR</b>
31	Friday		<b>Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President</b>

<b>September 2007</b>			
3	Monday		<b>Labor Day Holiday</b>
5	Wednesday	4:30 p.m.	<b>Last day to drop a class or totally withdraw for a refund</b>
6	Thursday (11 <sup>th</sup> Class Day)		<b>Faculty Overload &amp; Adjunct Employment and Pay Action forms due to Provost</b>
6	Thursday (11 <sup>th</sup> Class Day)		<b>Small Class Reports due to Provost</b>
7	Friday		<b>Summer Class Schedule Uploaded - Hardcopies due to the Associate Provost</b>
11	Tuesday	3:00 p.m.	<b>Tenure/Promotion Workshop – STF 104</b>
13	Thursday (15 <sup>th</sup> Class Day)		<b>Final Fall Load Report due to Provost</b>
14	Friday		<b>Salary adjustments due to Provost</b>
14	Friday		<b>Academic Plans due to Provost</b>
20	Thursday		<b>RUSO Meeting – Northwestern Oklahoma State University (NWOSU)</b>
20	Thursday	3:00 – 4:30 p.m.	<b>New Faculty Meeting - PCR</b>
21	Friday	9:00 a.m. -1:00 p.m.	<b>Southwestern Counselors' Day – SWOSU Student Union</b>
22	Saturday	4:30 p.m.	<b>Parent's Day</b>
24	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
24	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
27	Thursday	9:30 a.m.	<b>Faculty Transfer Curriculum Committee Meeting - UCO</b>
28	Friday	11:30 - 1:00 p.m.	<b>Metro Counselors' Luncheon – Meridian Convention Center, OKC</b>

Faculty Senators will select three (3) Faculty from the College of Professional & Graduate Studies, three (3) from the College of Arts & Sciences, and one (1) from the College of Pharmacy from a list of eligible and willing faculty. Additionally, one (1) faculty from each college will be selected for the Appeals Committee.

#### **September Faculty Senate Meeting**

<b>October 2007</b>			
By the end of the 1 <sup>st</sup> full week			<b>FS Pres. forward faculty names from each college to the CAO</b>
4	Thursday		<b>Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President</b>
15	Monday		<b>5-Year Program Reviews due to Provost</b>
15	Monday		<b>New Department Fee Request due to Provost</b>
17	Wednesday	10:00 p.m.	<b>Fall break begins</b>
17	Wednesday		<b>1<sup>st</sup> 8 week classes end</b>
22	Monday	8:00 a.m.	<b>Classes resume and 2<sup>nd</sup> 8 week classes begin</b>
22	Monday		<b>T/P Candidate submits documents to the Dept. Chair</b>
22	Monday		<b>CAO-approves appointments of the Faculty University Promotion/Tenure Review Committee (FUPTRC)</b>
24	Wednesday		<b>Chair/Associate Dean – formulates Departmental Promotion/Tenure Review Committee and distributes documents to Departmental Committee</b>
25	Thursday	9:00 a.m.	<b>RUSO Meeting – RUSO Administrative Office, OKC</b>
29	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
29	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>

<b>November 2007</b>			
1	Thursday		<b>Deans forward list of faculty applying for T/P to the Provost</b>
1	Thursday		<b>Who's Who nomination due to Associate Provost</b>
1	Thursday		<b>Fall Class Schedule Uploaded - Hardcopies due to the Associate Provost</b>
1	Thursday		<b>Government Career Fair</b>
2	Friday	4:30 p.m.	<b>Last day to drop with a guaranteed "W" and last day to add CAI courses</b>
2	Friday	8:30 a.m. - Noon	<b>SWOSU College Expo – SWOSU Wellness Center</b>
3	Saturday		<b>Homecoming Activities</b>
9	Friday		<b>Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President</b>
9	(by the 2 <sup>nd</sup> Friday)		<b>Dept. Committee-forwards documents and recommendations to the Dept. Chair/Associate Dean for T/P</b>
10	Saturday		<b>SWOSU Saturday</b>
16	Friday		<b>Closed – State Centennial Holiday</b>
19	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
19	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
20	Tuesday	10:00 p.m.	<b>Thanksgiving break begins</b>
26	Monday	8:00 a.m.	<b>Classes resume</b>
30	Friday	9:00 a.m.	<b>RUSO Meeting - SWOSU</b>

<b>December 2007</b>			
7	Friday (1 <sup>st</sup> Friday in Dec.)		<b>Chair/Associate Dean – forwards documents and recommendations to the Dean for T/P</b>
7	Friday		<b>Last day to drop with a WP/WF</b>
7	Friday		<b>Spring Load Reports due to Provost</b>
10-12	Monday-Wednesday		<b>Dead Days</b>
13 & 14	Thursday-Friday		<b>Final exams</b>
17-19	Monday-Wednesday		
14	Friday		<b>Updated Vitae due to Provost</b>
14	Friday		<b>Faculty Continuance/NonContinuance/Annual Evaluation/ recommendations to Provost</b>
17	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
17	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
19	Wednesday	10:00 p.m.	<b>Semester break begins</b>
20	Thursday	12 (noon)	<b>Final grades due</b>
21	Friday		<b>Semester ends</b>
21	Friday		<b>Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President</b>

*Inform Provost Office, Registrar's Office and Admissions Office who will be advising during the interim*

**Offices closed December 24– January 1**

**January 2008**

2	Wednesday		<b>Bernhardt nominations due to Institutional Advancement</b>
9	Wednesday	8:30 a.m.	<b>Academic Advisory &amp; Scholarship Council</b>
9	Wednesday		<b>Enrollment for students who did not pre-enroll</b>
10	Thursday	8:00 a.m.	<b>Classes begin</b>
16	Wednesday	4:30 p.m.	<b>Last day to add classes</b>
18	Friday (by the end of the 2 <sup>nd</sup> full week)		<b>Dean – forwards T/P documents &amp; recommendations to the CAO</b>
18	Friday		<b>Deans and Chairs notifies the faculty = Post Tenure Review notification deadline for the Fall 2008 semester</b>
18	Friday	9:00 a.m.	<b>RUSO Meeting – East Central University - Ada</b>
22	Tuesday	4:00 p.m.	<b>Provost gives charge to the T/P Committee</b>
22	Tuesday		<b>T/P Committee reviews documents <i>Jan. 22 – Feb. 8</i></b>
22	Tuesday	9:00 a.m.	<b>Executive Council Meeting</b>
22	Tuesday	10:00 a.m.	<b>Administrative Council Meeting</b>
23	Wednesday	4:30 p.m.	<b>Last day to drop a class or totally withdraw for a refund</b>
24	Thursday		<b>Summer Camp and Recreation Day</b>
24	Thursday (11 <sup>th</sup> Class Day)		<b>Faculty Overload &amp; Adjunct Employment and Pay Action forms due to Provost</b>
24	Thursday (11 <sup>th</sup> Class Day)		<b>Small Class Reports due to Provost</b>
30	Wednesday (15 <sup>th</sup> Class Day)		<b>Final Spring Load Reports due to Provost</b>

<b>February 2008</b>			
4	Monday		<b>Action Plans due to Provost</b>
8	Friday		<b>T/P Committee reviews documents <i>Jan. 22 – Feb. 8</i></b>
8	Friday (end of the 1 <sup>st</sup> full week)		<b>FUPTRC Chair – forwards documents and recommendations to the CAO.</b>
14	Thursday		<b>Career Fair 2008</b>
15	Friday		<b>Next fiscal year budget request due to Provost</b>
15	Friday		<b>Bernhardt nominees' credentials due to Institutional Advancement</b>
18	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
18	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
21	Thursday		<b>Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President</b>
22	Friday	3:00 p.m.	<b>Bernhardt Committee meeting in the Provost Office</b>
22	Friday (end of 3 <sup>rd</sup> full week)		<b>CAO – forwards documents and recommendations to the President.</b>
Feb. 18 – March 13			<b>Review Bernhardt credentials in the small conference room (Adm. 112)</b>

***March 3rd – Anyone retiring this year needs to have their information to the Institutional Advancement, so they can be recognized at the Bernhardt Award Dinner.***

<b>March 2008</b>			
Feb. 18 – March 13			<b>Review Bernhardt credentials in the small conference room (ADM 112)</b>
3	Monday		<b>Retiring faculty needs to have information to Institutional Advancement to be recognized at the Bernhardt Award Dinner.</b>
13	Thursday	9:00 a.m.	<b>New Student Orientation Session</b>
13	Thursday	3:00 p.m.	<b>Bernhardt Committee 2<sup>nd</sup> meeting – <i>Provost Office</i></b>
13	Thursday	9:00 a.m.	<b>RUSO Meeting – Southeastern Oklahoma State University - Durant</b>
14	Friday	5:00 p.m.	<b>Spring break begins (Offices closed Monday &amp; Tuesday)</b>
24	Monday	8:00 a.m.	<b>Classes resume</b>
24	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
24	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
26	Wednesday		<b>Education Career Fair</b>
27	Thursday	Noon-5:00 p.m.	<b>SWIM (Scholastic Contest)</b>
27	Thursday	7:30 p.m.	<b>Bernhardt Award Dinner</b>
28	Friday		<b>T/P Candidate – final day for filing appeal</b>
28	Friday	4:30 p.m.	<b>Last day to drop with a guaranteed “W” and last day to add CAI courses</b>

<b>April 2008</b>			
4	Friday	9:00 a.m.	<b>New Student Orientation Session</b>
11	Friday		<b>Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President</b>
11	Friday (end of 1 <sup>st</sup> full week)		<b>T/P Appeals Committee Chair – forwards recommendation(s) from the Appeals Committee to the President</b>
14	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
14	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
22	Thursday	9:00 a.m.	<b>New Student Orientation Session</b>
25	Friday		<b>Last day to drop with a WP/WF</b>
28-30	Monday		<b>Dead Days</b>

<b>May 2008</b>			
1 & 2	Thursday & Friday		<b>Final exams</b>
5-7	Monday-Wednesday		
2	Friday		<b>RUSO Meeting - University of Central Oklahoma - Edmond</b>
5	Monday		<b>Replacements and Recommendations for all University-wide Committees due to Provost</b>
5	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
5	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
8	Thursday	12 (noon)	<b>Final grades due</b>
9	Friday	7:00 p.m.	<b>Sayre Convocation</b>
10	Saturday	10:00 a.m.	<b>Weatherford Convocation</b>
10	Saturday		<b>Semester ends</b>
26	Monday		<b>Memorial Day Holiday</b>
30	Friday		<b>Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President</b>

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<b>June 2008</b>			
2	Monday		<b>Enrollment for students who did not pre-enroll</b>
2	Monday		<b>Spring Class Schedule Uploaded – Hardcopies due in the Associate Provost Office</b>
3	Tuesday	8:00 a.m.	<b>Classes begin</b>
4	Thursday	4:30 p.m.	<b>Last day to add classes</b>
9	Monday	4:30 p.m.	<b>Last day to drop a class or totally withdraw for a refund</b>
11	Wednesday	9:00 a.m.	<b>New Student Orientation Session</b>
20	Friday	9:00 a.m.	<b>RUSO Meeting – RUSO Administrative Office OKC</b>
23	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
23	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
28	Saturday		<b>Alumni &amp; Friends Golf Classic – Silverhorn – OKC</b>

<b>July 2008</b>			
1	Tuesday		<b>Final exams for the 1<sup>st</sup> 4 week classes</b>
4	Friday		<b>Independence Day Holiday</b>
11	Friday	4:30 p.m.	<b>Last day to drop with a guaranteed “W” and last day to add CAI courses</b>
11	Friday		<b>Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President</b>
14	Monday	9:00 a.m.	<b>New Student Orientation</b>
25	Friday		<b>Nominations for Distinguished Alumni due to President</b>
25	Friday		<b>Last day to drop with a WP/WF</b>
28	Monday		<b>Information for the Faculty Workshop Packets due to the Provost: Picture and Bios of all new faculty (except one year temps.); There are two options for getting your department information added. You can send 300 copies to Kaprice in the Provost Office for the packets or attach a copy to Karen Wilson, <a href="mailto:karen.wilson@swosu.edu">karen.wilson@swosu.edu</a>, so the information can be uploaded to the website.</b>
29-30	Tuesday, Wednesday		<b>Final exams and final exams for the 2<sup>nd</sup> 4 week classes</b>
31	Thursday	12 (noon)	<b>Final grades due</b>
31	Thursday		<b>Semester ends</b>

<b>August 2008</b>			
1	Friday	9:00 a.m.	<b>RUSO Meeting</b>
	<b>PENDING</b>		<b>Executive Council Meeting</b>
	<b>PENDING</b>		<b>Administrative Council Meeting</b>
8	Friday		<b>Send Faculty Transfer Curriculum Committee Nomination Form to OSRHE</b>
15	Friday	9:00 a.m.	<b>New Student Orientation</b>
18	Monday	8:30 a.m.	<b>Faculty Workshop</b>
19	Tuesday	TBA	<b>Mass Student Orientation</b>
20	Wednesday	8:00 a.m.	<b>Classwork begins</b>

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