

2008-2009 Administrators' Calendar

August 2008			
15	Friday		Freshman Orientation Clinic
18	Monday	8:30 a.m.	Faculty Workshop
18	Monday	6:30 p.m.	University-wide family picnic
19	Tuesday		Enrollment for students who did not pre-enroll
19	Tuesday	8:30 a.m.	Academic Advisory & Scholarship Council
20	Wednesday	8:00 a.m.	Classes begin
22	Friday		Faculty commits to Promotion and/or Tenure
25	Monday	9:00 a.m.	Executive Council Meeting
25	Monday	10:00 a.m.	Administrative Council Meeting
26	Tuesday	4:30 p.m.	Last day to add a class
28	Thursday	2:00 – 3:30 p.m.	New Faculty Meeting - PCR

September 2008			
1	Monday		Labor Day Holiday
3	Wednesday		Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President
3	Wednesday	4:30 p.m.	Last day to drop a class or totally withdraw for a refund
4	Thursday (11 th Class Day)		Faculty Overload & Adjunct Employment and Pay Action forms due to Provost
4	Thursday (11 th Class Day)		Small Class Reports due to Provost
5	Friday		Summer Class Schedule Uploaded - Hardcopies due to the Associate Provost
9	Tuesday	3:00 p.m.	Tenure/Promotion Workshop – STF 104
11	Thursday (15 th Class Day)		Final Fall Load Report due to Provost
12	Friday		Salary adjustments due to Provost
12	Friday		Academic Plans due to Provost
12	Friday	11:30 - 1:00 p.m.	Metro Counselors' Luncheon – Meridian Convention Center, OKC
13	Saturday	4:30 p.m.	Parent's Day
16	Tuesday	2:00 – 3:30 p.m.	New Faculty Meeting - PCR
18	Thursday	9:30 a.m.	Faculty Transfer Curriculum Committee Meeting - UCO
19	Friday	9:00 a.m.	RUSO Meeting – Northwestern Oklahoma State University (NWOSU)
19	Friday	9:00 a.m. - 1:00 p.m.	Southwestern Counselors' Day – SWOSU Student Union
22	Monday	9:00 a.m.	Executive Council Meeting
22	Monday	10:00 a.m.	Administrative Council Meeting

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

October 2008			
By the end of the 1 st full week			FS Pres. forward faculty names from each college to the CAO
1	Tuesday	2:00 – 3:30 p.m.	New Faculty Meeting - PCR
11	Saturday		SWOSU Saturday
15	Wednesday	10:00 p.m.	Fall break begins
15	Wednesday		1st 8 week classes end
20	Monday	8:00 a.m.	Classes resume and 2nd 8 week classes begin
20	Monday		T/P Candidate submits documents to the Dept. Chair
20	Monday		CAO-approves appointments of the Faculty University Promotion/Tenure Review Committee (FUPTRC)
22	Wednesday		Chair/Associate Dean – formulates Departmental Promotion/Tenure Review Committee and distributes documents to Departmental Committee
22	Wednesday	8:30 a.m. - Noon	SWOSU College Expo – SWOSU Wellness Center
22	Wednesday		Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President
27	Monday	9:00 a.m.	Executive Council Meeting
27	Monday	10:00 a.m.	Administrative Council Meeting
31	Friday	4:30 p.m.	Last day to drop with a guaranteed “W” and last day to add CAI courses
31	Friday		Who’s Who nomination due to Associate Provost

November 2008			
1	Saturday		Homecoming Activities
3	Monday		Action Plans due to Provost
3	Monday		Fall Class Schedule Uploaded - Hardcopies due to the Associate Provost
5	Wednesday		Deans forward list of faculty applying for T/P to the Provost
7	Friday	9:00 a.m.	RUSO Meeting - SWOSU
14	(by the 2 nd Friday)		Dept. Committee-forwards documents and recommendations to the Dept. Chair/Associate Dean for T/P
17	Monday	9:00 a.m.	Executive Council Meeting
17	Monday	10:00 a.m.	Administrative Council Meeting
17	Monday		New Department Fee Request due to Provost
24	Monday		5-Year Program Reviews due to Provost
25	Tuesday	10:00 p.m.	Thanksgiving break begins

December 2008			
1	Monday	8:00 a.m.	Classes resume
5	Friday (1 st Friday in Dec.)		Chair/Associate Dean – forwards documents and recommendations to the Dean for T/P
5	Friday		Last day to drop with a WP/WF
5	Friday		Spring Load Reports due to Provost
8-10	Monday-Wednesday		Dead Days
11, 12	Thursday-Friday		Final exams
15-17	Monday-Wednesday		
12	Friday		Updated Vitae due to Provost
12	Friday		Faculty Continuance/NonContinuance/Annual Evaluation/ recommendations to Provost
15	Monday	9:00 a.m.	Executive Council Meeting
15	Monday	10:00 a.m.	Administrative Council Meeting
17	Wednesday	10:00 p.m.	Semester break begins
18	Thursday	12 (noon)	Final grades due
19	Friday		Semester ends
TBA	Friday		Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President

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

Offices closed December 22– January 2

January 2009

5	Monday		Bernhardt nominations due to Institutional Advancement
5	Friday		Deans and Chairs notifies the faculty = Post Tenure Review notification deadline for the Fall 2009 semester
7	Wednesday	8:30 a.m.	Academic Advisory & Scholarship Council
7	Wednesday		Enrollment for students who did not pre-enroll
8	Thursday	8:00 a.m.	Classes begin
14	Wednesday	4:30 p.m.	Last day to add classes
16	Friday (by the end of the 2 nd full week)		Dean – forwards T/P documents & recommendations to the CAO
16	Friday	9:00 a.m.	RUSO Meeting – East Central University - Ada
TBA	Monday	9:00 a.m.	Executive Council Meeting
TBA	Monday	10:00 a.m.	Administrative Council Meeting
20	Tuesday	4:00 p.m.	Provost gives charge to the T/P Committee
20	Tuesday		T/P Committee reviews documents <i>Jan. 20 – Feb. 6</i>
21	Wednesday	4:30 p.m.	Last day to drop a class or totally withdraw for a refund
22	Thursday (11 th Class Day)		Faculty Overload & Adjunct Employment and Pay Action forms due to Provost
22	Thursday (11 th Class Day)		Small Class Reports due to Provost
28	Wednesday (15 th Class Day)		Final Spring Load Reports due to Provost

February 2009			
6	Friday		T/P Committee reviews documents <i>Jan. 20 – Feb. 6</i>
6	Friday (end of the 1 st full week)		FUPTRC Chair – forwards documents and recommendations to the CAO.
11	Wednesday		Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President
12	Thursday		Career Fair 2009
13	Friday		Next fiscal year budget request due to Provost
20	Friday		Bernhardt nominees’ credentials due to Institutional Advancement
20	Friday (end of 3 rd full week)		CAO – forwards documents and recommendations to the President.
23	Monday	3:00 p.m.	Bernhardt Committee meeting in the Provost Office
27	Friday	9:00 a.m.	RUSO Meeting – Southeastern Oklahoma State University - Durant
Feb. 23 – March 25			Review Bernhardt credentials in the small conference room (Adm. 112)

March 2nd – Anyone retiring this year needs to have their information to the Institutional Advancement, so they can be recognized at the Bernhardt Award Dinner.

March 2009			
Feb. 23 – March 25			Review Bernhardt credentials in the small conference room (ADM 112)
TBA	Monday	9:00 a.m.	Executive Council Meeting
TBA	Monday	10:00 a.m.	Administrative Council Meeting
2	Monday		Retiring faculty needs to have information to Institutional Advancement to be recognized at the Bernhardt Award Dinner.
12	Thursday	9:00 a.m.	New Student Orientation Session
13	Friday	5:00 p.m.	Spring break begins (Offices closed Monday & Tuesday)
23	Monday	8:00 a.m.	Classes resume
25	Wednesday	3:00 p.m.	Bernhardt Committee 2nd meeting – <i>Provost Office</i>
26	Thursday	Noon-5:00 p.m.	SWIM (Scholastic Contest)
27	Friday		T/P Candidate – final day for filing appeal
27	Friday	4:30 p.m.	Last day to drop with a guaranteed “W” and last day to add CAI courses

April 2009			
1	Wednesday		Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President
2	Thursday	7:30 p.m.	Bernhardt Award Dinner
3	Friday	9:00 a.m.	New Student Orientation Session
10	Friday (end of 1 st full week)		T/P Appeals Committee Chair – forwards recommendation(s) from the Appeals Committee to the President
17	Friday		RUSO Meeting - TBA
TBA	Monday	9:00 a.m.	Executive Council Meeting
TBA	Monday	10:00 a.m.	Administrative Council Meeting
21	Tuesday	9:00 a.m.	New Student Orientation Session
24	Friday		Last day to drop with a WP/WF
27-29	Monday -Wednesday		Dead Days
30	Thursday		Final Exam

May 2009			
1	Friday		Final exams
4-6	Monday-Wednesday		
4	Monday		Replacements and Recommendations for all University-wide Committees due to Provost
7	Thursday	12 (noon)	Final grades due
8	Friday	7:00 p.m.	Sayre Convocation
9	Saturday	10:00 a.m.	Weatherford Convocation
9	Saturday		Semester ends
25	Monday		Memorial Day Holiday

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June 2009			
1	Monday		Enrollment for students who did not pre-enroll
1	Monday		Spring 2010 Class Schedule Uploaded – Hardcopies due in the Associate Provost Office
2	Tuesday	8:00 a.m.	Classes begin
3	Friday		Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President
3	Wednesday	4:30 p.m.	Last day to add classes
8	Monday	4:30 p.m.	Last day to drop a class or totally withdraw for a refund
9	Tuesday (5 th Class Day)		Faculty Overload & Adjunct Employment and Pay Action forms due to Provost
9	Tuesday (5 th Class Day)		Small Class Reports due to Provost
10	Wednesday	9:00 a.m.	New Student Orientation Session
19	Friday		RUSO Meeting - University of Central Oklahoma - Edmond
TBA	Monday	9:00 a.m.	Executive Council Meeting
TBA	Monday	10:00 a.m.	Administrative Council Meeting
26	Friday		Final exams for the 1st 4 week classes
27	Saturday		Alumni & Friends Golf Classic – Silverhorn – OKC

July 2009			
6	Friday		Independence Day Holiday
10	Friday	4:30 p.m.	Last day to drop with a guaranteed “W” and last day to add CAI courses
TBA			Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President
20	Monday	9:00 a.m.	New Student Orientation
20	Monday		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, karen.wilson@swosu.edu , so the information can be uploaded to the website.
24	Friday		Nominations for Distinguished Alumni due to President
24	Friday		Last day to drop with a WP/WF
28, 29	Tuesday, Wednesday		Final exams and final exams for the 2nd 4 week classes
30	Thursday	12 (noon)	Final grades due
30	Thursday		Semester ends
31	Friday		RUSO Meeting – Northeastern State University Tahlequah, OK

August 2009			
TBA	Friday	9:00 a.m.	RUSO Meeting
TBA	PENDING		Executive Council Meeting
TBA	PENDING		Administrative Council Meeting
TBA	Friday		Send Faculty Transfer Curriculum Committee Nomination Form to OSRHE
14	Friday	9:00 a.m.	New Student Orientation
17	Monday	8:30 a.m.	Faculty Workshop 2009-2010
18	Tuesday	2:00 p.m.	Mass Student Orientation
19	Wednesday	8:00 a.m.	Classwork begins

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