

2006-2007 Administrators' Calendar

August 2006			
21	Monday	8:30 a.m.	Faculty Workshop
21	Monday	6:30 p.m.	University-wide family picnic
22	Tuesday		Enrollment for students who did not pre-enroll
22	Tuesday	8:30 a.m.	Academic Advisory & Scholarship Council
23	Wednesday	8:00 a.m.	Classes begin
25	Friday		Faculty commits to Promotion and/or Tenure
25	Friday		5-Year Program Reviews due to Provost
29	Tuesday	4:30 p.m.	Last day to add a class
30	Wednesday	3:00 – 4:30 p.m.	New Faculty Meeting - PCR
30	Wednesday		Deadline dates for submitting items to be included in the monthly agendas for RUSO

September 2006			
4	Monday		Labor Day Holiday
6	Wednesday	4:30 p.m.	Last day to drop a class or totally withdraw for a refund
8	Friday		Summer Class Schedule Uploaded - Hardcopies due to the Associate Provost
8	Friday (11 th Class Day)		Faculty Overload & Adjunct Employment and Pay Action forms due to Provost
8	Friday (11 th Class Day)		Small Class Reports due to Provost
12	Tuesday	3:00 p.m.	Tenure/Promotion Workshop – STF 104
14	Thursday (15 th Class Day)		Final Fall Load Report due to Provost
14 & 15	Thursday & Friday		RUSO Meeting – Northwestern Oklahoma State University (NWOSU)
15	Friday		Salary adjustments due to Provost
18	Monday	9:00 a.m.	Executive Council Meeting
18	Monday	10:00 a.m.	Administrative Council Meeting
22	Friday	11:30 - 1:00 p.m.	Metro Counselors’ Luncheon – Meridian Convention Center, OKC
25	Monday		Academic Plans due to the Provost
28	Thursday	1:00 p.m.	Faculty Transfer Curriculum Committee Meeting - UCO
29	Friday	9:00 a.m. -1:00 p.m.	Southwestern Counselors’ Day – SWOSU Conference Center
30	Saturday	4:30 p.m.	Parent’s Day

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 2006			
By the end of the 1 st full week			FS Pres. forward faculty names from each college to the CAO
10	Tuesday	3:00 – 4:30 p.m.	New Faculty Meeting - PCR
11	Wednesday		Deadline dates for submitting items to be included in the monthly agendas for RUSO
18	Wednesday	10:00 p.m.	Fall break begins
18	Wednesday		1st 8 week classes end
23	Monday	8:00 a.m.	Classes resume and 2nd 8 week classes begin
23	Monday		T/P Candidate submits documents to the Dept. Chair
23	Monday		CAO-approves appointments of the Faculty University Promotion/Tenure Review Committee (FUPTRC)
25	Wednesday		Chair/Associate Dean – formulates Departmental Promotion/Tenure Review Committee and distributes documents to Departmental Committee
26 & 27	Thursday & Friday	9:00 a.m.	RUSO Meeting – SWOSU
28	Saturday		Homecoming Activities
30	Monday	9:00 a.m.	Executive Council Meeting
30	Monday	10:00 a.m.	Administrative Council Meeting

November 2006			
1	Wednesday		Fall Class Schedule Uploaded - Hardcopies due to the Associate Provost
3	Friday	8:30 a.m. - Noon	SWOSU College Expo – SWOSU Student Union Ballroom
4	Saturday		SWOSU Saturday
10	(by the 2 nd Friday)		Dept. Committee-forwards documents and recommendations to the Dept. Chair/Associate Dean for T/P
16	Thursday	3:00 – 4:30 p.m.	New Faculty Meeting - PCR
20	Monday	9:00 a.m.	Executive Council Meeting
20	Monday	10:00 a.m.	Administrative Council Meeting
21	Tuesday	10:00 p.m.	Thanksgiving break begins
27	Monday	8:00 a.m.	Classes resume

December 2006			
1	Friday (1 st Friday in Dec.)		Chair/Associate Dean – forwards documents and recommendations to the Dean for T/P
8	Friday		Spring Load Reports due to Provost
12	Monday	9:00 a.m.	Executive Council Meeting
12	Monday	10:00 a.m.	Administrative Council Meeting
11-13	Monday-Wednesday		Dead Days
15	Friday		Updated Vitae due to Provost
15	Friday		Faculty Continuance/NonContinuance/Annual Evaluation/ recommendations to Provost
14 & 15	Thursday-Friday		Final exams
18 - 20	Monday-Wednesday		
21	Thursday	12 (noon)	Final grades due
22	Friday		Semester ends

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

Offices closed December 23 – January 1

January 2007			
2	Tuesday		Bernhardt nominations due to Institutional Advancement
10	Wednesday	8:30 a.m.	Academic Advisory & Scholarship Council
10	Wednesday		Enrollment for students who did not pre-enroll
11	Thursday	8:00 a.m.	Classes begin
12	Friday (by the end of the 2 nd full week)		Dean – forwards T/P documents & recommendations to the CAO
17	Wednesday	4:30 p.m.	Last day to add classes
19	Friday		Post Tenure Review notification deadline for the Fall 2007 semester
19	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
24	Wednesday	4:30 p.m.	Last day to drop a class or totally withdraw for a refund
25	Thursday (11 th Class Day)		Faculty Overload & Adjunct Employment and Pay Action forms due to Provost
25	Thursday (11 th Class Day)		Small Class Reports due to Provost
31	Wednesday (15 th Class Day)		Final Spring Load Reports due to Provost

February 2007			
1	Thursday		T/P Committee reviews documents <i>Jan. 12 – Feb. 19</i>
5	Monday		Action Plans due to Provost (<i>summary page only</i>)
9	Friday (end of the 1 st full week)		FUPTRC Chair – forwards documents and recommendations to the CAO.
15	Monday		Next fiscal year budget request due to Provost
16	Friday		Bernhardt nominees' credentials due to Institutional Advancement
22	Thursday	3:00 p.m.	Bernhardt Committee meeting in the Provost Office
23	Friday (end of 3 rd full week)		CAO – forwards documents and recommendations to the President.
TBA	Monday	9:00 a.m.	Executive Council Meeting
TBA	Monday	10:00 a.m.	Administrative Council Meeting
Feb. 16 – March 15			Review Bernhardt credentials in the small conference room (Adm. 112)

March 1st – Anyone retiring this year needs to have their information to the Institutional Advancement, so they can be recognized at the Bernhardt Award Dinner.

March 2007			
Feb. 16 – March 15			Review Bernhardt credentials in the small conference room (ADM 112)
8	Thursday		1st 8 week classes end
9	Friday	8:00 a.m.	Classes resume and 2nd 8 week classes begin
9	Friday		New Student Orientation Session (mini enrollment)
15	Thursday	3:00 p.m.	Bernhardt Committee 2nd meeting – Provost Office
16	Friday		Next fiscal year budget request due to Provost
16	Friday	5:00 p.m.	Spring break begins (Offices closed Monday & Tuesday)
16	Friday	9:00 a.m.	RUSO Meeting – Southeastern Oklahoma State University - Durant
26	Monday	8:00 a.m.	Classes resume
TBA	Monday	9:00 a.m.	Executive Council Meeting
TBA	Monday	10:00 a.m.	Administrative Council Meeting
29	Thursday		New Student Orientation Session (small group enrollment)
29	Thursday	Noon-5:00 p.m.	SWIM (Scholastic Contest)
29	Thursday	7:30 p.m.	Bernhardt Award Dinner

April 2007			
6	Friday		New Student Orientation Session (group enrollment)
6	Friday (end of 1 st full week)		Appeals Committee Chair – forwards recommendation(s) from the Appeals Committee to the President
TBA	Monday	9:00 a.m.	Executive Council Meeting
TBA	Monday	10:00 a.m.	Administrative Council Meeting
27	Friday		Last day to drop with a WP/WF
30	Monday		Dead Day
TBA	Thursday		New Student Orientation Session (group enrollment)

May 2007			
1-2	Tuesday & Wednesday		Dead Days
3 & 4	Thursday & Friday		Final exams
7-9	Monday-Wednesday		
DESIGNATED BOARD MTG.			RUSO – considers recommendations from President on T/P
4	Friday		RUSO Meeting - University of Central Oklahoma - Edmond
7	Monday		Replacements and Recommendations for all University-wide Committees due to Provost
10	Thursday	12 (noon)	Final grades due
11	Friday	7:00 p.m.	Sayre Convocation
12	Saturday	10:00 a.m.	Weatherford Convocation
12	Saturday		Semester ends
TBA	Monday	9:00 a.m.	Executive Council Meeting
TBA	Monday	10:00 a.m.	Administrative Council Meeting
28	Monday		Memorial Day Holiday

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

June 2006			
4	Monday		Enrollment for students who did not pre-enroll
4	Monday		Spring Class Schedule Uploaded – Hardcopies due in the Associate Provost Office
5	Tuesday	8:00 a.m.	Classes begin
6	Thursday	4:30 p.m.	Last day to add classes
11	Monday	4:30 p.m.	Last day to drop a class or totally withdraw for a refund
13	Wednesday		New Student Orientation Session (group enrollment)
TBA	Monday	9:00 a.m.	Executive Council Meeting
TBA	Monday	10:00 a.m.	Administrative Council Meeting
23	Saturday		Alumni & Friends Golf Classic – Silverhorn – OKC

July 2006			
4	Tuesday		Independence Day Holiday
3	Wednesday		Final exams for the 1st 4 week classes
TBA			New Student Orientation (small enrollment)
13	Friday	9:00 a.m.	RUSO Meeting – Northeastern Oklahoma State University - Tahlequah
30	Friday		Nominations for Distinguished Alumni due to President
TBA	Monday	9:00 a.m.	Executive Council Meeting
TBA	Monday	10:00 a.m.	Administrative Council Meeting
31	Tuesday		Final exams and final exams for the 2nd 4 week classes

August 2006			
1	Wednesday		Final exams and final exams for the 2nd 4 week classes
2	Thursday	12:00 (noon)	Final grades due
2	Thursday		Semester ends
17	Friday		New Student Orientation (group enrollment)

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