

2012-2013 Administrators' Calendar

January 2013			
8	Tuesday	8:30 a.m.	Academic Advisory & Scholarship Council
8	Tuesday		Enrollment for students who did not pre-enroll
9	Wednesday	8:00 a.m.	Classes begin
10	Friday	9:00 a.m.	RUSO Meeting
14	Monday (as scheduled)		Monday night classes meet
14	Monday	9:00 a.m.	Executive Council Meeting – PRC
14	Monday	10:00 a.m.	Administrative Council Meeting - PRC
15	Tuesday	4:30 p.m.	Last day to add classes
18	Friday (by the end of the 2 nd full week)		Dean – forwards T/P documents & recommendations to the CAO
18	Friday	4:00 p.m.	Provost gives charge to the T/P Committee – Provost Office
18	Friday		Bernhardt nominations due to Institutional Advancement
21	Monday		Martin Luther King's Day
23	Wednesday	4:30 p.m.	Last day to drop a class or totally withdraw for a refund
23	Wednesday (11 th Class Day)		Faculty Overload & Adjunct Employment and Pay Action forms due to Provost
28	Tuesday (15 th Class Day)		Final Spring Load Reports due to Provost

February 2013

6	Wednesday		Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President
8	Friday (end of the 1 st full week)		FUPTRC Chair – forwards documents and recommendations to the CAO.
15	Friday		Bernhardt nominees’ credentials due to Institutional Advancement
18	Monday	9:00 a.m.	Executive Council Meeting – PRC
18	Monday	10:00 a.m.	Administrative Council Meeting - PRC
19	Tuesday		Bernhardt 1st Meeting – Burton House
22	Friday (end of 3 rd full week)		CAO – forwards documents and recommendations to the President.
22	Friday	9:00 a.m.	RUSO Meeting
24	Sunday	10:00 a.m.	Who’s Who - 2:00 – 4:00 – Fine Arts

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 2013

Feb 19 – March 5			Review Bernhardt credentials in Burton House
5	Tuesday	3:00 p.m.	Bernhardt Committee 2nd meeting – Burton House (voting)
6	Wednesday		1st 8 week classes end
7	Thursday		2nd 8 week classes begin
8	Friday		President – Notifies candidates of final recommendation for Tenure and denial of Promotion
11	Monday	9:00 a.m.	Executive Council Meeting – PRC
11	Monday	10:00 a.m.	Administrative Council Meeting - PRC
12	Tuesday		Bernhardt Award Dinner
15	Friday	5:00 p.m.	Spring break begins (Offices closed Monday & Tuesday)
25	Monday	8:00 a.m.	Classes resume
27	Wednesday		Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President
29	Friday	Friday 4:30 p.m.	Last day to drop with a guaranteed “W” and last day to add CAI courses
29	Friday (1 st Friday after Spring Break)		T/P Candidate – final day for filing appeal

April 2013

5	Friday (end of 1 st full week)		T/P Appeals Committee Chair – forwards recommendation(s) from the Appeals Committee to the President
12	Friday		RUSO Meeting
15	Monday	9:00 a.m.	Executive Council Meeting - PCR
15	Monday	10:00 a.m.	Administrative Council Meeting – PCR
26	Friday		Last day to drop with a WP/WF
29-30	Monday, Tuesday		Dead Days

May 2013

1	Wednesday		Dead Days
2,3 6-8	Thursday, Friday Monday - Wednesday		Final Exams
6	Monday		Replacements and Recommendations for all University-wide Committees due to Provost
9	Thursday	12 (noon)	Final grades due
10	Friday	7:00 p.m.	Sayre Convocation
11	Saturday	10:00 a.m.	Weatherford Convocation
11	Saturday		Semester ends
27	Monday		Memorial Day Holiday

Inform Provost Office, Registrar's Office and Admissions Office who will be advising during the interim (May 9-27)

June 2013

3	Monday		Enrollment for students who did not pre-enroll
3	Monday		Spring 2013 Class Schedule Uploaded – Hardcopies due in the Associate Provost Office
4	Tuesday	8:00 a.m.	Classes begin
5	Wednesday	4:30 p.m.	Last day to add classes
5	Wednesday		Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President
10	Monday	4:30 p.m.	Last day to drop a class or totally withdraw for a refund
11	Tuesday (5 th Class Day)		Faculty Overload & Adjunct Employment and Pay Action forms due to Provost
17	Monday	9:00 a.m.	Executive Council Meeting - PCR
17	Monday	10:00 a.m.	Administrative Council Meeting – PCR
21	Friday		RUSO Meeting

**Deadline dates
RUSO – due to**

July 2013

1	Monday		Final exams for the 1st 4 week classes
4	Thursday		Independence Day Holiday
11	Wednesday		Deadline dates for submitting items to be included in the monthly agendas for RUSO – due to President
12	Friday	4:30 p.m.	Last day to drop with a guaranteed “W” and last day to add CAI courses
12	Friday		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 Web Site Services, so the information can be uploaded to the website.
26	Friday		Last day to drop with a WP/WF
26	Friday		RUSO Meeting
29, 30	Monday, Tuesday		Final exams and final exams for the 2nd 4 week classes
31	Wednesday		Final grades due
31	Wednesday		Semester ends

August 2013

19	Monday	8:00 a.m.	Faculty Workshop 2013-2014
20	Tuesday		Enrollment for Student who did not pre-enroll
21	Wednesday	8:00 a.m.	Classwork begins
27	Thursday		Last day to add classes

Inform Provost Office, Registrar's Office and Admissions Office who will be advising during the interim (August 1 – 11)