

# ACADEMIC AFFAIRS CALENDAR 2020-21

\*NOTE: When a deadline occurs on Saturday, the Friday date will be in effect. When a deadline occurs on Sunday, the Monday date will be in effect (except for deadlines relating to tenure, promotion, and termination). For deadlines occurring on a University holiday, the next work day will be in effect. This method of using alternate dates is used in lieu of changing deadlines to an exact date to prevent a skewing of deadline dates in Academic Affairs from year-to-year.

NOTE: Census dates, as well as Add, Withdraw, and AW dates can be found on the 2020-21 Schedule Key Dates spreadsheet distributed with this document.

## JUNE 2020

June 29                      2<sup>nd</sup> half summer begins (7-week session) / 4-week summer C begins

## JULY 2020

No July RUSO board meeting

July 3                        Independence Day holiday (F)

July 8                        TENTATIVE - UCC Agenda formed for meeting week of July 20-25 Curriculog

July 16-23                 Conduct SU20 student evaluation of courses

July 20-25                 TENTATIVE - University Curriculum Committee meeting, TBD

July 23                      Standard 8-week summer session ends / Finals 4-week summer C session ends / Finals

## AUGUST 2020

No August RUSO board meeting

Aug. 10-14                **Faculty/Staff Opening Week – Pre-Semester Meetings**

Aug. 10 (M)                New Faculty Orientation, 8:30 – 4:00 (F2F: TQ, Webb

Tower)

- Aug. 11 (T) Faculty / Staff Opening Meeting, 9:00 – 10:30 (TQ, Webb Auditorium / Zoom) 10:30 (approximate; immediately after meeting) Coin Walk  
Afternoon College / Department Faculty Meetings
- Aug. 12 (W) Community & Collaboration Day, 9:00 – 4:00 (via Zoom - required for faculty) Aug. 13 (TH) Faculty available for mentoring / advising
- Aug. 14 (F) 9:00 – 11:00 University Strategies faculty meeting (F2F: Webb 207 / 307) 11:00 University Strategies faculty meet with students
- Aug. 13 Summer semester ends / Finals - Summer 14-week / 2<sup>nd</sup> 7-week session ends August 14 RUSO Board items due (Provost to President) for September 10-11 meeting
- Aug. 17 **Fall 2020 semester begins**
- Aug. 18 **3:00 pm Grade entry deadline – Summer 2020**
- Aug. 22-27 **Faculty report attendance in ARGOS – full semester / 1st 7 & 8-week classes Window closes 08/27 @ 3:00.**
- Aug. 28 Census Date – Email Tammy Perry ([perryt@nsuok.edu](mailto:perryt@nsuok.edu)) to cancel any classes with zero enrollment

## SEPTEMBER 2020

- Sept. 1\* Provost distributes list of **faculty eligible for tenure and promotion** to Deans and President (Deans validate for accuracy of eligibility dates). Deans remind faculty of deadlines for promotion and tenure portfolio.
- Post-tenure review - Deans remind tenured faculty undergoing **post-tenure review** of the deadlines for expanded curriculum vita submission.
- Sept. 1-14 New, tenure-track faculty will select a tenured-faculty mentor with the counsel of the department chair. Chair

verifies existing mentors (or mentoring committees for those maintaining existing committees) and adjusts as needed. All tenure-track faculty will be guided by a tenured-faculty mentor and department chair through the retention, tenure and promotion process. The mentor and candidate will meet a minimum of two times per academic year, once in the fall and once in the spring. During the fall semester meeting, the mentor will collaborate with the faculty member to develop the faculty member's goals/plans for the upcoming academic year.

Candidates for promotion, in consultation with the department chair, will select at least three tenured faculty members to serve as promotion committee.

For those undergoing post-tenure review, the tenured faculty member, in consultation with the department chair, will select at least three tenured members to serve as the post-tenure review committee. The department chairperson will serve as the chair of the post-tenure review committee.

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| Sept. 1     | UCC Agenda formed for September 15 meeting –<br>Curriculog Sept. 7 Labor Day holiday (M); no classes -<br>campus closed   |
| Sept. 10-11 | RUSO Board meeting at NWOSU (items due August 14)   |
| Sept. 15*   | <p><b>Institutional Reporting Deadlines</b></p> <ul style="list-style-type: none"> <li>• Faculty Load Reports to Academic Affairs</li> <li>• College Grade Appeals Committee submitted to Academic Affairs.</li> <li>• Annual Assessment Report (Assessment in the Major) due to Office of Institutional Effectiveness (<a href="mailto:assessment@nsuok.edu">assessment@nsuok.edu</a>)</li> <li>• Submit educational plans / timelines for tenure-track faculty who are ABD to Academic Affairs</li> </ul> |
| Sept. 15*   | OSRHE Post-Audits due   |
| Sept. 15    | University Curriculum Committee meeting, 3:00; ADM 117<br>or via Zoom   |
| Sept. 18    | <b>OSRHE Curriculum Equivalency Project (CEP)</b> via   |

Zoom  
*AM – History; Mathematics / Math Education*  
*PM – Humanities; Nutrition; Spanish*

- Sept. 25      **OSRHE Curriculum Equivalency Project (CEP)** via Zoom  
*AM – Art; Biology; Engineering Technology; German*  
*PM – Chemistry; Philosophy; World Languages*
- Sept. 25      RUSO Board items due (Provost to President) for October 22-23 meeting
- Sept. 27 – Oct. 3 NSU Homecoming Week
- Sept. 28      Spring 2021 schedules available to students
- Sept. 29      UCC Agenda formed for October 13 meeting – Curriculog
- Sept. 30\*      **Tenure - Promotion / Personnel Deadlines**
- Faculty seeking tenure and/or promotion submit portfolio to department chair.
  - Faculty undergoing post-tenure review submit expanded curriculum vita to department chair.
  - Faculty seeking approval for sabbatical leave submit request to department chair.

## OCTOBER 2020

- October      **(Weeks 1-2)** Initial, organizational tenure review committee meeting occurs  
*Note:* Committee members are notified of meeting one week prior.
- Oct. 2      1<sup>st</sup> 7-week session ends / Finals
- Oct. 4-8      Conduct student evaluation of courses (1<sup>st</sup> 7 & 8-week courses)
- Oct. 9      1<sup>st</sup> 8-week session ends / Finals  
 16-week session Mid-term
- Oct. 12      2<sup>nd</sup> 7-week session (ends Dec. 4) & 2<sup>nd</sup> 8-week sessions begins (ends Dec. 11)

- Oct. 12 Enrollment for Spring 2021 opens
- Oct. 12 University Curriculum Committee meeting, 3:00; ADM 117 or via Zoom Final meeting for academic year.
- Oct. 15-22 **Faculty report attendance in ARGOS 2nd 7 & 8-week session**
- Oct. 22-23 RUSO board meeting at Southeastern (items due September 25)
- October **(Weeks 3-4)** Second tenure review committee meeting; committee & department chair recommendation due to dean October 31.
- Departmental promotion committee meets to consider portfolios. After receiving the review by the departmental tenure/promotion committee, the department chair shall forward the professional portfolio, along with the committee's recommendation letter and his/her personal recommendation letter to the college dean by October 31.
- Post-tenure committee reviews the tenured faculty member's expanded curriculum vita, votes on whether the faculty member has met expectations and determines if there are any recommendations for improvement. The department chair communicates the results and recommendations (if any) to the faculty member and dean by October 31.
- Oct. 23 RUSO Board items due (Provost to President) for November 19-20 meeting
- Oct. 31\* **Tenure - Promotion / Personnel Deadlines**
- Committee & department chair recommendations for promotion & tenure due to deans.
  - Post-tenure committee review recommendations due to deans.
  - Department chair recommendation regarding sabbatical requests submitted to deans.

## NOVEMBER 2020

November Deans review departmental recommendations for promotion and tenure; Deans' recommendations to Provost due Dec 1.

Deans review post-tenure recommendations and meet with the faculty member, discuss the committee's findings and recommendations (if any), and write a summary of the meeting. If the dean believes that progress in any of the areas does not meet expectations, suggestions for improvement will be communicated in writing to the faculty member in the written summary.

Deans review sabbatical applications with recommendation to Provost due Dec. 1

Nov. 1 Begin submitting Spring PAF's to Academic Affairs. (NOTE: PAF's for new hires require the Credential Evaluation Summary form, original transcripts, and in the case of full-time faculty, an employment letter attached.)

Nov. 19-20 RUSO Board meeting at Southwestern (items due October 23)

Nov.16 - Dec.4 Conduct student evaluation of courses (2<sup>nd</sup> 7-week, 2<sup>nd</sup> 8-week / 16-week sessions)

Nov. 21 -Nov. 29 **Thanksgiving holidays - no classes - campus closed.**

## DECEMBER 2020

No December RUSO board meeting

Dec. 1\*

### **Tenure - Promotion / Personnel Deadlines**

Deans report the following to Provost:

- Tenure vote and recommendations
- Promotion recommendations
- Post-Tenure review results
- Sabbatical leave recommendations
- Reappointment recommendations of non-tenure track faculty (those under continuing agreements)

- Dec. 1 OSRHE reports deadline (President submits):
- Final Assessment Report
  - Five-year Program Reviews
  - 2020-21 Calendar
  - Concurrent Enrollment Report December 7-11 Finals Week
- Dec. 11 Fall semester ends / last day of semester (including finals)
- Dec. 12 Fall Commencement (TAH)
- Dec. 15 (T) 3:00 PM Grade entry deadline December 16 Grades available via goNSU
- Dec 23 – Jan 3 Winter Break; no classes - campus closed

## JANUARY 2021

- January TBD RUSO board meeting (items due first week of January TBD)
- Jan. 2\* Tenure-track faculty submit annual review portfolio to the mentor and department chair for review. First-year faculty will prepare an abbreviated portfolio that outlines year two goals in teaching, scholarly or creative achievements and service contributions to the institution/profession as well as teaching evaluations for the first semester.
- Jan. **(Weeks 2-4)** The mentor schedules a meeting with the tenure-track faculty member to review the annual portfolio and discuss progress toward established goals. The department chair subsequently will review the portfolio, meet with each candidate, complete the written annual evaluation, and submit a letter to the dean commenting on the faculty member's progress towards tenure and recommendation for or against retention by Feb. 1.
- Jan. 4 RUSO Board items due (Provost to President) for January 30-31 meeting
- Jan. 7 (TH) CCD – (AM Tentative) / College / Department Faculty Meetings (PM)
- Jan. 8 (F) Student Orientation activities / Faculty available for mentoring & advising

- Jan. 11                   **Spring 2021 semester begins**
- Jan. 16-21               **Faculty report attendance in ARGOS – full semester / 1st 8-week classes Window closes 01/21 @ 3:00**
- Jan. 18                   **Martin Luther King Day; Faculty Assessment Activities AM; – no classes university offices open**
- Jan. 25                   Census Date. Email Tammy Perry ([perryt@nsuok.edu](mailto:perryt@nsuok.edu)) to cancel any classes with zero enrollment
- Jan. TBD                   RUSO Board items due (Provost to President) for February meeting
- Jan. 31\*                   **Tenure - Promotion / Personnel Deadlines**  
 Provost reports the following to President (Provost informs deans, chairs, & faculty of recommendations)
- Promotion recommendations
  - Tenure recommendations
  - Sabbatical leave recommendations
  - Reappointment recommendations of non-tenure track faculty (those under continuing agreements)

**FEBRUARY 2021**

- February TBD           RUSO board meeting (items due last week of January TBD)
- Feb. 1                    Department chair forwards annual evaluations & retention recommendations of tenure-track faculty to the dean.
- Feb. 1-14                Dean meets with tenure-track faculty member to discuss annual evaluation. The dean provides a written response to the faculty member.
- Feb. 15\*                 **Institutional Reporting Deadlines**
- Deans submit **recommendations for non-renewal** of tenure-track faculty to Provost.
  - Colleges submit faculty load report to Academic Affairs
- Feb. 20                   **(On or before)** Provost communicates **recommendations for non-renewal** of tenure-track faculty to President.



- Feb. 26 1<sup>st</sup> 7-week session ends / Finals
- Feb. 28 – Mar.4 Conduct student evaluation of courses (1<sup>st</sup> 7 & 8-week courses)
- February 28 **Tenure - Promotion / Personnel Deadlines**
- **(Prior to March 1)** Dean distributes **letters of non-renewal** to regular, non-tenured faculty who will not be rehired for the next academic year.
  - **(Prior to March 1)** Provost distributes letters to faculty members **not recommended for tenure** that their current year appointment is a terminal contract. A one-year extension of probationary period may be recommended to President.
  - **(Prior to March 1)** Provost distributes letters to temporary faculty notifying of **termination of current year's agreement**.

## MARCH 2021

No March RUSO meeting

- March TBD RUSO Board items due (Provost to President) for April meeting
- March 1-10 Deans send **letters of reappointment** to tenure-track faculty members indicating progress towards tenure commensurate with departmental expectations. Copies of letters provided to Provost.
- March 5 1<sup>st</sup> 8-week session ends / Finals
- March 5 Deans submit **resolutions of appreciation** for retiring faculty and staff to AA.
- March 5 Oklahoma Research Day (hosted by Cameron @ Lawton, OK)
- March 8 2<sup>nd</sup> 7-week session (ends April 30) / 2<sup>nd</sup> 8-week session begins (ends May 7) March 8 Summer 2021 / Fall 2021 schedule available to students.
- March 10-12 **Faculty report attendance in ARGOS – Second 7 & 8-**

**week classes**

- March 15-19 Spring Break (M-F)
- March 22 Enrollment for Summer and Fall 2021 opens
- March 22-26 Outgoing Appellate Committee members solicit nominations for Appellate Committee

**APRIL 2021**

- April TBD RUSO board meeting (items due early March TBD)
- April 1 Nominations for Appellate Committee to Faculty Council President
- April 1 Begin submitting Summer PAF's to Academic Affairs (NOTE: PAF's for new hires require the Credential Evaluation Summary form, original transcripts, and in the case of full-time faculty, an employment letter attached.)
- (3<sup>rd</sup> week) Colleges submit budget requests to Provost for the 2021-22 academic year
- April 19 Appellate Committee Election by tenured faculty
- April 19-30 Conduct student evaluations of courses through Bbd (2<sup>nd</sup> 7-week / 2<sup>nd</sup> 8-week/ 16-week sessions)
- April 22 Employee Recognition Reception (tentative) April 30 2<sup>nd</sup> 7-week session ends / Finals

**MAY 2021**

No May RUSO Meeting

- May TBD RUSO Board items due (Provost to President) for June meeting
- May 1 Deans submit recommendations to Provost for **converting faculty** initially hired in non-tenure earning positions **to tenure track status** if applicable.
- May 1 Begin submitting Fall PAF's to Academic Affairs. (NOTE: PAF's for new hires require the Credential

Evaluation Summary form, original transcripts, and in the case of full-time faculty, an employment letter attached.)

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| May 3-7   | Finals Week  |
| May 7     | Spring semester ends / last day of semester (including finals)   |
| May 7-8   | Commencement – Tahlequah   |
| May 10    | Commencement - Broken Arrow (Mabee Center)   |
| May 10    | <b>Summer Semester begins (all dates tentative!)</b><br>3-week A session begins (ends May 27)<br><i>(12 days / restricted – Academic Affairs approval only)</i><br><br>1 <sup>st</sup> 7-week session begins (ends June 24)<br>14-week session begins (ends Aug. 12) |
| May 11(T) | 3:00 PM Grade entry deadline May 12      Grades available via goNSU  |
| May 27    | 3-week A session ends  |
| May 31    | Memorial Day; no classes - all campuses closed   |

## JUNE 2021 (All dates tentative!)

|            |  |
|------------|--|
| June TBD   | RUSO board meeting (items due May TBD)   |
| June 1 (T) | Standard 8-wk summer session begins (ends July 22) 4-week B session begins (ends June 24)  |
| June 3-8   | <b>Faculty report attendance in ARGOS – 14-week session / 3-week A / 4-week B session / 1st 7-week session / 8-week session</b>              |
| June 8     | <b>Census Date.</b> Email Tammy Perry ( <a href="mailto:perryt@nsuok.edu">perryt@nsuok.edu</a> ) to cancel any classes with zero enrollment. |
| June 14    | Academic Affairs units submit <b>Annual Report</b> to Provost's office.  |

|                |  |
|----------------|--|
| June 20 – 23   | Conduct student evaluations of courses (1 <sup>st</sup> 7-week / 4-week B sessions)              |
| June 24        | 1 <sup>st</sup> 7-week session ends; 4-week B session ends, 8-week classes mid-term / Finals     |
| June 28        | 2 <sup>nd</sup> 7-week session begins (ends August 12)<br>4-week C session begins (ends July 22) |
| June 30        | (Prior to July 1) President notifies candidates granted tenure after RUSO action.                |
| June 30-July 6 | Faculty report attendance in ARGOS - 4-week C classes; 2 <sup>nd</sup> 7-week classes            |

### JULY / AUGUST 2021 (All dates tentative!)

No July RUSO Meeting

|              |  |
|--------------|--|
| July 5 (M)   | Independence Day holiday, All campuses closed  |
| July 15 – 21 | Conduct student evaluations of courses (4-week C session / Standard 8-week session / 2 <sup>nd</sup> 7-week session / 14-week session) |
| July 22      | 4-week c session ends / Finals Standard 8-week session ends / Finals   |

No August RUSO Meeting

|            |   |
|------------|---|
| Aug. 12    | 2 <sup>nd</sup> 7-week session ends / Finals 14-week session ends / Finals Summer term ends |
| August 17  | SU21 Faculty Grades Due; Entry window closes 3:00 PM  |
| August TBD | RUSO Board items due (Provost to President) for September meeting.                          |

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