

August 2009

SUN

MON

TUE

WED

THU

FRI

SAT

						1
2	3	4	5	6	7	8
					Last day to drop/withdraw without evaluation	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
					Summer III ends	
23	24	25	26	27	28	29
	Fall University Meeting		Orientation/registration	Housing check-in event Welcome Week	Open registration Welcome Week	Welcome Week
30	31					
Welcome Week	Classes begin Schedule revision period Welcome Week					

Date to Remember

August 31:
Promotion process begins

September 2009

SUN

MON

TUE

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FRI

SAT

		1 Schedule revision period Welcome Week	2 Schedule revision period Welcome Week	3 Schedule revision period Welcome Week	4 Schedule revision period End 100% refund period & late registration	5
6	7 University Closed - Labor Day No classes	8 Pass/no pass option period	9 Pass/no pass option period	10 Pass/no pass option period	11 Pass/no pass option period End 75% refund period	12
13	14	15	16	17	18 End 50% refund period	19
20	21	22	23	24	25 End 25% refund period	26
27	28	29	30			

Dates to Remember

September 4:
Official USI census date

September 11:
New Faculty Reception at the Atheneum/Visitors Center in New Harmony—walking tour at 3:30 p.m.; reception at 5:30 p.m.

Final Spring and Summer 2010 schedules to Registrar

September 21:
Nominations due for Sydney L. & Sadelle Berger Community Service Award

Nominations due for USI Distinguished Professor Award

September 28:
Begin review of faculty appointed in 2008-2009 (consideration of reappointment for 2nd 2-year contract for 2010-2011 and 2011-2012)

September 28-October 2:
Course evaluations available for 1st session, 5-week courses

October 2009

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					Last day to drop/ withdraw without evaluation	

Dates to Remember

September 28-October 2:
Course evaluations available for 1st session, 5-week courses

October 1:
Application forms available from dean for Leave of Absence for 2010-2011

October 9:
Applications due for Victor H. and Elizabeth A. Barnett Research Award

October 13:
Applications due for Bower-Suhrheinrich College of Education and Human Services Faculty Enhancement Award

October 15:
Applications due for Liberal Arts Research Awards

Applications due for College of Liberal Arts Faculty Development Awards

October 19-23:
Course evaluations available for 1st session, 8-week courses

October 23:
Applications due for Science and Engineering Research Grant Awards (SERGA)

Applications due for Graduate Student Research Grant Program

October 26:
Applications due for Sponsored Research Office Summer 2010 Research Fellowships

November 2009

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Priority registration for spring & summer	3 Priority registration for spring & summer	4 Priority registration for spring & summer	5 Priority registration for spring & summer	6 Priority registration for spring & summer	7 Priority registration for spring & summer
8	9 Priority registration for spring & summer	10 Priority registration for spring & summer Assessment Day No classes	11 Priority registration for spring & summer	12 Priority registration for spring & summer	13 Priority registration for spring & summer	14
15	16	17	18	19	20	21
22	23	24	25 Thanksgiving Break No classes	26 University Closed - Thanksgiving Break No classes	27 University Closed - Thanksgiving Break No classes	28 University Closed - Thanksgiving Break No classes
29	30					

Dates to Remember

November 2:

Applications due for sabbaticals for 2010-2011

Applications due for USI Summer 2010 Research Fellowships

Nominations due for USI Foundation Award for Outstanding Teaching by New Faculty

Nominations due for USI Foundation Award for Outstanding Teaching by Adjunct Faculty

Applications due for Darrel Bigham Historic Southern Indiana Faculty Outreach & Engagement Grant

Applications due for Applied Research Faculty Outreach & Engagement Grant

Dean recommendations to Provost for administrative review of faculty appointed in 2008-2009

Promotion form to dean

Begin review of tenure decisions for faculty appointed in 2004-2005

November 2-6:

Course evaluations available for 2nd session, 5-week courses

November 4:

Application to dean for Leave of Absence for 2010-2011

November 10:

Materials for Assessment Report due to Institutional Research & Assessment

November 15:

Deadline to submit changes to Curriculum Committee

November 16:

Nominations due for USI Outstanding Advisor Award

November 24:

Recommendations of College Promotions Committee to dean

November 30-December 11:

Course evaluations available for semester long courses

December 2009

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
					Schedule revisions/ withdrawals end	Commence- ment
13	14	15	16	17	18	19
	Finals week	Finals week	Finals week	Finals week	Finals week	Finals week
20	21	22	23	24	25	26
				University Closed - Winter Break	University Closed - Winter Break	University Closed - Winter Break
27	28	29	30	31		
	University Closed - Winter Break	University Closed - Winter Break	University Closed - Winter Break	University Closed - Winter Break		

Dates to Remember

November 30-December 11:
Course evaluations available for semester long courses

December 4:
Notification to faculty appointed in 2008-2009 regarding reappointment for 2010-2011 and 2011-2012

December 7-11:
Course evaluations available for 3rd session, 5-week courses

December 14:
Applications to Provost with recommendations of dean for Leave of Absence for 2010-2011

December 14-18:
Course evaluations available for 2nd session, 8-week courses

January 2010

SUN	MON	TUE	WED	THU	FRI	SAT
					1 University Closed - New Year's Day	2
3	4 Spring University Meeting	5	6	7 Orientation/ registration	8 Registration	9
10	11 Classes begin Schedule revision period	12 Schedule revision period	13 Schedule revision period	14 Schedule revision period	15 Schedule revision period End 100% refund period & late registration	16
17	18 Martin Luther King Day No classes	19 Pass/no pass option period	20 Pass/no pass option period	21 Pass/no pass option period	22 Pass/no pass option period End 75% refund period	23
24	25	26	27	28	29 End 50% refund period	30
31						

Dates to Remember

Mid-January:

Nominee packets due for USI Outstanding Advisor Award

January 4:

Promotion form with dean recommendation to Provost for transmittal to Promotions Advisory Committee

Dean recommendations to Provost for administrative review of tenure decisions

January 15:

Official USI census date

Applications due for Scavone Awards in Medieval Manuscripts and Culture

January 22:

Final Fall 2010 schedule to Registrar

January 25:

Begin review of contract appointments (consideration of reappointment for 2010-2011)

Begin review of :

Faculty appointed in 2005-2006 for final one year contract for 2011-2012

Faculty appointed in 2006-2007 for final two year contract for 2011-2012 and 2012-2013

Faculty appointed in 2007-2008 for three year contract for 2011-2012, 2012-2013, and 2013-2014

Annual report forms distributed by college administrative associates

February 2010

SUN

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SAT

	1	2	3	4	5	6
					End 25% refund period	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Dates to Remember

February 8-12:

Course evaluations available for 1st session, 5-week courses

February 15:

Recommendations of Promotions Advisory Committee to Provost

Annual reports to dean

February 19:

Provost and Promotions Advisory recommendations to President

Applications due for Pott Foundation Summer Research Fellowship Program

February 28:

Applications due for Bussing-Koch Faculty Research Fellowship

Applications due for Student Learning and Teaching Innovation Fellowships

Applications due for Community-Based Faculty Engagement Fellowships

March 2010

Dates to Remember

March 1:
Applications due for Liberal Arts Research Awards

Applications due for College of Liberal Arts Faculty Development Awards

March 1-5:
Course evaluations available for 1st session, 8-week courses

March 4:
President's promotion recommendations to Board of Trustees

March 5:
Applications due for Graduate Student Research Grant Program

Dean recommendations to Provost for administrative review of faculty appointed in 2005-2006, 2006-2007, and 2007-2008

March 10:
Dean forwards appraisal to Provost for contract appointments for consideration for 2010-2011

March 15:
Applications due for Faculty Research and Creative Work Awards

March 17:
Dean forwards all annual reports to Provost on this date, or later if needed for salary decisions—Reminder: send annual reports under separate cover, not with other appraisals

March 19:
Nominations due for H. Lee Cooper Core Curriculum Teaching Award

March 22-26:
Course evaluations available for 2nd session, 5-week courses

March 30:
Administrative review, recommendations, and Board of Trustee action for tenure decisions

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8 Spring Break No classes	9 Spring Break No classes	10 Spring Break No classes	11 Spring Break No classes	12 Spring Break No classes	13 Spring Break No classes
14	15	16	17	18	19 Last day to drop/withdraw without evaluation	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 University Closed No classes	3
4	5 Priority registration for summer and fall	6 Priority registration for summer and fall	7 Priority registration for summer and fall	8 Priority registration for summer and fall	9 Priority registration for summer and fall	10 Priority registration for summer and fall
11 Priority registration for summer and fall	12 Priority registration for summer and fall	13 Priority registration for summer and fall	14 Priority registration for summer and fall	15 Priority registration for summer and fall	16 Priority registration for summer and fall	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Schedule revisions/ withdrawals end	

Dates to Remember

April 1:
Deadline for each college to elect its representatives to each of the standing faculty committees

April 19:
Notification to faculty regarding reappointment:

Faculty appointed in 2005-2006 for final one year contract for 2011-2012

Faculty appointed in 2006-2007 for final two year contract for 2011-2012 and 2012-2013

Faculty appointed in 2007-2008 for three year contract for 2011-2012, 2012-2013, and 2013-2014

April 19-30:
Course evaluations available for semester long courses

April 26-30:
Course evaluations available for 3rd session, 5-week courses

May 2010

SUN	MON	TUE	WED	THU	FRI	SAT
						1 Finals week
2 Finals week	3 Finals week	4 Finals week	5 Finals week	6 Finals week	7 Finals week	8
9 Commence- ment	10 Registration for Summer I	11 Summer I begins Pass/no pass option period Schedule revision period for Summer I	12 Pass/no pass option period Schedule revision period for Summer I End 100% refund period & late regis- tration	13 Pass/no pass option period	14 Pass/no pass option period End 75% refund period	15
16	17	18 End 50% refund period	19	20 End 25% refund period	21	22
23	24	25	26	27	28 Last day to drop/ withdrawal without evaluation	29
30	31 University Closed - Memorial Day No classes					

Dates to Remember

May 3-7:
Course evaluations available
for 2nd session, 8-week
courses

May 12:
Official USI census date

June 2010

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
					Summer I ends	
13	14	15	16	17	18	19
	Registration for Summer II	Summer II begins Schedule revision period Pass/no pass option period	Schedule revision period Pass/no pass option period End 100% refund period & late registration	Pass/no pass option period	Pass/no pass option period End 75% refund period	
20	21	22	23	24	25	26
		End 50% refund period		End 25% refund period		
27	28	29	30			

Date to Remember

June 16:
Official USI census date

July 2010

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
					Last day to drop/withdraw without evaluation	
4	5	6	7	8	9	10
Independence Day	University Closed No classes					
11	12	13	14	15	16	17
					Summer II ends	
18	19	20	21	22	23	24
		Summer III begins Schedule revision period	Schedule revision period Pass/no pass option period		Pass/no pass option period	
	Registration for Summer III	Pass/no pass option period	End 100% refund period & late registration	Pass/no pass option period	End 75% refund period	
25	26	27	28	29	30	31
		End 50% refund period		End 25% refund period		

Date to Remember

July 21:
Official USI census date