# ACADEMIC CALENDAR 2004-2005

## AUGUST
- **12-18** Registration week for fall semester
- **13** Orientation for new faculty
- **16** All university GTA orientation
- **19** First day of weekday and evening classes
- **20** Notice about sabbatical leave requests sent out
- **21** First day of weekend classes
- **25** Last day to enroll or add for fall semester
- **25** Last day to drop with 100% refund

## SEPTEMBER
- **3** Last day to drop with 80% refund
- **6** LABOR DAY HOLIDAY
- **10** Last day to drop with 60% refund
- **10** Spring course schedules due to Registrar
- **16** Twentieth class day
- **16** Last day for graduate students to file an Application for Degree (for fall)
- **17-20** Registration office closed for enrollment audit
- **24** Last day to drop with 40% refund
- **24** Sabbatical leave requests due to deans

## OCTOBER
- **1** Assessment funding requests due to Academic Affairs and Research
- **8** Sabbatical leave requests due to Vice President for Academic Affairs and Research
- **8-14** Most first 8-week courses end this week
- **11** All summer grant proposals and non-summer new faculty research proposals due to ORA
- **11** Multidisciplinary research proposals due to ORA
- **17-19** FALL BREAK
- **20** Midterm grades due to Registrar
- **25-26** Spring Schedule of Courses available - tentative

## NOVEMBER
- **1** Last day to drop with a \( W \)
- **5** Notices sent to deans for annual evaluation of UPs and faculty
- **8** Early registration for spring begins - tentative
- **12** Requests for nominations for university teaching awards distributed
- **15** ORA multidisciplinary awards announced
- **15** Excellence in Research, Excellence in Creative Activity, and Community Research nominations due to chair of Faculty Support Committee
- **19** Course and curriculum changes due for summer 2005
- **19** Faculty Support Committee recommendations for sabbatical leaves due to Vice President for Academic Affairs and Research
- **25-26** Thanksgiving HOLIDAY CLOSING

## DECEMBER
- **6** Vice President for Academic Affairs and Research transmits sabbatical leave recommendations to President
- **9** Last day of classes
- **10** Study day
- **10** Nominations for university teaching awards due to Academic Affairs and Research
- **10** Course and curriculum changes due for fall 2005
- **10** Summer course schedules due to Registrar
- **11-17** Finals
- **12** Commencement
- **13** Non-summer established faculty research proposals due to ORA
- **15** ORA New Faculty Research awards announced
- **22** Final grades due - tentative
- **23** HOLIDAY CLOSING at 5:00 pm
- **24** Grades available to students - tentative

## JANUARY
- **3** Campus reopens
- **10-15** Registration week for spring semester
- **17** MARTIN LUTHER KING HOLIDAY
- **18** First day of weekday and evening classes
- **22** First day of weekend classes
- **24** Last day to drop with 100% refund
- **28** Last day to drop with 80% refund

## FEBRUARY
- **4** Last day to drop with 60% refund
- **11** Fall course schedules due to Registrar
- **11** VPAAR notifies deans/faculty of sabbatical decisions
- **14** Twentieth class day
- **14** Last day for graduate students to file an Application for Degree (for spring)
- **15** ORA summer grant award announced
- **15-16** Registration office closed for enrollment audit
- **18** Last day to drop with a 40% refund
- **21** First year probationary faculty evaluations and provisional UP renewal forms due to Academic Affairs and Research
- **21** Evaluation forms for UP s who teach less than 50% due to Academic Affairs and Research

## MARCH
- **4** Untenured faculty evaluations and merit reviews of faculty and UP s who teach 50% or more due to Academic Affairs and Research
- **7-8** Summer Schedule of Courses available - tentative
- **15** ORA established faculty research awards announced
- **17** Midterm grades due to Registrar
- **21-27** SPRING RECESS

## APRIL
- **1** Last day to drop with a \( W \)
- **4-5** Fall Schedule of Courses available - tentative
- **11** Early registration for summer begins
- **18** Early registration for fall begins

## MAY
- **9** Last day of classes
- **10** Study day
- **11-17** Finals
- **13, 14** Commencement
- **17** Course and curriculum changes due for spring 2006
- **19** Final grades due to Registrar
- **20** Grades available to students - tentative
- **23** Summer pre-session classes begin
- **30** MEMORIAL DAY HOLIDAY
- **31** Registration begins for summer semester

## JUNE
- **1-3** Registration continues for summer semester
- **6** First day of weekday classes
- **17** Last day for graduate students to file an Application for Degree (for summer)

## JULY
- **1** Last day of first 4-week session
- **4** INDEPENDENCE DAY HOLIDAY
- **5** First day of second 4-week session
- **29** Summer session ends

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**NOTE:** Registration, late registration, drop/add, and refund deadlines apply only to full-semester classes. Deadlines for shorter classes are proportionately equivalent - see the appropriate Schedule of Courses.
### Tenure and Promotion Calendar

#### March

- **2nd Friday**
  - Deadline for Director of the Office of Institutional Research to notify deans of faculty scheduled for mandatory tenure review with copies of institutional planning and analysis.

#### April

- **1st Friday**
  - Deadline for dean of college to notify faculty scheduled for mandatory tenure review with copies to Vice President for Academic Affairs and Research
- **3rd Friday**
  - Deadline for faculty applying for promotion and/or early tenure review to notify chair.
- **3rd Friday**
  - Deadline for candidates requesting external review to notify chair and dean.

#### May

- **1st Friday**
  - Deadline for chair to notify dean of faculty applying for tenure and/or promotion.
- **3rd Friday**
  - Deadline for sending initial request for external reviews, if any are to be solicited.
- **3rd Friday**
  - Deadline for dean of college to notify Vice President of Academic Affairs and Research of faculty scheduled for early tenure review and/or promotion.

#### June

- **1st Friday**
  - Deadline for Office of Institutional Research to deliver course data to be mailed to applicants for tenure and/or promotion.

#### September

- **2nd Friday**
  - Deadline for completion of basic documents and secondary dossiers
- **2nd Friday**
  - Deadline for chair to notify eligible faculty tenure and/or promotion files are available for review.

#### October

- **1st Friday**
  - Deadline for departmental reviews and votes on tenure and/or promotion.
- **2nd Friday**
  - Deadline for department to notify dean of recommendations, and within two (2) working days after the department’s notification, the dean will notify nominees of the department’s recommendation, the chair’s independent recommendation, and the candidate’s right to appeal a negative decision.
- **3rd Friday**
  - Deadline for candidates to sign departmental cover sheet in dean’s office indicating they have reviewed all documents being forwarded by the department.
- **4th Friday**
  - Deadline for submission of appeals of or rebuttals to department-level recommendations to the dean.
- **4th Friday**
  - Deadline for inclusion of letters from external reviewers.

#### November

- **3rd Friday**
  - Deadline for college committee to transmit recommendations to dean.

#### December

- **1st Friday**
  - Deadline for dean to notify candidates and department chairs of committee’s and dean’s independent recommendations and the candidate’s right to appeal a negative decision or to rebut an evaluation statement.
- **2nd Friday**
  - Deadline for candidates to sign college cover sheet in the dean’s office indicating that they have reviewed all documents being forwarded by the college and within two (2) working days after the signing, the dean will transmit materials to the Vice President for Academic Affairs and Research
- **3rd Friday**
  - Deadline for Vice President for Academic Affairs and Research to transmit materials to the university tenure and promotion committee.
- **3rd Friday**
  - Deadline for appeal of or rebuttal to college-level recommendations to Vice President for Academic Affairs and Research
- **3rd Friday**
  - Deadline for adding materials to the secondary dossier.

#### January

- **3rd Friday**
  - Deadline for university tenure and promotion committee to report recommendations to Vice President for Academic Affairs and Research and to notify candidates and department chairs of the committee’s recommendations and the candidate’s right to rebut the committee’s evaluation.
- **4th Friday**
  - Deadline for submission of rebuttal statements by candidates to the Vice President for Academic Affairs and Research of the university committee’s evaluation

#### February

- **3rd Friday**
  - Deadline for notification of candidates of recommendations to be made by the Vice President for Academic Affairs and Research to the President. (accepted Faculty Senate 9/10/01)
- **4th Friday**
  - Deadline for university committee to identify problems in tenure policies and tenure and promotion guidelines for the faculty affairs committee.

#### March

- **1st Friday**
  - Deadline for appeals, rebuttals, and/or petitions to the President of negative recommendations. (accepted Faculty Senate 9/10/01)

#### April

- **1st Friday**
  - Final transmittal of Wichita State University decisions to the candidates.