

**OFFICE OF THE PROVOST AND VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
2023-2024 Planning Calendar
(July 1, 2023 – June 30, 2024)**

<u>Date</u>	<u>Item Description</u>
July 2023	
July 1	Deadline for Fall 2023 Graduate Assistantship contracts due to Graduate School
July 15	Changes to NTT faculty Tentative Workload Assignment must be made before this date (see Section 13.03 of the current CBA)
July 20	BOT Meeting, Southern Illinois University School of Medicine, Springfield
July 31	Additions/Deletions Report due to IBHE
July 31	Summer Grading Opens
August 2023	
August 3-4	Summer Session Final Exams
August 4	Summer Session Ends
August 5	Summer 2023 Student Employment Ends
August 6	Fall 2023 Student Employment Begins
August 9	Summer Semester Final Grades due at 8:00 am
August 9	IPEDES Registration Opens – Registration; Report Mapping; Institution ID; IC – Header
August 14	IHEIS Data Collection, Summer Enrollment AY 2022-2023 Open Date
August 14	IHEIS Data Collection, Graduation (July 1, 2022 – June 30, 2023) Open Date
August 15	Self Studies due from Programs scheduled for review in 2023-24
August 18	Program Quality Assurance Report due to President’s Office (presented to the Board 9/21/23)
August 21	Fall Semester begins
August 21	IHEIS Data Collection, Dual Credit and Remedial/Co-Requisite Course Assignment Collection AY 2022-2023 Open Date
August 25	Deadline for receipt of Graduate Scholarship Program Applications for Fall Semester 2023
August 25	IHEIS Data Collection, Spring Enrollment AY 2022-2023 (include Winter Term if on Trimesters or Quarters) Close Date
September 2023	
September 6	IPEDES Fall Collection Opens – Institutional Characteristics; Completions; 12-Month Enrollment
September 7	Graduate School Workshop for new Graduate Assistants
September 13	Workshop for Directors of Graduate Studies
September 15	Deadline to apply for December 2023 Graduation
September 21	BOT Meeting, SIU Edwardsville East St. Louis Center, East St. Louis
October 2023	
October 1	Catalog and Programs Changes (Forms 90 & 90A) requesting additions/deletions modifications of courses and changes to program descriptions and/or requirements; Course Specific Fee Requests (formerly Form 100s) requesting changes for fee-based graduate or undergraduate-level courses due to Associate Provost for Academic Programs’ Office
October 4-9	Assembly of Fellows
October 6	IHEIS Data Collection, Graduation FY (July 1, 2022 – June 30, 2023) Close Date
October 6	IHEIS Data Collection, Summer Enrollment AY 2022-2023, Close Date

Date	Item Description
October 9	Sabbatical reports for all represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section 15.03.g. of the current CBA; Reports due by beginning of week 8 of semester).
October 13	Outstanding Dissertation and Thesis Award Nominations due to Dean of Graduate School
October 15	Program Assessment Plans due every four years; Plans due for those in 4 th year of cycle.
October 15	Program Assessment Reports due for all SIU Programs.
October 18	IPEDS Fall Collection Closes
October 19	Homecoming
October 27	IHEIS Data Collection, Dual Credit and Remedial/Co-Requisite Course Assignment Collection AY 2022-2023 Close Date
October 31	University Performance Report due to President's Office (presented to the Board 12/07/23)
November 2023	
November 1	Chancellor's and University Excellence Scholarship applications are due to the Academic Scholarship Office (For Chancellor's and University Excellence upgrade)
November 1	Sabbatical leave applications for FY25 due to Office of the Associate Provost for Academic Administration
November 1	Sabbatical reports for all represented Faculty whose sabbatical ended in the prior semester due to Office of the Associate Provost for Academic Administration
November 1	Catalog and Program Changes – APAP submission deadline to Registrar's Office
November 10	Academic Program Efficiency and Effectiveness Report due to President's Office (due to IBHE 11/30/23)
November 13	Promotion and/or Tenure dossiers due to Office of the Provost and Vice Chancellor.
November 15	Deadline for receipt of Graduate School Tuition Scholarship Applications for Spring Semester 2024
November 28	Service and Retirement Awards for Faculty and Staff
December 2023	
December 1	NTT Re-Employment Notification: Schools must notify non-continuing NTT faculty of a decision to re-employ or not re-employ as a NTT faculty member for the following spring semester (see Section 9.02 of the current CBA)
December 1	Graduate Assistant Re-Employment Notification: Schools must notify a Graduate Assistant of a decision to re-employ or not re-employ as a Graduate Assistant for the following spring semester
December 1	Deadline date for Spring 2024 Graduate Assistantship contracts due to Graduate School
December 6	IPEDS Winter Collection Opens – Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admissions; Outcome Measures
December 6	IPEDS Spring Collection Opens –Fall Enrollment; Finance; Human Resources; Academic Libraries
December 7	BOT Meeting, Southern Illinois University Carbondale
December 11	Fall Grading Opens
December 11	Catalog Proofing begins for academic units
December 11-15	Fall Semester Final Exams
December 15	Fall Semester ends
December 15	Full-time and Part-time NTT Faculty member if eligible must receive notification of non-reappointment or conversion to continuing decision (see Section 9.03 of the current CBA)
December 15	Sabbatical Reports for all non-represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section V.G. of the leaves/Absence Policy for Faculty and A/P)
December 15	Academic Excellence Reception

Date	Item Description
December 16	Fall Commencement
December 18	Winter Session Begins
December 20	Fall Semester Final Grades due at 8:00 am
December 23	Last day for Fall 2023 Student Employment
December 24	First day for Spring 2024 Student Employment
January 2024	
January 1	Administrative/Professional Performance Evaluations for 2023 review period open date
January 8	IHEIS Data Collection, Fall Enrollment AY 2023-2024 Open Date
January 14	Winter Intersession Ends
January 16	Spring Semester begins
January 19	Doctoral and Morris Graduate Fellowship nominations due to Graduate School
January 26	Master's Fellowship nominations due to Graduate School
January 26	Graduate Dean's Fellowship applications/nominations due to Graduate School
January 26	PROMPT assistantship applications/nominations due to Graduate School
January 26	Creative Activity Award (through REACH) application deadline: 11:59pm on January 26th
January 31	AAUP (American Association of University Professors) Faculty Compensation Survey
January 31	Catalog Proofing ends for academic units
TBD	Chancellor Scholarship Interviews
February 2024	
February 1	Native American Scholarship applications due to Graduate School
February 1	Cost Study to IBHE – Academic Discipline Cost Study, Form C, Instructional Cost Estimates
February 3	Graduate School 3MT Competition (tentative)
February 7	IPEDS Winter Collection Closes
February 8	Workshop for Directors of Graduate Studies
February 9	Spring 2024 Graduation Application Deadline
February 9	Catalog Launch
February 26	HLC Assurance Review materials due
March 2024	
March 4	Sabbatical reports for all represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section 15.03.g. of the current CBA; Reports due by beginning of week 8 of semester).
March 15	Dissertation Research Assistantship Award (DRA) nominations due to Colleges (colleges may have earlier deadline)
March 15	IHEIS Fall Enrollment Data Collection, AY 2023-2024 Close Date
March 27	Sabbatical reports for all represented Faculty whose sabbatical ended in the prior semester due to Office of the Associate Provost for Academic Administration
March 29	Dissertation Research Assistantship Award (DRA) nominations due to Graduate School
March 30	The Higher Learning Commission Annual Institutional Data Update
TBD	Provost and Transfer Achievement Scholarship Interviews
April 2024	
April TBD	State of the University Address - SIU Chancellor
April 1	Deans respond to internal and external Program Review reports and departmental response. Memos due in Provost Office, including the office of the Associate Provost for Academic Programs

Date	Item Description
April 1	Administrative/Professional Performance Evaluations for 2023 to Labor and Employee Relations prior to April 1
April 3	IPEDES Spring Collection Closes
April 8	Total Solar Eclipse
April 11	Research and Creative Activities Forum
April 13	Honors Day
April 15	Cost Study Internal Comparative Studies – Normative; Faculty Load Program Review
April 15	Deadline for receipt of Graduate School Tuition Scholarship Applications for Summer Semester 2023
May 2024	
May 1	Annual review of NTT faculty member who has completed at least one semester due by this date (see Section 11.02.a of the current CBA)
May 1	NTT Re-Employment Notification: Schools must notify non-continuing NTT faculty of a decision to re-employ or not re-employ as a NTT faculty member for the following spring semester (see Section 9.02 of the current CBA)
May 1	Graduate Assistant Re-Employment Notification: Schools must notify Graduate Assistants of a decision to re-employ or not to re-employ as a Graduate Assistant for the following semester
May 1	Deadline for Summer 2024 Graduate Assistantship contracts to be submitted to Graduate School
May 1	Tentative Workload Assignments must be issued to full time or continuing appointment NTT faculty member (see Section 13.03 of the current CBA)
May 1	Annual evaluations (aka pre-tenure review letters) due to Tenure-track Faculty (see Section 13.02 of current CBA)
May 6	Spring Grading opens
May 6-10	Spring Semester Final Exams
May 10	Spring Semester Ends
May 10	All workload assignment meetings for Faculty and approved workload assignments (except Library Affairs) to have been completed prior to end of semester (see Section 8.02.c. of the current CBA)
May 10	Full-time and Part-time NTT Faculty members if eligible must receive notification of non-appointment or conversion to continuing decision (see Section 9.03 of the current CBA)
May 10	Sabbatical Reports for all non-represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section V.G. of the Leaves/Absences for Faculty and A/P policy)
May 10	Academic Excellence Reception
May 11	Spring Commencement
May 11	Last day for Spring 2024 Student Employment
May 12	First day for Summer 2024 Student Employment
May 13	IHEIS Data Collection, Spring Enrollment AY 2023-2024 (include Winter Term if on Trimesters or Quarters) Open Date
May 13	Intersession Begins
May 15	Spring Semester Final Grades due by 8:00 am
May 31	Sabbatical reports for all non-represented faculty whose sabbatical ended in the prior semester due to Office of the Associate Provost for Academic Administration
June 2024	
June 7	Intersession Ends
June 10	Summer Session Begins
June 21	Summer 2024 Graduation Application Deadline

<u>Date</u>	<u>Item Description</u>
June 30	All workload assignment meetings and approved workload assignments for Library Affairs tenured/tenure-track Faculty to have been completed by the end of the fiscal year (see Section 8.02.d. of the current CBA)
June 30	Student Parent Data Collection (P.A. 102-0088), AY2023-24