

TIME SCHEDULE GUIDELINES FOR REPORTS/ACTIVITIES

FALL SEMESTER 2019

DATE	ACTION	RESPONSIBILITY
August 26 (Monday)	First Day of Classes (8:00 a.m.)	
August 26 (Monday)	Late Registration Begins	
August 27 (Tuesday)	Syllabus for each course and class and office hour Schedules sent to Chair	Faculty Member
August 30 (Friday)	Application for Sabbatical Leave the following Academic Year submitted to Chair and Department Personnel Committee (in pdf format)	Unit Member
August 30 (Friday)	Notification of Intent to Apply for Promotion or Tenure to Chair, Director of Counseling or Head Librarian	Unit Member, Librarians, Counselors, Clinical Practitioners in Nursing, Lecturers
September 4 (Wednesday)	Late Registration Ends/Last Day to Add Classes	
September 13 (Friday)	Sabbatical Leave Recommendations to Appropriate Academic Dean.	Chair
September 13 (Friday)	Application for Sabbatical Leave of Non-Teaching (N/T) Unit Member Submitted to Chair / Director of Department	N/T Unit Member
September 13 (Friday)	Letter of Application for Promotion of Lecturer to Chair and Department Personnel Committee (eligible year after Lecturer has completed 3 rd annual contract).	Lecturer
September 13 (Friday)	Application for P&T Submitted to Chair /Director –Dossiers should be submitted in pdf format to Chair and Department Personnel Committee (DPC).	Unit Member, Librarians, Counselors, Clinical Practitioners in Nursing, Lecturers
September 19 (Thursday)	Syllabus for each course and class and office hour Schedules Due in the Office of the Appropriate Academic Deans	Chairs
September 27 (Friday)	Recommendation for Promotion of Lecturer to Academic Dean	Chair and DPC
September 27 (Friday)	Application for Prof. Development Fund to Chair of Department (Projects between January – June)	Unit Member

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September 27 (Friday)	Sabbatical Leave Recommendations to Promotion & Tenure Committee	Academic Dean
September 27 (Friday)	Sabbatical Leave Recommendations for (N/T) Unit Member Submitted to Prof. Dev. Committee (PDC)	Chair/Director of Department Department Personnel Committee
September 27 (Friday)	Recommendation for Promotion/Tenure to Chairperson, Head Librarian, or Director of Counseling	Dept. Personnel Committee
September 30-October 4 (Mon-Fri)	Mid-Term Evaluations Administered	Faculty Member
October 4 (Thursday)	Last Day to Remove Incompletes	Faculty Member
October 5 (Friday)	Sabbatical Leave Recommendations to Provost	Chair of P&T Committee
October 14 (Monday)	Sabbatical Leave Recommendations to President	Provost
October 14 (Monday)	Recommendation for Promotion to Professional Development Committee	Chair, Head Librarian, or Director of Counseling
October 14 (Monday)	P&T Recommendation, along with DPC recommendation to Academic Dean	Chair
October 14 (Monday)	Recommendations for Promotion of Librarians, Counselors, or Clinical Practitioners of Nursing to Professional Development Committee	Chair, Head Librarian, or Director of Counseling
October 14 (Monday)	Book Adoptions– Spring 2018 Due	Faculty
October 21 (Monday)	Sabbatical Leave Recommendations Submitted to the Board of Trustees	President
October 27-November 22 (Sun.-Fri.)	Student Evaluation of Teaching: Evaluations of Teachers	Unit Member / Office of Testing
October 30 (Wednesday)	Recommendation for Sabbatical Leave for (N/T) Unit Members to Appropriate Vice President	PDC
October 30 (Wednesday)	Assessment Reports Due to Office of Assessment	Chair / Academic Dean or Unit Head
October 31 (Thursday)	Applications and Recommendations for Prof. Development Fund to Professional Development Committee (Projects between January – June)	Chair
October 31 (Thursday)	Application for Academic Enrichment Program Submitted to Chair or Appropriate Administrator (Awards for Fall Semester)	Unit Member

DATE	ACTION	RESPONSIBILITY
October 31 (Thursday)	Recommendations for Promotion of Librarians, Counselors, or Clinical Practitioners of Nursing to Provost	Chair of Prof. Development Committee
October 31 (Thursday)	Selection of Excellence Awards Committee	Faculty Senate & President
November 1 (Friday)	Recommendation for Promotion of Lecturer to Provost	Academic Dean
November 7 (Thursday)	Notification to Candidates of P&T Decision of the Dean	Academic Dean
November 13 (Wednesday)	Application for Academic Enrichment Program Submitted to Provost (Awards for Fall Semester)	Appropriate Academic Administrator
November 13 (Wednesday)	Recommendation for Promotion and Tenure to P&T Chair	Academic Dean
November 13 – November 20 (Wednesday)	Notification to Candidates that their P&T Dossiers have been received	Chair of P&T Committee
November 22 (Friday)	Applicants for Sabbatical Leave Notified of Decision	President
November 22 (Friday)	Recommendations for Prof. Development Funding to Provost (Projects between Jan – June)	Prof. Development Committee
November 22 (Friday)	Recommendation for Promotion of Lecturer to President	Provost
November 27 (Wednesday)	Last Day to Drop Classes	
November 27 (Wednesday)	Last Day to Withdraw from the University	
December 9-13 (Mon–Fri)	Final Examinations	
December 13 (Friday)	PDC (N/T) Notifies Candidates of Promotion Recommendation(s)	Chair of PDC
December 13 (Friday)	Recommendation for Promotion and Tenure to Provost	Chair of P&T Committee
December 14 (Saturday)	December Commencement	
December 16 (Monday)	Final Grades Due online with hard/electronic copy to Chair	Faculty Member
December 19 (Thursday)	Recommendation for Promotion of Librarians, Counselors, or Clinical Practitioners in Nursing to Appropriate Vice President	Chair of Prof. Development Committee
December 24 – January 2 (Tuesday-Thursday)	Winter Recess (University Closed)	

SPRING SEMESTER 2020

DATE	ACTION	RESPONSIBILITY
January 6 (Monday)	Announcement of Professional Development Recipients (Projects between January – June)	President
January 6 (Monday)	First Day of Classes @ 8:00 a.m.	
January 6 (Monday)	Late Registration Begins	
January 9 (Thursday)	General Faculty Meeting @ 11:00 a.m.	
January 14 (Tuesday)	Recommendations for Promotion and Tenure to the President	Provost
January 15 (Wednesday)	Late Registration Ends/Last Day to Add Classes	
January 17 (Friday)	Syllabus for each course sent to Chair	Faculty Member
January 17 (Friday)	Syllabus and Class and Office Schedule for each course sent to Dean	Chair
January 23 (Thursday)	Notice of Non-reappointment (Second and greater year of Service)	Appropriate Vice President
January 31 (Friday)	Announcement of Excellence Awards Competition	Awards Committee
January 31 (Friday)	Applications to Chairs for Prof. Devel. Funds (Projects between July – Dec.)	Unit Member
January 31 (Friday)	Recommendation for Promotion of Librarians, Counselors, or Clinical Practitioners of Nursing to the President	Provost or Appropriate VP
February 14 (Friday)	Recommendations for Promotion and Tenure to Board of Trustees and to Candidates	President
February 17-February 21 (Monday-Friday)	Mid-Term Evaluations Administered	Faculty Member
February 18 – September 4 (Tues-Friday)	Pre-registration for Summer, Fall	
February 24 (Monday)	Mid-Term Grades Due Online and in Chairs' Offices	Faculty Member
February 24 (Monday) – March 27 (Friday)	Evaluation of Teaching (Spring)	Faculty Member and Office of Testing
February 28 (Friday)	Teaching Assignments for Fall and Summer	Chairs
February 28 (Friday)	Book Adoptions – Summer and Fall 2018	Faculty
February 28 (Friday)	Applications and Recommendations to Professional Devel. Committee (Projects Between July – Dec.)	Dept. Chair

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February 28 (Friday)	Recommendations for Promotion of Librarians, Counselors, Clinical Practitioners of Nursing to Board of Trustees	President
March 30 (Monday)	Issuance of Contracts – Only for those with changes in contracts	President
March 30 (Monday)	Recommendation to Provost and Vice President for Academic Affairs for Professional Devel. Funding (Projects bet. July-Dec.)	PDC
April 8 (Wednesday)	Last Day to Withdraw from University	
April 17 (Friday)	Evaluation of Chairs, Directors, and Head Librarian to Dean or Appropriate Administrator	Unit Members, Librarians, Counselors, Clinical Practitioners of Nursing
April 17 (Friday)	Submit Peer & Chair Evaluations to Dean or Appropriate Administrator	Chairs, Directors, and Head Librarian
April 22 (Wednesday)	Written Notice of Non-reappointment (First Year of Service)	Appropriate Vice President
April 27 (Monday)	Evaluation of Unit Members sent to Appropriate Academic Dean	Chairs
April 27 (Monday)	Excellence Awards Recommendations to President	Awards Committee
April 29 (Wednesday)	Notification to Probationary Faculty Members That They Must Apply for Tenure	Provost
May 4 - May 8 (Mon-Fri)	Final Examinations	
May 6 (Wednesday)	Announcement of Professional Development Recipients (Projects Between July – Dec.)	President
May 11 (Monday)	Final Grades Due Online and in Chairs' Offices	Faculty
May 14 (Thursday)	General Faculty Meeting Election of Faculty Senate Chair and Vice Chair and P&T Committee	Faculty
May 14 (Thursday)	Announce Excellence Awards Recipients	President
May 15 (Friday)	Annual Reports sent via Campus Labs on-line to Appropriate Academic Dean, Provost if applicable	Chair and Program Directors
May 16 (Saturday)	Commencement	
May 29 (Friday)	College Reports due in the Office of the Provost & Vice President for Academic Affairs via Campus Labs on-line	Deans