

DELAWARE STATE UNIVERSITY  
DOVER, DELAWARE

TIME SCHEDULE GUIDELINES FOR REPORTS/ACTIVITIES  
**FALL SEMESTER 2017**

DATE	ACTION	RESPONSIBILITY
August 28 (Monday)	First Day of Classes (8:00 a.m.)	
August 28 (Monday)	Late Registration Begins	
August 29 (Tuesday)	Syllabus for each course and class and office hour Schedules sent to Chair	Faculty Member
September 1 (Friday)	Application for Sabbatical Leave the following Academic Year submitted to Chair and Department Personnel Committee (in pdf format)	Unit Member
September 1 (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 6 (Wednesday)	Late Registration Ends/Last Day to Add Classes	
September 15 (Friday)	Sabbatical Leave Recommendations to Appropriate Academic Dean.	Chair
September 15 (Friday)	Application for Sabbatical Leave of Non-Teaching (N/T) Unit Member Submitted to Chair / Director of Department	N/T Unit Member
September 15 (Friday)	Letter of Application for Promotion of Lecturer to Chair and Department Personnel Committee (eligible year after Lecturer has completed 3 <sup>rd</sup> annual contract).	Lecturer
September 15 (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 21 (Thursday)	Syllabus for each course and class and office hour Schedules Due in the Office of the Appropriate Academic Deans	Chairs
October 2 (Monday)	Recommendation for Promotion of Lecturer to Academic Dean	Chair and DPC
October 2 (Monday)	Application for Prof. Development Fund to Chair of Department (Projects between January – June)	Unit Member
October 2 (Monday)	Sabbatical Leave Recommendations to Promotion & Tenure Committee	Academic Dean

<b>DATE</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>
October 2 (Monday)	Sabbatical Leave Recommendations for (N/T) Unit Member Submitted to Prof. Dev. Committee (PDC)	Chair/Director of Department Department Personnel Committee
October 2 (Monday)	Recommendation for Promotion/Tenure to Chairperson, Head Librarian, or Director of Counseling	Dept. Personnel Committee
October 2-6 (Mon-Fri)	Mid-Term Evaluations Administered	Faculty Member
October 5 (Thursday)	Last Day to Remove Incompletes	Faculty Member
October 6 (Friday)	Sabbatical Leave Recommendations to Provost	Chair of P&T Committee
October 16 (Monday)	Sabbatical Leave Recommendations to President	Provost
October 16 (Monday)	Recommendation for Promotion to Professional Development Committee	Chair, Head Librarian, or Director of Counseling
October 16 (Monday)	P&T Recommendation, along with DPC recommendation to Academic Dean	Chair
October 16 (Monday)	Recommendations for Promotion of Librarians, Counselors, or Clinical Practitioners of Nursing to Professional Development Committee	Chair, Head Librarian, or Director of Counseling
October 16 (Monday)	Book Adoptions– Spring 2018 Due	Faculty
October 23 (Monday)	Sabbatical Leave Recommendations Submitted to the Board of Trustees	President
October 29-November 27 (Sun.-Mon.)	Student Evaluation of Teaching: Evaluations of Teachers	Unit Member / Office of Testing
October 31 (Tuesday)	Recommendation for Sabbatical Leave for (N/T) Unit Members to Appropriate Vice President	PDC
November 1 (Tuesday)	Applications and Recommendations for Prof. Development Fund to Professional Development Committee (Projects between January – June)	Chair
November 1 (Wednesday)	Application for Academic Enrichment Program Submitted to Chair or Appropriate Administrator (Awards for Fall Semester)	Unit Member
November 1 (Wednesday)	Recommendations for Promotion of Librarians, Counselors, or Clinical Practitioners of Nursing to Provost	Chair of Prof. Development Committee
November 1 (Wednesday)	Selection of Excellence Awards Committee	Faculty Senate & President
November 2 (Thursday)	Recommendation for Promotion of Lecturer to Provost	Academic Dean
November 9 (Thursday)	Notification to Candidates of P&T Decision of the Dean	Academic Dean

<b>DATE</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>
November 15 (Wednesday)	Last Day to Drop Classes	
November 15 (Wednesday)	Last Day to Withdraw from the University	
November 15 (Wednesday)	Application for Academic Enrichment Program Submitted to Provost (Awards for Fall Semester)	Appropriate Academic Administrator
November 15 (Wednesday)	Recommendation for Promotion and Tenure to P&T Chair	Academic Dean
November 15 – November 22 (Wednesday)	Notification to Candidates that their P&T Dossiers have been received	Chair of P&T Committee
November 30 (Thursday)	Applicants for Sabbatical Leave Notified of Decision	President
December 1 (Friday)	Recommendations for Prof. Development Funding to Provost (Projects between Jan – June)	Prof. Development Committee
December 4 (Monday)	Recommendation for Promotion of Lecturer to President	Provost
December 11-15 (Mon–Fri)	Final Examinations	
December 15 (Friday)	PDC (N/T) Notifies Candidates of Promotion Recommendation(s)	Chair of PDC
December 15 (Friday)	Recommendation for Promotion and Tenure to Provost	Chair of P&T Committee
December 16 (Saturday)	December Commencement	
December 18 (Monday)	Final Grades Due online with hard/electronic copy to Chair	Faculty Member
December 20 (Wednesday)	Recommendation for Promotion of Librarians, Counselors, or Clinical Practitioners in Nursing to Appropriate Vice President	Chair of Prof. Development Committee
December 25 (Monday)	Winter Recess Begins	

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TIME SCHEDULE GUIDELINES FOR REPORTS/ACTIVITIES  
**SPRING SEMESTER 2018**

DATE	ACTION	RESPONSIBILITY
January 8 (Monday)	Announcement of Professional Development Recipients (Projects between January – June)	President
January 8 (Monday)	First Day of Classes @ 8:00 a.m.	
January 8 (Monday)	Late Registration Begins	
January 11 (Thursday)	General Faculty Meeting @ 11:00 a.m.	
January 15 (Monday)	Recommendations for Promotion and Tenure to the President	Provost
January 17 (Wednesday)	Late Registration Ends/Last Day to Add Classes	
January 19 (Friday)	Syllabus for each course sent to Chair	Faculty Member
January 19 (Friday)	Syllabus and Class and Office Schedule for each course sent to Dean	Chair
January 25 (Thursday)	Notice of Non-reappointment (Second and greater year of Service)	Appropriate Vice President
February 1 (Thursday)	Announcement of Excellence Awards Competition	Awards Committee
February 1 (Thursday)	Applications to Chairs for Prof. Devel Funds (Projects between July – Dec.)	Unit Member
February 1 (Thursday)	Recommendation for Promotion of Librarians, Counselors, or Clinical Practitioners of Nursing to the President	Provost or Appropriate VP
February 12-February 16 (Monday-Friday)	Mid-Term Evaluations Administered	Faculty Member
February 15 (Thursday)	Recommendations for Promotion and Tenure to Board of Trustees and to Candidates	President
February 19 (Monday)	Evaluation of Chairs, Directors, and Head Librarian to Dean or Appropriate Administrator	Unit Members, Librarians, Counselors, Clinical Practitioners of Nursing
February 19 (Monday)	Submit Peer & Chair Evaluations to Dean or Appropriate Administrator	Chairs, Directors, and Head Librarian
February 19 (Monday)	Mid-Term Grades Due Online and in Chairs' Offices	Faculty Member
February 27 (Tuesday) – April 2 (Monday)	Evaluation of Teaching (Spring)	Faculty Member and Office of Testing
March 1 (Thursday)	Teaching Assignments for Fall and Summer	Chairs
March 1 (Thursday)	Book Adoptions – Summer and Fall 2018	Faculty

<b>DATE</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>
March 1 (Thursday)	Applications and Recommendations to Professional Devel. Committee (Projects Between July – Dec.)	Dept. Chair
March 1 (Thursday)	Recommendations for Promotion of Librarians, Counselors, Clinical Practitioners of Nursing to Board of Trustees	President
March 28 (Wednesday)	Last Day to Withdraw from University	
April 2 (Monday)	Issuance of Contracts – Only for those with changes in contracts	President
April 2 (Monday)	Recommendation to Provost and Vice President for Academic Affairs for Professional Devel. Funding (Projects bet. July-Dec.)	PDC
April 4-13 (Wed-Friday)	Pre-registration for Summer 2018 and Fall 2018	
April 25 (Wednesday)	Written Notice of Non-reappointment (First Year of Service)	Appropriate Vice President
April 30 (Monday)	Evaluation of Unit Members sent to Appropriate Academic Dean	Chairs
April 30 (Monday)	Excellence Awards Recommendations to President	Awards Committee
Apr 30 - May 4 (Mon-Fri)	Final Examinations	
May 1 (Tuesday)	Notification to Probationary Faculty Members That They Must Apply for Tenure	Provost
May 1 (Tuesday)	Announcement of Professional Development Recipients (Projects Between July – Dec.)	President
May 7 (Monday)	Final Grades Due Online and in Chairs' Offices	Faculty
May 10 (Thursday)	General Faculty Meeting Election of Faculty Senate Chair and Vice Chair and P&T Committee	Faculty
May 10 (Thursday)	Announce Excellence Awards Recipients	President
May 12 (Saturday)	Commencement	
May 18 (Friday)	Annual Reports sent via WEAVE on-line to Appropriate Academic Dean, Provost if applicable	Chair and Program Directors
June 1 (Friday)	College Reports due in the Office of the Provost & Vice President for Academic Affairs via WEAVE on-line	Deans