

Calendar of Administrative Operations
Academic Affairs
Academic Year 2017-2018

AUGUST

Aug. 15	New Faculty Orientation – 9:00 a.m. – Cox Conference Room, Winchester Center
Aug. 16	Assessment Day – 9:00 am – Ralph Center
Aug. 17	Faculty Development Workshop – 9:00 a.m. – Ralph Center
Aug. 18	Opening Faculty Meeting – 9:00 a.m.- Administration Building room 214; Spring scheduling information to Division Chairs
Aug. 23	Fall Classes begin – Traditional and On-Line Fall Term I
Aug. 25	Annual Reviews for non-tenured faculty who have two (2) or more years of service due to Division Chairs
Aug. 29	Opening Convocation – Owensboro Christian Church; 7:00 p.m.

SEPTEMBER

Sept. 1	Reports due to VPAA on 2016-2017 sabbatical activities
Sept. 1	List of Faculty to be considered for Promotion/Tenure during 2017-2018 submitted by Division Chairs to VPAA’s office
Sept. 1	Course Syllabi and list of Faculty Office Hours (electronically via email or thumb drive) submitted to VPAA’s office
Sept. 1	Requests for Supplemental Travel Funds submitted to VPAA’s Office
Sept. 4	Labor Day – no classes
Sept. 6	Division Chairs Meeting – 12:00 p.m. – VPAA Office
Sept. 8	Current CV/resume due electronically to VPAA office
Sept. 8	Spring 2018 Course Schedules due to the Registrar
Sept. 11	Faculty Meeting – 12:00 p.m. – Room 214
Sept. 15	Division Chair Evaluations for all Non-tenured faculty who have completed 2 or more years service are due to the VPAA’s Office
Sept. 18	Promotion and Tenure application materials due to Division Chairs

OCTOBER

Oct. 2	Sabbatical Applications for 2018-2019 to Division Chairs
Oct. 2	Division Chairs Meeting – 12:00 p.m. – VPAA Office
Oct. 2	Advising Begins
Oct. 5-6	Board meeting
Oct. 7	Panther Preview Day #1
Oct. 9	Faculty Meeting - 12:00 p.m. – Room 214
Oct. 11	Annual Reports for all Tenured Faculty due to Division Chairs
Oct. 11	Division Recommendations for Promotion and Tenure submitted to VPAA
Oct. 11	Mid-Term
Oct. 11	Spring 2018 Schedule posted online
Oct. 11	Last day of classes for Online I and First Half classes
Oct. 12-13	Fall Holiday – no classes
Oct. 16	Final Grades due for Online Term I AND First Half classes due – 8:00 a.m.
Oct. 16	Mid-Term grades for full semester classes – due 8 a.m.
Oct. 16	Fall Online Term II and Second Half classes begin
Oct. 16	Distribution of Student Course Evaluations
Oct. 16- Nov. 10	Registration for Spring 2018 begins
Oct. 19-20	Wesleyan Uncovered #1
Oct. 27	Adjunct classroom observations due to VPAA
Oct. 27	Division Chairs' Sabbatical Recommendations to VPAA
Oct. 27	Division Chair's Evaluation for Tenured Faculty due to VPAA
Oct. 27	Faculty Status Committees Reviews for Non-tenured Faculty who have 2 or more years of service are due to VPAA's Office
Oct. 30	Division Chairs Meeting
Oct. 31- Nov. 2	SACS On-site Visit

NOVEMBER

Nov. 10-11	Wesleyan Uncovered #2 with Panther Preview Day #2
Nov. 13	Faculty Meeting – 12:00 noon – Room 214
Nov. 20	Faculty Status Committee's recommendations for Promotion and Tenure and Reviews for tenured faculty NOT undergoing post-tenure review submitted to VPAA
Nov. 22-26	Thanksgiving Break

DECEMBER

Dec. 1	Names of part-time Faculty for Spring 2018 submitted to VPAA's Office
Dec. 1	End of the Semester Faculty meeting – 12:00 noon – Room 214
Dec. 1	All Fall Classes End
Dec. 2	Wesleyan Scholars Day
Dec. 4	Fall OL Final Grades Due – 8 a.m.
Dec. 4-8	Final Exams
Dec. 8	Copies of Final Examinations (electronically or via thumb drive) submitted to VPAA's Office
Dec. 11	Fall final grades for all fall term classes due in by 8:00 a.m.
Dec. 11	QEP Workshop (any faculty supervising internships, practica, student teaching, QEP pilot classes, in spring 2018 Required, others until spots filled – stipend)
Dec. 15	VPAA's Sabbatical, Promotion and Tenure Recommendations to President

JANUARY

Jan. 3	Winter Academic Assessment Day – all faculty 9:00AM
Jan. 4	Faculty Development Workshop– all faculty 9:00 AM
Jan. 5	Semi-Annual Reviews for First Year Faculty and Post Tenure Reviews due to Division Chairs
Jan. 5	Faculty Meeting – all faculty 10:00 AM; Summer/Fall Scheduling information to Division Chairs
Jan. 8	Spring and Spring Term I Online Classes Begin
Jan. 12	Course Syllabi and List of Faculty Office Hours (electronically or via thumb drive) submitted to VPAA's Office
Jan. 15	Martin Luther King Day – no classes
Jan. 18-19	Wesleyan Uncovered #3

Jan. 19	Division Chairs Evaluations of First Year Faculty and Post Tenure Review due to VPAA
Jan. 22-26	Registrar's meeting with Program Coordinators about Academic Bulletin Changes
Jan. 26	Summer/Fall 2017 Course Schedules due to Registrar's Office

FEBRUARY

Feb. 1-2	Board Meeting
Feb. 1-2	Wesleyan Uncovered #4
Feb. 5	Division Chair's meeting – 12:00 noon – VPAA Office
Feb. 5	Promotion, Tenure, and Sabbatical Announcement
Feb. 9	Academic Bulletin information sent to faculty
Feb. 12	Faculty Meeting – 12:00 noon – Room 214
Feb. 12	Faculty Status Committee Evaluations for First Year Faculty Due to VPAA
Feb. 12	Post-Tenure Review Committee Evaluations Due to VPAA
Feb. 15-16	Wesleyan Uncovered #5
Feb. 21-23	Registrar's meeting with Division Chairs about Academic Bulletin changes
Feb. 23	Last day of classes for Online I and First Half Classes
Feb. 26	Midterm grades for full semester classes AND Final grades due for Online I and First Half classes due – 8:00 a.m.
Feb. 26-Mar. 2	Spring Break

MARCH

Mar. 5	Mid-term and Fall and summer schedules posted online
Mar. 5	Classes resume
Mar. 5	Spring Online Term II and Second Half classes begin
Mar. 5	Information on Part-time Faculty for Summer and Fall 2017 submitted to VPAA's Office
Mar. 5	Division Chair's meeting – 12:00 noon – VPAA Office
Mar. 5	Advising Begins
Mar. 5	Distribution of Student Course Evaluations
Mar. 10	Achievement Scholarship Day
Mar. 12	Faculty Meeting – 12:00 - Room 214

Mar. 12-30	Summer and Fall Registration begins
Mar. 17	Spring CETL Teaching Conference
Mar. 23-24	Wesleyan Uncovered #6 with Panther Preview Day #3
Mar. 30	Good Friday - No Classes

APRIL

Apr. 3	Classes resume
Apr. 4	Division Chairs' Meeting – 12:00 noon – VPAA Office
Apr. 9	Faculty Meeting – 12:00 noon – Room 214
Apr. 12	Celebration of Student Achievements – Honor's Convocation, Scholars Day, Student Life Awards - classes end at noon
Apr. 13	Oak & Ivy
Apr. 20	All classes end
Apr. 21	Future Panther Day #1
Apr. 23-27	Final Exams
Apr. 27	Baccalaureate 7 PM
Apr. 28	Commencement 10 AM
Apr. 30	Spring final grades due for all classes – 8:00 a.m.
Apr. 30- May 4	WE Summer Institute

MAY

May 8	Summer classes begin
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SUMMER ADVISING SESSIONS

June 15	Future Panther Day #2
July 21	Future Panther Day #3