

ANDREWS ANNUAL CALENDAR FOR FACULTY

Month	Week One	Week Two	Week Three	Week Four
August	Summer term 3 ends Graduation Summer semester grades due Post fall syllabi to IVue Rank & Tenure: Draft portfolio to Chairs Acalog opens for Bulletin editing	Department meetings Continue tour planning for next year New faculty orientation Faculty Institute	Finalize entry of assessment findings in Assessment folders Department meetings Turn in detailed tour application to Dean's Office for Spring tours; Continue tour planning for next fiscal year Departments approve substantive program changes for coming year	Freshmen orientation & registration First Stop Student financial clearance required or classes dropped Week Five Fall semester begins Late registration fee begins Act on course/program adjustments decided in May
September	Student drop/Add deadline for Fall Rank & Tenure: Draft portfolio to Deans	School committees approve substantive program changes & Submit to PDRC Submit Textbook Adoptions to bookstore for Spring "How's it going?" survey given to fall online classes	PDRC reviews substantive program changes	Dec. & May graduation application deadline (UG) Dec. graduation application (GR) & advancement to candidacy deadlines Submit fiscal planning sheet for next year's tours to Dean's Office
October	Graduate/Undergraduate councils review substantive program changes	Rank & Tenure: Final portfolio to Chairs	SciFEST/ArtsFest October Preview Health Professions Preview Tour approval by Financial Administration; Begin advertising for next year's tours	Transfer Preview Celebration of Research Board approves program changes
November	Spring registration opens Department budget review	Junior Preview Department budget review Rank & Tenure: Final portfolio to Deans	Spring Online Course syllabi due to online@andrews.edu Department budget review	Student financial clearance opens for Spring Department budget review
December	Deadline for all bulletin changes in Acalog/Curriculog Turn in detailed tour application to Dean's Office for Summer tours Departments submit course schedules to Dean for summer	Final exams; End of fall semester DG/Incomplete/Missing grades deadline (December candidates) Incomplete deadline from previous semester classes for non-graduates Post spring syllabi to IVue Rank & Tenure: Final portfolio to Provost	Submit Fall semester grades Aggregate fall assessment data & enter in Assessment folders Bulletin final proof deadline. Acalog closes	

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January	Spring semester begins Faculty annual reviews begin Online Bulletin published	May graduation application (GR) & advancement to candidacy deadlines Student drop/Add deadline for Spring	"How's it going?" survey given to spring online classes Departments submit course schedules to Dean for coming year	Faculty annual reviews finish Faculty Activity Reports due Research Faculty Status application due Academic Calendar due
February	Submit course schedules to Academic Records Adjunct Faculty submission for new year	Adjunct Faculty submission for new year Cardinal Classic	Academic Calendar published	Course schedule for coming year published Departments submit corrections to course schedule for new year Faculty research grant applications due PDF Bulletin published
March	Music Festival Submit Textbook Adoptions to bookstore for Summer Curriculog opens for course/program proposals	March Preview	Strategic planning (through May)	Summer/Fall registration opens Transfer Preview FAR Awards announced Faculty research grants announced
April	Turn in detailed tour application to Dean's Office for Fall tours	DG/Incomplete/Missing grades deadline (Spring candidates) April Preview (may be 1 st week) Summer Online Course syllabi due onlinereview@andrews.edu	Final exams Post summer syllabi to IVue (or earlier) Submit Textbook Adoptions to bookstore for Fall	Incomplete deadline from previous semester classes for non-graduates Spring semester ends
May	Graduation Submit spring semester grades Summer term 1 begins	Department assessment meeting <ul style="list-style-type: none"> • Aggregate assessment data • Analyze student learning • Plan course/program adjustments • Strategic planning Begin planning next year's tours Summer term 1 Aug. graduation application (UG & GR) & advancement to candidacy deadlines	Record assessment findings & action plans in Assessment folders, and answer analysis questions (through summer) Summer term 1	Summer term 1
June	Summer term 1 ends	Summer term 2 begins "How's it going?" survey given to summer online classes	Summer term 2	Summer term 2
July	Summer term 2 ends Student financial clearance opens for Fall	Summer term 3 begins DG/Incomplete/Missing grades deadline (Summer candidates)	Summer term 3 Fall Online Course syllabi due to onlinereview@andrews.edu	Summer term 3 Incomplete deadline from previous semester classes for non-graduates

Key: New/potential students; Substantive changes, bulletin, course schedules; Textbooks; Semester; Assessment; Faculty; Online learning; Tours; Finance

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