



OPERATIONAL CALENDARS 2020 - 2021



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<http://www.duq.edu/academics/academic-calendar>

The Administrative Calendar: 2020 - 2021

July 1	Fiscal Year Begins Undergraduate and graduate catalogs are available online.
July 12	Second proof <i>Schedule of Classes</i> for Spring is submitted by the Deans to the University Registrar.
August 24	Fall classes begin
September 1	Annual reports due the Associate Provost for Academic Affairs via submission in WEAVE.
September 15	Requests for Sabbatical Leaves for Fall and Spring must be submitted by the faculty to the appropriate departmental chairpersons and Deans.
October 1	Faculty requests due for: a. promotion b. tenure c. reappointment of full-time faculty in their third year with data should be submitted to the Dean/Chair.
October 6	Fall Enrollment Census Report distributed by Institutional Research.
October 15	Spring semester <i>Schedule of Classes</i> is available online. Recommendations for Sabbatical Leaves with data and recommendations must be submitted by the Deans to the Provost.
November 3	Deadline to submit nominations for speakers at the Baccalaureate Mass and Commencement Ceremonies to the Public Honors and Events Committee.
November 4	Proposed <i>Schedule of Classes</i> for next Fall is submitted by the Deans to the University Registrar.
November 15	The Provost and Academic Vice President announces the approved sabbatical leaves and the faculty members are notified.

December 4	<p>Submission of the names of candidates for honorary degrees should be submitted to the Provost and Vice President for Advancement for presentation to the Public Honors and Events Committee.</p> <p>Deadline to submit nominations for speakers at the Baccalaureate Mass and Commencement Ceremonies to the Public Honors and Events Committee.</p>
December 15	<p>Recommendations with full data for</p> <ul style="list-style-type: none">a. promotionb. tenurec. reappointment of full-time faculty in their third year should be submitted to the Provost by the Deans. <p>The Provost and Academic Vice President transmits the requests and data for promotion, tenure, and reappointment of full-time faculty in their third year to the University Promotion and Tenure Committee.</p>
December 18	<p>Official Graduation Date Commencement</p>
January 11	<p>Submission of the names of candidates for honorary degrees should be submitted to the Provost and Academic Vice President for presentation to the Public Honors and Events Committee.</p>
January 21	<p>Spring classes begin</p>
February 5	<p>Publicity and schedule on the Summer Session ready for distribution. Advertisements, brochures, etc. will be mailed to various publics at strategic periods from mid-February until summer sessions begin.</p>
February 21	<p>Spring Enrollment Census Report distributed by Institutional Research.</p>
March 1	<p>Recommendations for</p> <ul style="list-style-type: none">a. promotionb. tenure

c. reappointment of full-time faculty in their third year received from the Promotion and Tenure Committee are submitted by the Provost and to the President. The Provost will inform the Deans of the President's action when all decisions have been made.

March 16	Fall semester <i>Schedule of Classes</i> is available online.
May 1	Candidates for tenure or promotion to Associate Professor or Professor should provide copies of publications for external review to the Department Chair or Dean.
May 7	Official Graduation Date University Commencement
June 5	Dates for final requisitions, encumbrances, purchase orders, etc. should be announced by the Vice President for Management and Business.
June 30	Fiscal Year Ends