



# OPERATIONAL CALENDARS 2021 - 2022



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

### **The Administrative Calendar: 2021 - 2022**

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|--------------|--|
| July 1       | Fiscal Year Begins<br><br>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 23    | Fall classes begin   |
| September 1  | Faculty requests due for: <ul style="list-style-type: none"><li>a. promotion</li><li>b. tenure</li><li>c. reappointment of full-time faculty in their third year with data should be submitted to the Dean/Chair.</li></ul>          |
| September 15 | Requests for Sabbatical Leaves for Fall and Spring must be submitted by the faculty to the appropriate departmental chairpersons and Deans.  |
| September 30 | Annual reports due the Associate Provost for Academic Affairs via submission in WEAVE  |
| October 4    | Spring semester <i>Schedule of Classes</i> is available online.<br><br>Recommendations for Sabbatical Leaves with data and recommendations must be submitted by the Deans to the Provost.  |
| October 5    | Fall Enrollment Census Report distributed by Institutional Research.   |
| October 15   | Recommendations for Sabbatical Leaves with data and recommendations must be submitted by the Deans to the Provost.   |
| November 15  | Recommendations with full data for <ul style="list-style-type: none"><li>a. promotion</li><li>b. tenure</li><li>c. reappointment of full-time faculty in their third year should be submitted to the Provost by the Deans.</li></ul> |

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|             | <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>   |
| November 19 | <p>Proposed first proof <i>Schedule of Classes</i> for next Fall is submitted by the Deans to the University Registrar.</p>  |
| November 19 | <p>Submission of the names of candidates for honorary degrees should be submitted to the Provost and Vice President for University Advancement for presentation to the Public Honors and Events Committee.</p>   |
| December 17 | <p>Official Graduation Date<br/>Commencement</p>   |
| January 12  | <p>Spring classes begin</p>  |
| January 14  | <p>Deadline to submit nominations for speakers at the Baccalaureate Mass and Commencement Ceremonies to the Public Honors and Events Committee. Jim Miller Interim VP for University Advancement</p>   |
| January 28  | <p>Proposed second proof <i>Schedule of Classes</i> for next Fall is submitted by the Deans to the University Registrar.</p>   |
| February 1  | <p>Recommendations for</p> <ul style="list-style-type: none"><li>a. promotion</li><li>b. tenure</li><li>c. reappointment of full-time faculty in their third year</li></ul> <p>received from the promotion and Tenure Committee are submitted by the Provost and to the President.</p> <p>The Provost will inform the Deans of the President's action when all decisions have been made.</p> |
| February 15 | <p>Opportunities and class schedule ready on the Summer Session website. Summer opportunities promoted to various audiences (current students, prospective students, high school students, etc) at strategic periods from mid-February until summer</p>  |

sessions begin.

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| February 23 | Spring Enrollment Census Report distributed by Institutional Research.  |
| March 7     | 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 13      | Official Graduation Date<br>University Commencement   |
| May 20      | Dates for final requisitions, encumbrances, purchase orders, etc. should be announced by the Vice President for Finance and Business.                             |
| June 30     | Fiscal Year Ends  |

**UNIVERSITY EVENTS**