**FALL** (specific dates may be adjusted by colleges)

|  |  |
| --- | --- |
| MONTH AND DATE | TASK |
| **August** |  |
|  | Schedule a check-in meeting for follow-ups for faculty on a Performance Remediation Plan (PRP) or Performance Improvement Plan (PIP) |
| Before term begins | * Combine courses in BlazeView (<https://banapexsso.valdosta.edu/apex/f?p=COURSE_COMBINING>) if requested by instructors
* Remind faculty to update all course syllabi with the most current institutional statements on Accommodations, Non-Discrimination and Title IX, and Attendance (see <https://www.valdosta.edu/academics/academic-affairs/syllabi.php>)
 |
| First Class Day | * Remind faculty to upload syllabi to Success Portal (<https://www.valdosta.edu/administration/sacs/documents/course-syllabi-upload.pdf>)
* Receive faculty leave with pay request for next fall
 |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
| 2nd week of term | Remind faculty to complete attendance verification |
| 2nd Monday | Receive faculty reassigned time requests for spring |
| 3rd Monday | Submit reassigned time requests to Dean’s office |
| 4th Wednesday | Faculty submit P and T dossiers |
| Last Tuesday | Council of Department Heads meeting |
|  |  |
| **September** |  |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
| 2nd Wednesday | Departmental P and T committee submits report to department head |
| 2nd week | Graduate Faculty applications due |
| 15th | Core Curriculum Assessment Reports from previous spring due to General Education Council |
| 30th | IERs and IEPs due (<https://www.valdosta.edu/administration/university-assessment-committee/program-review.php> |
| End of Month | Encourage faculty to apply for experiential learning (EL) course endorsement and/or EL seed grant for Spring term |
| Last week | Submit competitive GA application |
| Last Tuesday | Council of Department Heads meeting |
|  |  |
| **October** |  |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
| 1st | Forward faculty leave with pay requests to Dean’s office |
| 1st Wednesday | Submit P and T recommendation to candidate and to Dean’s Office |
| 2nd Monday | Remind faculty of AFARAP preparation |
| 15th | Textbook orders due to bookstore for spring |
| Designated date | Remind faculty to submit midterm grades for 1000-2000 level classes |
| Last Tuesday | Council of Department Heads meeting |
|  |  |
| **November** |  |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
|  | Schedule a check-in meeting for follow-ups for faculty on a Performance Remediation Plan (PRP) or Performance Improvement Plan (PIP) |
|  | Remind faculty to complete annual compliance training modules |
| By requested date | Collect faculty names for commencement attendance |
| Last Tuesday | Council of Department Heads meeting |
| End of Month | Course schedule for next fall due |
|  |  |
| **December** |  |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
| 1st week | Deadline to hire new GAs for spring |
| Monday after graduation | Faculty grades due |
| Before winter break | Ensure staff and 12-month faculty enter mandatory vacation leave days |
| End of semester | Complete any scheduled core curriculum assessments ((<https://www.valdosta.edu/academics/general-education/>) |

**SPRING** (specific dates may be adjusted by colleges)

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| MONTH AND DATE | TASK |
| **January** |  |
| Before term begins | * Combine courses in BlazeView (<https://banapexsso.valdosta.edu/apex/f?p=COURSE_COMBINING>) if requested by instructors
* Remind faculty to update all course syllabi with the most current institutional statements on Accommodations, Non-Discrimination and Title IX, and Attendance (see <https://www.valdosta.edu/academics/academic-affairs/syllabi.php>)
 |
| First Class Day | * Remind faculty to upload syllabi to Success Portal (<https://www.valdosta.edu/administration/sacs/documents/course-syllabi-upload.pdf>)
* Receive faculty leave with pay request for next spring
 |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
| 2nd week of term | Remind faculty to complete attendance verification |
| Tuesday after MLK holiday | Presidential Excellence Awards nominees due to Dean’s office |
| 3rd Monday | AFARAPS due |
| Last Tuesday | Council of Department Heads meeting |
| January 31 | Staff submit annual self-evaluation |
|  |  |
| **February** |  |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
| 4th Friday | Submit annual evaluations to Dean’s Office along with any needed Performance Remediation Plans (PRP) |
| End of Month | Encourage faculty to apply for experiential learning (EL) course endorsement and/or EL seed grant for Spring term |
| Last week | Submit competitive GA applications |
| Last Tuesday | Council of Department Heads meeting |
| February 28 | * Supervisors complete staff annual evaluations
* Begin process to select student award winners for end of year awards ceremonies
* Encourage faculty to apply for experiential learning (EL) course endorsement and/or EL seed grant for Fall term
 |
|  |  |
| **March** |  |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
|  | Schedule initial meeting with faculty member for a PRP |
|  | All curriculum requests and catalog changes for next year’s calendar should be submitted by the Academic Committee’s meeting this month |
| 2nd week | Graduate Faculty applications due |
| 15th | Textbook orders due to bookstore for spring |
| Designated date | Remind faculty to submit midterm grades for 1000-2000 level classes |
| By March 31 | Supervisor meets with staff member for annual evaluation |
| Last Tuesday | Council of Department Heads meeting |
|  |  |
| **April** |  |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
|  | Schedule a check-in meeting for follow-ups for faculty on a Performance Remediation Plan (PRP) or Performance Improvement Plan (PIP) |
| 3rd week | Deadline to inform Graduate School of GA hiring for summer semester |
| By requested date | Collect faculty names for commencement attendance |
| Last Tuesday | Council of Department Heads meeting |
| End of Month | Course schedule for next fall due |
|  |  |
| **May** |  |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
| Monday after graduation | Faculty grades due |
| End of semester | Complete any scheduled core curriculum assessments ((<https://www.valdosta.edu/academics/general-education/>) |
| Before Maymester begins | * Combine courses in BlazeView (<https://banapexsso.valdosta.edu/apex/f?p=COURSE_COMBINING>) if requested by instructors
* Remind faculty to update all course syllabi with the most current institutional statements on Accommodations, Non-Discrimination and Title IX, and Attendance (see <https://www.valdosta.edu/academics/academic-affairs/syllabi.php>)
 |
| First Class Day | * Remind faculty to upload syllabi to Success Portal (<https://www.valdosta.edu/administration/sacs/documents/course-syllabi-upload.pdf>)
 |
| As scheduled | * Remind faculty about attendance verification
* Remind faculty to submit midterm grades for 1000-2000 level classes
 |

**Summer** (specific dates may be adjusted by colleges)

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| --- | --- |
| MONTH AND DATE | TASK |
| **June** |  |
| Before Summer 2 and 3 begin | * Combine courses in BlazeView (<https://banapexsso.valdosta.edu/apex/f?p=COURSE_COMBINING>) if requested by instructors
* Remind faculty to update all course syllabi with the most current institutional statements on Accommodations, Non-Discrimination and Title IX, and Attendance (see <https://www.valdosta.edu/academics/academic-affairs/syllabi.php>)
 |
| First Class Day | * Remind faculty to upload syllabi to Success Portal (<https://www.valdosta.edu/administration/sacs/documents/course-syllabi-upload.pdf>)
 |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
| As scheduled | * Remind faculty to complete attendance verification
* Remind faculty to submit midterm grades for 1000-2000 level classes
 |
|  |  |
| **July** |  |
| Bi-weekly or monthly depending on status | Approve staff and GA time cards |
| Before Summer 4 begins | * Combine courses in BlazeView (<https://banapexsso.valdosta.edu/apex/f?p=COURSE_COMBINING>) if requested by instructors
* Remind faculty to update all course syllabi with the most current institutional statements on Accommodations, Non-Discrimination and Title IX, and Attendance (see <https://www.valdosta.edu/academics/academic-affairs/syllabi.php>)
 |
| As scheduled | * Remind faculty to complete attendance verification
* Remind faculty to submit midterm grades for 1000-2000 level classes
 |
|  | * Planning for opening of the fall activities
* Reviewing department webpages, curriculum (degree program map), faculty listings
 |
| As scheduled | Division of Academic Affairs, College, Department Retreats |
| End of month | Spring schedules due |
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