

January 2018

Padnos College of Engineering and Computing Deans Office

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
	1 New Years Day, Offices Closed! LAST DAY OF HOLIDAY BREAK	2 Office Staff returns from break NOTE: PCEC Start-up activities will be held in individual Units. Unit Heads receive salary review documents	3	4	5	6 FIRST Robotics Kickoff Event - KEN, KEB and EC																																																																																											
7	8 W18 Affiliate Faculty up for Contract Renewal and/or Promotion to SR Af. Fac. submit portfolio to Unit Head in DM. W18 Personnel Candidates to submit Personnel Portfolio to Unit Head in DM. Winter 2018 Classes Begin	9	10 BOT "Good News" Due for '17 fourth quarter.	11	12 Last day to add, register, pay or 100% refund, etc. by 5 pm	13																																																																																											
14	15 FINAL round of 18-19 schedule due to Dean's office by 8:00 a.m. MLK Day - No classes (office open)	16	17	18	19	20																																																																																											
21	22	23	24	25	26 Niemeyer Award Deadline, see gvsu.edu/provost for info	27																																																																																											
28	29 Syllabi W17, Office Hours W17, Absence Report F16, Evaluations F16 - All due to Deans Office today.	30	31 Provost forwards decisions on 18-19 Sabbaticals to the President and informs Deans and USRC. Dean to inform Departments. Provost makes F17 Personnel Promotion decisions and notifies all appropriate people.	<div>Dec 2017</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <div>Feb 2018</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </table>			S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
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<div>4</div>	<div>5</div>	<div>6</div>	<div>7</div>	<div>8</div> <div>Deans Office sends unit head salary recommendation material to faculty</div>	<div>9</div>	<div>10</div>																																										
<div>11</div>	<div>12</div> <div>Unit Head/Director submits Contract Renewal School /Department recommendations to the Dean's Office.</div>	<div>13</div>	<div>14</div>	<div>15</div> <div>Suggested Deadline: possible date for colleague rec's to be returned to Unit Head (at UH's discretion)</div> <div>Roger B. Chaffee/National Engineering Week activities (PCEC Museum)</div>	<div>16</div> <div>Unit Head/Director to submit Tenure and Promotion School recommendations to the Dean's Office</div>	<div>17</div>																																										
<div>18</div>	<div>19</div> <div>Tentative - Dean's Office notifies 19/20 sabbatical candidates of eligibility.</div>	<div>20</div>	<div>21</div>	<div>22</div> <div>Salary recommendation for unit head due from faculty to Dean's Office/Joan</div>	<div>23</div>	<div>24</div>																																										
Mid-term evaluations, March 19-23																																																
<div>25</div>	<div>26</div>	<div>27</div>	<div>28</div> <div>Unit Heads to forward Affiliate Faculty renewal recommendations to the Dean's Office. Dean's Office to process hiring paper with Unit Heads and Human Resources.</div>																																													



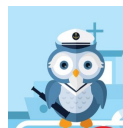
March 2018

Padnos College of Engineering and Computing Deans Office

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<div>4</div>	<div>5</div> <div>Unit Head summary forms with Colleague Salary recommendation forms attached are due to Dean's office by noon.</div>	<div>6</div>	<div>7</div>	<div>8</div>	<div>9</div> <div>Drop with "W" deadline</div>	<div>10</div>																																										
Spring Break - March 4-11																																																
<div>11</div>	<div>12</div> <div>SS 2018 Staffing plans due in the Dean's Office along with new adjunct hiring paperwork, AP approval and Grad adjunct forms.</div>	<div>13</div>	<div>14</div> <div>Applications for W19 Promotion to SR Affiliate Faculty due to the Unit Head.</div> <div>Nominations for Fall 18 Promotions to Full Professor due to Unit Head.</div>	<div>15</div>	<div>16</div>	<div>17</div> <div>Science Olympiad in Allendale</div>																																										
<div>18</div>	<div>19</div> <div>SS2018 GA, Grant, Co-op and Intern Employment information due to the Dean's Office.</div> <div>SIGN UP NOW!</div> <div>Current Student Registration, 3/19-4/3</div>	<div>20</div>	<div>21</div> <div>DUE - Catalog copy updates tentatively due</div>	<div>22</div>	<div>23</div> <div>CPC recommends Contract Renewal Personnel action to the Dean's Office.</div>	<div>24</div>																																										
				FIRST ROBOTICS Competition at Fieldhouse!																																												
<div>25</div> <div>SIGN UP NOW!</div> <div>Current Student Registration, 3/19-4/3</div>	<div>26</div>	<div>27</div>	<div>28</div>	<div>29</div>	<div>30</div> <div>Applications for W19 Promotion to SR Affiliate Faculty due to the Dean's Office</div> <div>CPC recommends Tenure and Promotion Personnel action to the Dean's Office.</div> <div>Nominations for Fall 18 Promotion to Full Professor due in the Dean's Office.</div>	<div>31</div>																																										


April 2018

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1  Current Student Registration, 3/19-4/3	2	3 <div>Tentative HRO deadline for SS2018 Adj/Ovl letters.</div>	4 <div>Tentative - Notify all of upcoming Fall '18 Promotion Personnel action and W19 Promotion to SR Affiliate Faculty, if any.</div> <div>BOT "Good News" Due for '18 first quarter (Jan/Feb/Mar).</div>	5	6  Laker Experience Days	7																																																																																				
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15	16 <div>Dean's Office to notify Unit Heads of upcoming W19 applications for promotion to SR Affiliate Faculty.</div>	17	18	19 <div>Dean's Office to notify all of upcoming W19 contract renewal and tenure action. (tentative)</div> <div>PCEC Project Day, 10-noon, KEN/KEB</div>	20 <div>Dean to forward all W18 personnel recommendations to the Provost's Office</div>	21																																																																																				
22	23	24	25	26	27 <div>Board of Trustees Mtg, 11 am, Seidman Center</div> <div>Commencement Ceremony's</div>	28 <div>Commencement Ceremony's</div>																																																																																				
<div>Winter 2018 Examinations</div>																																																																																										
29	30 <div>Winter 2018 Grading Deadline for PCEC, 11:59 p.m. TONIGHT!</div>	<div> <div> Mar 2018 <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> </div> <div> May 2018 <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> </div> </div>					S	M	T	W	T	F	S				1	2	3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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<div>6</div>	<div>7</div> <div>First day of S/S 18 classes (6 and 12 wk)</div>	<div>8</div>	<div>9</div>	<div>10</div>	<div>11</div> <div>Last day to register for 1st 6 or 12 week classes and 100% tuition refund deadline</div>	<div>12</div>																																										
<div>13</div>	<div>14</div>	<div>15</div>	<div>16</div>	<div>17</div>	<div>18</div> <div>75% tuition refund deadline for 1st 6 week classes @ 5 pm</div>	<div>19</div>																																										
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<div>27</div> <div>REMINDER - STEPS CAMP is June 18-21 and June 25-28.</div>	<div>28</div> <div>Memorial Day Holiday, offices closed!</div>	<div>29</div>	<div>30</div>	<div>31</div>	<div> <div>Jun 2018</div> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> </div>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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