December 2015

Padnos College of Engineering and Computing Deans Office

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1. Provost forwards recommended 16-17 Sabbatical decisions to the President and informs Deans and USRC. Dean's Office to notify DIR's and Dept. Chairs.

2. Nominations sought for Niemeyer Awards - http://www.gvsu.edu/provost. Will be due to Dean's office 1/31/15

3. TENTATIVE - Final Round of 2016-2017 Schedule Copy from Registrar's Office to Dean's Office.

4. Scholarship Competition, 11-3:30 (approximately) for those that volunteered

5. Fall 2015 Classes End

6. Commencement

7. Fall 2015 Examinations, Dec. 14-19h

8. Grades Due - College deadline, 11:59 p.m. on 12/21. Banner closes 12/22 @ noon.

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Dean's Office notifies Candidate & School Directors of Fall 15 Personnel, Promotion to Full Professor decisions.
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**January 2016**

*Padnos College of Engineering and Computing Deans Office*

- **3 January**: 2016-2017 Salary review documents made available to Unit Heads and PSS’s.
- **4 January**: Staff return from holiday break.
- **5 January**: Classes Start - Winter 2016.
- **6 January**: Personnel Candidates to submit Personnel Portfolio to Unit Head/Director.
- **7 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **8 January**: First Robotics Kickoff event.
- **9 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **10 January**: 2016-2017 Salary review documents made available to Unit Heads and PSS’s.
- **11 January**: Staff return from holiday break.
- **12 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **13 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **14 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **15 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **16 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **17 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **18 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **19 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **20 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **21 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **22 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **23 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **24 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **25 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **26 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **27 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **28 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **29 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **30 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.
- **31 January**: Scholarship Competition, 11-3:30 (approximately) for those that volunteered.

**Martin Luther King Day**: No classes, offices open.
### February 2016

**Padnos College of Engineering and Computing Deans Office**

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<td>2015 Annual Activity Report and 2017 IWP are due to Dean's Office. Faculty receive colleague salary recommendation info from Unit Head.</td>
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<td>Winter '16 syllabi and office hours due to Dean's Office. Fall '15 evals and absence report also due.</td>
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<td>Dean's Office distributes Unit Head salary recommendation materials to faculty (due back 2/22)</td>
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<td>Colleague recommendations due to Unit Head <em>(due date at the discretion of the Unit Head)</em></td>
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<td>Tentative - Dean's Office notifies 17/18 sabbatical candidates of eligibility Salary recommendation FOR Unit Head due from faculty TO Deans Office</td>
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**Mid-Term Evaluations for Winter 2016**

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### March 2016

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#### 6
- Nominations for Fall 16 Promotion to Full Professor due in the Dean's Office.

#### 7
- SS2016 Staffing plans due in the Dean's Office along with new adjunct hiring paperwork, AP approval and Grad adjunct forms.

#### 8
- Strikeout, grade "W".

#### 9
- 2016 Spring Break, March 6-13

#### 10
- Unit Head summary forms with Colleague Salary Recommendation forms attached, due to Dean by noon today.

#### 11
- Drop deadline - grade "W".

#### 12
- First Robotics Competition - Allendale Fieldhouse

#### 20
- SS2016 GA, Grant, Co-op and Intern Employment information due to the Dean's Office.

#### 21
- Nominations for Fall 16 Promotion to Full Professor due to the Unit Head/Director.

#### 22
- CATALOG COPY DUE to Institutional Marketing

#### 23
- CPC recommends Contract Renewal Personnel action to the Dean's Office.

#### 24
- FIRST Robotics Competition - Allendale Fieldhouse

#### 25
- Nominations for Fall 16 Promotion to Full Professor due in the Dean's Office.

#### 26
- COMING SOON: Catalog copy due 3/23 to Institutional Marketing

#### Apr 2016

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May 2016

Padnos College of Engineering and Computing Deans Office

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Grades Due - College deadline 5/2 @ midnight. Banner closes 5/3 @ noon.

6 and 12 week classes begin today, S/S 2016

Memorial Day Holiday.
No classes.