

2023-24 PC Calendar - GVSU Math Department					8/28/2023 8:29:31
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Start-up Week</b>	8/21/23	8/22/23	8/23/23	8/24/23	8/25/23
Note	<b>FH: External Letters requested by 8/14/23</b>				
PC/Advocate					
Candidate(s)	FH = Firas LB = Lora JO = Joy		LB + JO: Email PC Chair with: (1) Current CV (2) Advocate name (optional) (3) External Letter Writers		
Department					
Unit Head					
<b>Week 1</b>	8/28/23	8/29/23	8/30/23	8/31/23	9/1/23
Note	<b>First day of F23 Classes</b> FH: CPC portfolio deadline				
PC/Advocate		<b>FH: PC Chair makes portfolio available on Math TT Bb site</b>			
Department		Faculty time to review the portfolio and submit bullet items by 9/6 >>>			
Unit Head					
<b>Week 2</b>	9/4/23	9/5/23	9/6/23	9/7/23	9/8/23
Note	<b>F23 Labor Day Recess</b>				
PC/Advocate					
Department	Faculty time to submit bullet items (cont.) >>>		FH-11. DUE: Faculty submit bullet items for Firas's initial agenda (to UH, by 5pm)		
Unit Head				UH time to work on draft initial agenda >>>	
<b>Week 3</b>	9/11/23	9/12/23	9/13/23	9/14/23	9/15/23
Note					
PC/Advocate	<b>PC Chair post W24 LIFT + CV to Bb; email formative feedback survey</b>		PC+A time to review draft initial agenda before 9/15 >>>		<b>FH-13b. PC+A meet (1pm); FH-13c. PC+A Feedback due to UH (due Monday 9am)</b>
Department					
Unit Head	UH time to work on draft initial agenda (cont.) >>>		FH-13a. Draft Initial Agenda to PC+A (by 9am)		
<b>Week 4</b>	9/18/23	9/19/23	9/20/23	9/21/23	9/22/23
Note					
PC/Advocate			FH-14b. PC/A votes due to PC Chair (3pm)	FH-14c. PC/A dissents due to UH (by 3pm)	
Department					Dept time to review... >>>
Unit Head	UH time to revise draft >>>	FH-14a. Send revised draft to PC+A for vote (1pm)			FH-15. UH sends I.A. to Dept (noon)
<b>Week 5</b>	9/25/23	9/26/23	9/27/23	9/28/23	9/29/23
Note					
PC/Advocate					
Department	Dept time to review initial agenda (cont.) >>>		<b>FH-16b. Dept Feedback on Initial Agenda to UH (5pm)</b>		<b>DUE: Formative feedback surveys for W24 personnel actions (5pm)</b>
Unit Head			UH incorporates feedback to create final agenda >>>		FH-16d. UH Sends Final Agenda to Dept (8am)
<b>Week 6</b>	10/2/23	10/3/23	10/4/23	10/5/23	10/6/23
Note	PME-NA	PME-NA	PME-NA		
PC/Advocate	<b>PC Chair: Send redacted feedback to PC, Advocates, Candidates</b>		<b>FH-17-18. Unit Discussion Meeting (1pm)</b>		
Department	Time to review final agenda >>>		Time to send post meeting comments to UH >>>		<b>FH-19. Post-meeting comments to UH (noon)</b>
Unit Head			UH time to work on draft URR; incorporate any P.M.C.'s as they come in >>>		
<b>Week 7</b>	10/9/23	10/10/23	10/11/23	10/12/23	10/13/23
Note					
PC/Advocate					
Department				FH-20c. Suggestions on Draft URR due to UH (4pm)	
Unit Head	UH work on draft URR >>>	<b>FH-20b. Send draft URR to Department (8am)</b>			<b>FH-URR: UH distributes Final URR; upload to CPC (5pm)</b>

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<b>Week 8</b>	10/16/23	10/17/23	10/18/23	10/19/23	10/20/23
Note					
PC/Advocate					
Department					
Unit Head					
<b>Week 9</b>	10/23/23	10/24/23	10/25/23	10/26/23	10/27/23
Note	F23 Fall Break	F23 Fall Break			
PC/Advocate					
Candidate(s)					
Department					
Unit Head					
<b>Week 10</b>	10/30/23	10/31/23	11/1/23	11/2/23	11/3/23
Note					
PC/Advocate			PC+A time to review draft personal statement #1 >>>		
Candidate(s)			Candidate #1 DRAFT personal statement due (noon)		
Department					
Unit Head					
<b>Week 11</b>	11/6/23	11/7/23	11/8/23	11/9/23	11/10/23
Note					
PC/Advocate	PC+A time to review draft personal statement #1 >>>		Candidate #1 meeting (1pm)	PC+A time to review draft personal statement #2 >>>	
Candidate(s)			Candidate #2 DRAFT personal statement due (noon)		
Department					
Unit Head					
<b>Week 12</b>	11/13/23	11/14/23	11/15/23	11/16/23	11/17/23
Note					
PC/Advocate	PC+A time to review draft personal statement #2 >>>		Candidate #2 meeting (1pm)		
Department					
Unit Head					
<b>Week 13</b>	11/20/23	11/21/23	11/22/23	11/23/23	11/24/23
Note			F23 Thanksgiving Recess	F23 Thanksgiving Recess	F23 Thanksgiving Recess
PC/Advocate					
Department					
Unit Head					
<b>Week 14</b>	11/27/23	11/28/23	11/29/23	11/30/23	12/1/23
Note					
PC/Advocate					
Department					
Unit Head					
<b>Week 15</b>	12/4/23	12/5/23	12/6/23	12/7/23	12/8/23
Note	LB + JO: External Letters Due (requested)				
PC/Advocate					
Department					
Unit Head					
<b>Finals Week</b>	12/11/23	12/12/23	12/13/23	12/14/23	12/15/23
Note	Portfolios DUE (LB + JO) per Math Personnel Procedures				
PC/Advocate	PC Chair makes portfolios available on Math TT Bb site				
Department					
Unit Head					
<b>Winter Break</b>	12/18/23	12/19/23	12/20/23	12/21/23	12/22/23
<b>Winter Break</b>	12/25/23	12/26/23	12/27/23	12/28/23	12/29/23
<b>Winter Break</b>	1/1/24	1/2/24	1/3/24	1/4/24	1/5/24
Note			JMM Conference 2024	JMM Conference 2024	JMM Conference 2024

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PC/Advocate	LB = Lora JO = Joy				
Department					
Unit Head					
<b>Week 1</b>	1/8/24	1/9/24	1/10/24	1/11/24	1/12/24
Note	<b>First day of W24 classes</b> CPC Portfolio Deadline				
PC/Advocate					
Department		<b>LB-11. DUE: Faculty submit bullet items for Lora's initial agenda (to UH)</b>			
Unit Head					LB-13a. Draft Initial Agenda to PC+A (5pm; or Monday and notify PC)
<b>Week 2</b>	1/15/24	1/16/24	1/17/24	1/18/24	1/19/24
Note	MLK Day				
PC/Advocate			<b>LB-13b. PC+A meet to review Draft Initial Agenda (1pm)</b>	LB-13c. PC+A Feedback on Draft Initial Agenda due to UH (3pm)	
Department		<b>JO-11. DUE: Faculty submit bullet items for Joy's initial agenda (to UH)</b>			
Unit Head					JO-13a. Draft Initial Agenda to PC+A (5pm; or Monday and notify PC)
<b>Week 3</b>	1/22/24	1/23/24	1/24/24	1/25/24	1/26/24
Note					
PC/Advocate		LB-14b. PC/A votes to PC Chair re: endorsing the Initial Agenda (3pm) ---	LB-14c. PC/A dissents due to UH (by 11am) --- <b>JO-13b. PC+A meet to review Draft Initial Agenda (1pm)</b>	---	JO-13c. PC+A Feedback on Draft Initial Agenda due to UH (3pm)
Department					
Unit Head	LB-14a. Revised Draft Initial Agenda to PC+A for vote		LB-15. UH sends Initial Agenda to Dept (by 5pm)		
<b>Week 4</b>	1/29/24	1/30/24	1/31/24	2/1/24	2/2/24
Note					
PC/Advocate		JO-14b. PC/A votes to PC Chair re: endorsing the Initial Agenda (3pm)	JO-14c. PC/A dissents due to UH (by 11am)		
Department	LB-16b. Dept Feedback on Initial Agenda to UH (5pm)				
Unit Head	---		LB-16d. UH Sends Final Agenda to Dept (by noon) ---		
	JO-14a. Revised Draft Initial Agenda to PC+A for vote		JO-15. UH Sends initial Agenda to Dept (5pm)		
<b>Week 5</b>	2/5/24	2/6/24	2/7/24	2/8/24	2/9/24
Note			AMTE Conference	AMTE Conference	AMTE Conference
PC/Advocate					
Department	<b>LB-17-18. Unit Discussion Meeting (1pm)</b> ---		LB-19. Post-meeting comments to UH (noon)		
	JO-16b. Dept Feedback on Initial Agenda to UH (5pm)				
Unit Head			JO-16d. UH Sends Final Agenda to Dept (by noon)		
<b>Week 6</b>	2/12/24	2/13/24	2/14/24	2/15/24	2/16/24
Note					<b>URR Materials DUE to CPC (Tentative; still awaiting CLAS CPC Calendar for W24)</b>
PC/Advocate					

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Department	--- <b>JO-17-18. Unit Discussion Meeting (1pm)</b>		LB-20c. Suggestions on Draft URR due to UH (noon) --- JO-19. Post-meeting comments to UH (noon)		
Unit Head	LB-20b. Send draft URR to Department (5pm)				LB-URR: UH sends Final URR to Department and all materials to CPC (5pm)
<b>Week 7</b>	2/19/24	2/20/24	2/21/24	2/22/24	2/23/24
Note	(Esther returning from AACTE Conference)				<b>UNCONFIRMED: Extended deadline for CPC (still need to request extension from CPC Chair (F23=Shelly Smith; W24=Dan Graser))</b>
PC/Advocate					
Department			JO-20c. Suggestions on Draft URR due to UH (noon)		
Unit Head	JO-20b. Send draft URR to Department (5pm)				JO-URR: UH sends Final URR to Department and all materials to CPC (5pm)
<b>Week 8</b>	2/26/24	2/27/24	2/28/24	2/29/24	3/1/24
Note					
PC/Advocate					
Department					
Unit Head					
<b>Week 9</b>	3/4/24	3/5/24	3/6/24	3/7/24	3/8/24
Note	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>
PC/Advocate					
Department					
<b>Week 10</b>	3/11/24	3/12/24	3/13/24	3/14/24	3/15/24
Note					
PC/Advocate					
Department					
<b>Week 11</b>	3/18/24	3/19/24	3/20/24	3/21/24	3/22/24
Note					
PC/Advocate					
Department					
<b>Week 12</b>	3/25/24	3/26/24	3/27/24	3/28/24	3/29/24
Note					
PC/Advocate					
Department					
<b>Week 13</b>	4/1/24	4/2/24	4/3/24	4/4/24	4/5/24
Note					
PC/Advocate					
Department					
<b>Week 14</b>	4/8/24	4/9/24	4/10/24	4/11/24	4/12/24
Note					
PC/Advocate					
Department					
<b>Week 15</b>	4/15/24	4/16/24	4/17/24	4/18/24	4/19/24
Note					Classes end tomorrow
PC/Advocate					
Department					