<table>
<thead>
<tr>
<th>Month</th>
<th>Budget</th>
<th>Academic</th>
<th>Schedule Development</th>
<th>Personnel/Staffing</th>
<th>Miscellaneous</th>
</tr>
</thead>
</table>
| **August** |        | • Fall Registration – Drop/Add  
• Fall classes begin - August 29 | • Regular/visiting/affiliate faculty report to campus - August 6  
• Promotion to Senior Affiliate applications – August 15 | • Fall Faculty Meetings  
• Fall Teaching Conference  
• Convocation – August 24 | • CLAS Faculty & Staff Meeting – August 25  
• Fall Faculty Meetings  
• Fall Teaching Conference  
• Convocation – August 24  
• CLAS Research Colloquia begins |
| **September** |        | • Winter Registration continues  
• Labor Day Recess - September 4-5 – No Classes | • Sabbatical Proposals due online - September 1  
• Recruiting, including ads for any open faculty positions begins  
• Preliminary list of candidates for W23 Personnel activity  
• Fall Personnel actions begin | • CLAS Research Colloquia begins |
| **October** | 1st quarter budget review | • Winter Registration continues  
• Fall withdrawal deadline – October 28  
• Fall Break – October 23 - 25 | Fall/Winter/Summer Online Schedule 2022-2023 development begins  
(Tentative dates will come from Records) | • Final list of candidates for contract renewal, tenure, promo for W23  
• FWPs due – October 1  
• 3-Year Unit Head Evaluations | Alumni in Residence - TBD  
New Faculty Seminar series begins |
| **November** |        | • Winter Registration continues  
• November 23 – Offices Open  
• Thanksgiving Recess - November 23 - 27 | • Winter Staffing Plans requests due  
• Review FWPs  
• FTLC & CSCE Faculty Award Nomination packets and nominations for the Niemeyer Award for Faculty Due – November 1 | | CLAS Teaching Roundtables - TBD |
| **December** |        | • Fall Commencement - December 10  
• Exams - December 12 - 17  
• Grades due December 20 before 12PM - Noon | Summer/Fall/Winter/2022-2023 Schedule due (Tentative dates will come from Records) | Completion of FWP Process – December 1 |
<table>
<thead>
<tr>
<th>Month</th>
<th>2nd quarter budget review</th>
<th>Winter Final Registration Drop/Add</th>
<th>Winter Classes Begin - January 9</th>
<th>MLK Day Recess – No Classes; University Closed – January 16</th>
<th>Fall/Winter/Summer Review concludes (Tentative dates from Records)</th>
<th>FWR due – January 16</th>
<th>Peer Review Process begins</th>
<th>Visiting Faculty Position Requests for next Academic Year due</th>
<th>Facilities requests for new programs due to CLAS Dean’s Office</th>
</tr>
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<td>January</td>
<td>2nd quarter budget review</td>
<td>Winter Final Registration Drop/Add</td>
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<td>February</td>
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<td>March</td>
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<td>Call for year-end equipment proposals</td>
<td>Registration opens for Summer/Fall/Winter starts</td>
<td>Spring Break - March 5 - 12</td>
<td>Winter withdrawal deadline</td>
<td>Salary evaluation process begins</td>
<td>FWRs due from UH to Dean</td>
<td>Summer Staffing Plan requests due</td>
<td>Written Performance Summaries due – March 10</td>
</tr>
<tr>
<td>April</td>
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<td>3rd Quarter Budget Review</td>
<td>Summer/Fall/Winter Registration cont.</td>
<td>Classes End – April 22</td>
<td>Exams – April 24 – 29</td>
<td>Commencement – April 28 &amp; 29</td>
<td>Semester Ends – April 29</td>
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<td>May</td>
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<tr>
<td>June</td>
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<td>Weekly review of dept resources</td>
<td>Year-end equipment awards requisition deadline</td>
<td>Follow all deadlines in Accounting calendar</td>
<td>Year-end budget closes on June 30</td>
<td>Fall/Winter Registration continues</td>
<td>Incoming Student Orientations</td>
<td>Classes End – First 6 Weeks – June 19</td>
<td>Exams – June 20 – 21</td>
</tr>
<tr>
<td>July</td>
<td></td>
<td>Fiscal Year Begins – July 1</td>
<td>Annual Budget Notices sent to departments</td>
<td>Fall/Winter Registration continues</td>
<td>Incoming Student Orientations</td>
<td>Independence Day Recess – July 4</td>
<td>Classes End – Second 6 and 12 Weeks – August 4</td>
<td>Exams Begin – August 7 – 8</td>
<td>Session Ends – August 8</td>
</tr>
</tbody>
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