

Unit Head Planning Calendar | 2022 - 2023

Month	Budget	Academic	Schedule Development	Personnel/Staffing	Miscellaneous
August		<ul style="list-style-type: none"> • Fall Registration – Drop/Add • Fall classes begin - August 29 		<ul style="list-style-type: none"> • Regular/visiting/affiliate faculty report to campus - August 6 • Promotion to Senior Affiliate applications – August 15 	<ul style="list-style-type: none"> • Fall Faculty Meetings • Fall Teaching Conference • Convocation – August 24 • CLAS Faculty & Staff Meeting – August 25
September		<ul style="list-style-type: none"> • Winter Registration continues • Labor Day Recess - September 4-5 – No Classes 		<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • CLAS Research Colloquia begins
October	1 st quarter budget review	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Final list of candidates for contract renewal, tenure, promo for W23 • FWPs due – October 1 • 3-Year Unit Head Evaluations 	<ul style="list-style-type: none"> Alumni in Residence - TBD New Faculty Seminar series begins
November		<ul style="list-style-type: none"> • Winter Registration continues • November 23 – Offices Open • Thanksgiving Recess - November 23 - 27 		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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	

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January	2 nd quarter budget review	<ul style="list-style-type: none"> • Winter Final Registration Drop/Add • Winter Classes Begin - January 9 • MLK Day Recess – No Classes; University Closed – January 16 	Fall/Winter/Summer Review concludes (Tentative dates from Records)	<ul style="list-style-type: none"> • FWR due – January 16 • Peer Review Process begins • Visiting Faculty Position Requests for next Academic Year due 	
February				<ul style="list-style-type: none"> • Units complete personnel review. Materials due to Dean/CPC 	Facilities requests for new programs due to CLAS Dean's Office
March	<ul style="list-style-type: none"> • Call for year-end equipment proposals 	<ul style="list-style-type: none"> • Registration opens for Summer/Fall/Winter starts • Spring Break - March 5 - 12 • Winter withdrawal deadline 		<ul style="list-style-type: none"> • Salary evaluation process begins • FWRs due from UH to Dean • Summer Staffing Plan requests due • Written Performance Summaries due – March 10 	<ul style="list-style-type: none"> • CFC develops slate of candidates for College/Univ committees • College Elections
April	<ul style="list-style-type: none"> • 3rd Quarter Budget Review 	<ul style="list-style-type: none"> • Summer/Fall/Winter Registration cont. • Classes End – April 22 • Exams – April 24 – 29 • Commencement – April 28 & 29 • Semester Ends – April 29 			<ul style="list-style-type: none"> • Student Scholars Day – April 13 • Spring Meeting
May		<ul style="list-style-type: none"> • Grades Due – May 2 • S/S Classes Begin (6 and 12 Weeks) – May 8 • Memorial Day Recess – May 29 		<ul style="list-style-type: none"> • Salary Spreadsheet • Hire adjuncts for the fall 	
June	<ul style="list-style-type: none"> • Weekly review of dept resources • Year-end equipment awards requisition deadline • Follow all deadlines in Accounting calendar • Year-end budget closes on June 30 	<ul style="list-style-type: none"> • Fall/Winter Registration continues • Incoming Student Orientations • Classes End – First 6 Weeks – June 19 • Exams – June 20 – 21 • Classes Start – Second 6 Weeks – June 26 		<ul style="list-style-type: none"> • Results of Faculty search requests • Hire adjuncts for the fall 	
July	<ul style="list-style-type: none"> • Fiscal Year Begins – July 1 • Annual Budget Notices sent to departments 	<ul style="list-style-type: none"> • Fall/Winter Registration continues • Incoming Student Orientations • Independence Day Recess – July 4 • Classes End – Second 6 and 12 Weeks – August 4 • Exams Begin – August 7 – 8 • Session Ends – August 8 		<ul style="list-style-type: none"> • Fall Staffing Plan requests due • Hire adjuncts for the fall 	