



The University of Georgia

Office of the Senior Vice President
for Academic Affairs and Provost

2016-2017 Administrative Calendar

August 2016		
Item	Originating Unit and Route	Date
University Curriculum Committee – materials due for August 26, 2016 meeting	Office of Curriculum Systems	8/1/16
Signature Lectures submission deadline	Academic Programs	8/5/16
NEH Summer Stipend deadline	Willson Center	8/11/16
CAPA deadline for schools/colleges to submit courses to the Graduate School Curriculum or University Curriculum Committee for Spring 2017	Dept./School & College Level	8/26/16
Educational Affairs Committee Meeting	Office of Curriculum Systems	8/24/16
University Curriculum Committee Meeting	Office of Curriculum Systems	8/26/16

September 2016		
Item	Originating Unit and Route	Date
Exclusivity for classroom assignments for academic units for Spring 2017: 7/1/16-9/1/16	Office of the Registrar	9/1/16
Exclusivity for classroom assignments for academic units for Summer 2017: 7/1/16-9/1/16	Office of the Registrar	9/1/16
Graduate faculty appointment deadline (new and current tenure-track, tenured faculty and other appointments) (1 of 3 dates)	Graduate School	9/1/16

Willson Center for Humanities and Arts Distinguished Artist or Lecturer applications due	Willson Center	9/1/16
Willson Center for Humanities and Arts Graduate Research Award applications due	Willson Center	9/1/16
Librarian promotion dossiers due to University Librarian and Associate Provost		9/6/16
CAPA deadline for Graduate School Curriculum Committee to submit courses to the University Curriculum Committee for Spring 2017	Graduate School Curriculum Committee/ University Curriculum Committee	9/9/16
Graduate School Teaching Portfolio Program submissions due	Graduate School	9/9/16
State-of-the-Art Conference proposals due	SVPAA&P	9/12/16
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept./Dean/ OVPR	9/13/16
Central classroom scheduling assignments for Spring 2017 released to departments	Office of the Registrar	9/15/16
Central classroom scheduling assignments for Summer 2017 released to departments	Office of the Registrar	9/15/16
Bulletin Revisions Due for Spring 2017	All units/OVPI	9/19/16
James L. Carmon Scholarship applications due	Dept./OVPR	9/20/16
University Curriculum Committee – materials due for October 21, 2016 meeting	Office of Curriculum Systems	9/23/16
Women’s Leadership Fellows Program nominations due	Academic Programs	9/26/16
Walter B. Hill Award and the Walter B. Hill Fellow Award nomination dossiers due	Unit Head/VPPSO	9/30/16
Public Service and Outreach Staff Award for Excellence nomination dossiers due	PSO Units/VPPSO	9/30/16

October 2016

Item	Originating Unit and Route	Date
Student Learning Outcomes Assessment Reports for undergraduate and graduate majors and certificate programs due	Select Units/Academic Planning	10/1/16
Self-studies for academic units undergoing program review due	Units/Academic Planning	10/1/16
Special Collections Libraries Faculty Fellows		10/3/16
Cultivar Development Research Program applications due	Dept./Dean/OVPR	10/5/16
Willson Center for Humanities and Arts Research Fellowship	Willson Center	10/6/16
Public Service and Outreach faculty promotion dossiers due to the Office of the Vice President for Public Service and Outreach	VPPSO	10/7/16
Educational Affairs Committee Meeting	Office of the Registrar	10/19/16
Self-studies for administrative units undergoing support unit review due	Units/Academic Planning	10/15/16
Academic rank faculty (Assistant Professor, Associate Professor, Instructor, Professor) electronic promotion dossiers due in the Office of Faculty Affairs	Dept./Dean/Provost's Office	10/21/16
Academic professional electronic promotion dossiers due in the Office of Faculty Affairs	Dept./Dean/Provost's Office	10/21/16
Clinical faculty electronic promotion and tenure dossiers due in the Office of Faculty Affairs	Dept./Dean/Provost's Office	10/21/16
Lecturer electronic promotion dossiers due in the Office of Faculty Affairs	Dept./Dean/Provost's Office	10/21/16
University Curriculum Committee Meeting	Office of the Registrar	10/21/16
Public Impact Grant deadline	Willson Center	10/27/16

Willson Center for Humanities and Arts Short-Term Fellowship applications due	Willson Center	10/27/16
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November 2016		
Item	Originating Unit and Route	Date
Final exam classroom assignments for Fall 2016 distributed	Office of the Registrar	11/1/16
Regents' Professor electronic nominations due in the Office of Faculty Affairs	Dept./Dean/Faculty Affairs	11/1/16
University Professor electronic nominations due in the Office of Faculty Affairs	Dept./Dean/Faculty Affairs	11/1/16
Early Career Scholar Award nominations due	Dept./Dean/Director/OVPR	11/1/16
Creative Research Awards and Medal nominations due	Dept./OVPR	11/1/16
Robert C. Anderson Memorial Award nominations due	Dept./OVPR	11/1/16
Research scientist promotion dossiers due	Dept./Dean/Faculty Affairs	11/4/16
Service-Learning faculty awards nominations deadline	Deans and Dept. Heads, Colleagues or Self/Service-Learning	11/4/16
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept./Dean/OVPR	11/8/16
Distinguished Research Professor nominations due (check with home department for deadline submission to dean)	Dean/OVPR	11/14/16
Meigs Professor dossiers due	Dept./Dean/Provost's Office	11/14/16
Russell Undergraduate Teaching Award dossiers due	Dept./Dean/Provost's Office	11/21/16

December 2016		
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Item	Originating Unit and Route	Date
University Curriculum Committee – materials due for January 20, 2017 meeting	Office of the Registrar	12/6/16
Signature Lecture submission deadline – Spring 2017	Unit/Office of Academic Programs	12/5/16

January 2017		
Item	Originating Unit and Route	Date
Spring 2017 Bulletin goes online	OVPI	1/3/17
Public Service and Outreach Faculty promotion recommendations due to the Office of Faculty Affairs	VPPSO/Faculty Affairs	1/7/17
Research scientist promotion recommendations due to the Office of Faculty Affairs	Faculty Affairs	1/7/17
Librarian promotion recommendations due to the Office of Faculty Affairs	University Librarian/ Faculty Affairs	1/7/17
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept./Dean/ OVPR	1/10/17
Willson Center for Humanities and Arts Graduate Research Award applications due	Willson Center	1/12/17
Study in a Second Discipline Fellowship applications due	Provost's Office	1/13/17
University Curriculum Committee – materials due for February 10, 2017 meeting	Office of the Registrar	1/13/17
Graduate faculty appointment deadline (new and current tenure-track, tenured faculty and other appointments) (2 of 3)	Graduate School	1/15/17
Presidential Graduate Fellowship Awards submission deadline	Graduate School	1/19/17

Deadline for Outstanding Teaching Assistant and Excellence in Teaching awards	Dept. Head/Center for Teaching and Learning TA Program Director	1/20/17
Engaged Scholar Award nominations due	VPPSO	1/20/17
University Curriculum Committee Meeting	Office of the Registrar	1/20/17
Kellogg Award Applications due to Public Service and Outreach	VPPSO	1/31/17

February 2017		
Item	Originating Unit and Route	Date
Office of International Education Study Abroad Award	Office of International Education	2/1/17
Open Arms Award	Office of International Education	2/1/17
Richard Reiff Internationalization Award	Office of International Education	2/1/17
International Diversity Award nominations due	Office of International Education	2/1/17
CAPA deadline for schools/colleges to submit courses to the Graduate School Curriculum for Fall 2017	School & College Level/Graduate School Curriculum Committee	2/3/17
Junior Faculty Research Grants in the Sciences applications due	Dept./OVPR	2/7/17
Willson Center for Humanities and Arts Faculty Research Grants and Cluster applications due	Faculty/Dept./Dean/Willson Center	2/7/17
Graduate School Assistantship Awards deadline	Graduate School	2/2/17
Graduate School Teaching Portfolio Program nominations due	Graduate School	2/3/17
Exclusivity for classroom assignments for academic units for Fall 2017: 11/14/16-2/5/17	Office of the Registrar	2/5/2017

Educational Affairs Committee Meeting	Office of the Registrar	2/8/17
University Curriculum Committee Meeting	Office of the Registrar	2/10/17
CAPA deadline for Graduate School Curriculum Committee to submit courses to the University Curriculum Committee for Fall 2017	School & College Level/University Curriculum Committee	2/17/17
Willson Center for Humanities and Arts Distinguished Artist or Lecturer applications due	Willson Center	2/16/17
CAPA deadline for schools/colleges to submit courses to the University Curriculum Committee for Fall 2017	School & College Level/University Curriculum Committee	2/17/17
Central classroom scheduling assignments for Fall 2017 released to departments	Office of the Registrar	2/19/17
Regent's Out of State Tuition Waiver	Graduate School	2/21/17

March 2017

Item	Originating Unit and Route	Date
Revisions to Fall 2016 online Bulletin due	All units/OVPI	3/1/17
Graduate School Dean's Award for International Study deadline (for Maymester and summer programs)	Graduate School	Spring 2017
GRSC 7770 Assistantships applications deadline	Dept. Head/Center for Teaching and Learning TA Program Director	3/3/17
University Curriculum Committee - materials due for March 31, 2017 meeting	Office of the Registrar	3/3/17
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept./Dean/OVPR	3/14/17
CTL Lilly Teaching Fellows applications due	Faculty/Center for Teaching and Learning	3/10/17
Service-Learning Fellows program 2017-2018 applications	Faculty/Service-Learning	3/20/17

Educational Affairs Committee Meeting	Office of the Registrar	3/22/17
PSO Fellowship Program Nominee Due	VPPSO	3/24/17
Sarah Moss Fellowship applications due	Faculty/Center for Teaching and Learning	3/24/17
University Curriculum Committee Meeting	Office of the Registrar	3/31/17
University Curriculum Committee – materials due for April 28, 2107 meeting	Office of the Registrar	3/31/17
Performance evaluations due	Immediate supervisor/ next reporting level	3/31/17

April 2017		
Item	Originating Unit and Route	Date
CTL Faculty Learning Communities proposals due	Faculty/Center for Teaching and Learning	4/1/17
Kellogg Award Entry Deadline	VPPSO	4/1/16
Final exam classroom assignments for Spring 2017 distributed	Office of the Registrar	4/3/17
Graduate School student scholarship applications deadline	Graduate School	April 2017
SEC Academic Leadership Development Program Fellows applications due	Deans/Office of Academic Programs	4/7/17
CTL Senior Teaching Fellows 2017-2018 nominations due	Faculty/Center for Teaching and Learning	4/10/17
CTL Writing Fellows applications due	Faculty/Center for Teaching and Learning	4/18/17
University Curriculum Committee Meeting	Office of the Registrar	4/28/17
FY18 Learning Technologies Grants proposals due	Faculty/Center for Teaching and Learning	4/28/17

May 2017		
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept./Dean/ OVPR	5/19/17
Post-tenure reviews – annual survey due in the Office of Faculty Affairs	Dept./Dean/ Provost's Office	5/12/17

June 2017		
Item	Originating Unit and Route	Date
Graduate faculty appointment deadline (new and current tenure-track, tenured faculty and other appointments)	Graduate School	6/1/17
Fall 2017 Bulletin goes online	OVPI	6/1/17
Final exam classroom assignments for Summer 2017 distributed	Office of the Registrar	6/1/17

For additions to the calendar, please contact [Camie Williams](#).
Updated July 2016