



**UNIVERSITY OF
GEORGIA**
Office of the Provost

2017-2018 Administrative Calendar

August 2017

Item	Originating Unit and Route	Date
University Curriculum Committee – materials due for August 25, 2017 meeting	Office of Curriculum Systems	8/4/17
NEH Summer Stipend deadline	Willson Center	8/10/17
CAPA deadline for schools/colleges to submit courses to the Graduate School Curriculum or University Curriculum Committee for Spring 2018	Dept./School & College Level	8/25/17
University Curriculum Committee Meeting	Office of Curriculum Systems	8/25/17
Educational Affairs Committee Meeting	Office of Curriculum Systems	8/28/17
Willson Center for Humanities and Arts Distinguished Artist or Lecturer applications due	Willson Center	8/31/17
Willson Center for Humanities and Arts Graduate Research Award applications due	Willson Center	8/31/17

September 2017

Item	Originating Unit and Route	Date
Graduate faculty appointment deadline (new and current tenure-track, tenured faculty and other appointments)	Graduate School	9/1/17
Exclusivity for classroom assignments for academic units for Spring 2018: 7/3/17-9/4/17	Office of the Registrar	9/4/17
Exclusivity for classroom assignments for academic units for Summer 2018: 7/3/17-9/4/17	Office of the Registrar	9/4/17

Librarian promotion dossiers due to University Librarian and Associate Provost		9/5/17
Graduate School Teaching Portfolio Program submissions due (Fall 2017)	Graduate School	9/8/17
CAPA deadline for Graduate School Curriculum Committee to submit courses to the University Curriculum Committee for Spring 2018	Graduate School Curriculum Committee/ University Curriculum Committee	9/8/17
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept./Dean/OVPR	9/12/17
Central classroom scheduling assignments for Spring 2018 released to departments	Office of the Registrar	9/17/17
Central classroom scheduling assignments for Summer 2018 released to departments	Office of the Registrar	9/17/17
Bulletin Revisions Due for Spring 2018	All units/OVPI	9/18/17
Women's Leadership Fellows Program nominations due	Provost's office	9/18/17
Carmon, James L. Scholarship applications due	Dept./OVPR	9/21/17
University Curriculum Committee – materials due for October 20, 2017 meeting	Office of Curriculum Systems	9/22/17
Educational Affairs Committee Meeting	Office of the Registrar	9/25/17
State-of-the-Art Conference proposals due	SVPA&P	9/29/17
Walter B. Hill Award and the Walter B. Hill Fellow Award nomination dossiers due	Unit Head/VPPSO	9/29/17
Public Service and Outreach Staff Award for Excellence nomination dossiers due		9/29/17

October 2017		
Item	Originating Unit and Route	Date
Student Learning Outcomes Assessment Reports for undergraduate and graduate majors and certificate programs due	Select Units/Academic Planning	10/1/17
Self-studies for academic units undergoing program review due	Units/Academic Planning	10/1/17
Special Collections Libraries Faculty Fellows		10/2/17

Cultivar Development Research Program applications due	Dept./Dean/OVPR	10/3/17
Willson Center for Humanities and Arts Research Fellowship	Willson Center	10/5/17
Public Service and Outreach faculty promotion dossiers due to the Office of the Vice President for Public Service and Outreach	VPPSO	10/6/17
Self-studies for administrative units undergoing support unit review due	Units/Academic Planning	10/15/17
Lecturer electronic promotion dossiers due in the Office of Faculty Affairs	Dept./Dean/Provost's Office	10/20/17
Academic rank faculty (Assistant Professor, Associate Professor, Instructor, Professor) electronic promotion dossiers due in the Office of Faculty Affairs	Dept./Dean/Provost's Office	10/20/17
Academic professional electronic promotion dossiers due in the Office of Faculty Affairs	Dept./Dean/Provost's Office	10/20/17
Clinical faculty electronic promotion and tenure dossiers due in the Office of Faculty Affairs	Dept./Dean/Provost's Office	10/20/17
University Curriculum Committee Meeting	Office of the Registrar	10/20/17
Educational Affairs Committee Meeting	Office of the Registrar	10/23/17
Public Impact Grant deadline	Willson Center	10/26/17
Willson Center for Humanities and Arts Public Impact Grant	Willson Center	10/26/17
Willson Center for Humanities and Arts Short-Term Fellowship applications due	Willson Center	10/26/17

November 2017

Item	Originating Unit and Route	Date
Robert C. Anderson Memorial Award nominations due	Dept./OVPR	11/1/17
Creative Research Awards and Medal nominations due	Dept./OVPR	11/1/17
Distinguished Research Professor nominations due (check with home department for deadline submission to dean)	Dean/OVPR	11/1/17
Early Career Scholar Awards nominations due	Dept./Dean/Director/OVPR	11/1/17
Librarian promotion recommendations due to the Office of Faculty Affairs	University Librarian/Faculty Affairs	11/3/17

Research Scientist promotion dossiers due to Office of the Vice President for Research	Dept./Dean/Faculty Affairs	11/3/17
University Professor electronic nominations due in the Office of Faculty Affairs		11/7/17
Regents' Professor electronic nominations due in the Office of Faculty Affairs		11/7/17
Josiah Meigs Distinguished Teaching Professor dossiers due		11/14/17
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept./Dean/OVPR	11/14/17
Russell Undergraduate Teaching Award dossiers due	Dept./Dean/Provost's Office	11/21/17
2018 Service-Learning Teaching and Research Excellence Awards Applications Due		11/30/18

December 2017

Item	Originating Unit and Route	Date
University Curriculum Committee – materials due for January 12, 2018 meeting	Office of Curriculum Systems	12/1/17

January 2018

Item	Originating Unit and Route	Date
Spring 2018 Bulletin goes online	OVPI	1/2/18
Research Scientist promotion recommendations due to the Office of Faculty Affairs	VPPSO/Faculty Affairs	1/5/18
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept./Dean/OVPR	1/9/18
University Curriculum Committee Meeting	Office of the Registrar	1/12/18
Study in a Second Discipline Fellowship applications due	Provost's Office	1/12/18
Graduate faculty appointment deadline (new and current tenure-track, tenured faculty and other appointments)	Graduate School	1/15/18
Presidential Graduate Fellowship Awards submission deadline	Graduate School	1/18/18
University Curriculum Committee – materials due for February 16, 2018 meeting	Office of the Registrar	1/19/18

Willson Center for Humanities and Arts Graduate Research Award applications due	Willson Center	1/23/18
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February 2018		
Item	Originating Unit and Route	Date
Kellogg Award Applications due to Public Service and Outreach	VPPSO	2/2/18
CAPA deadline for schools/colleges to submit courses to the Graduate School Curriculum or University Curriculum Committee for Fall 2018	School & College Level/Graduate School Curriculum Committee	2/2/18
Graduate School Teaching Portfolio Program submissions due (Spring 2018)	Graduate School	2/2/18
Junior Faculty Research Grants in the Sciences applications due	Dept./OVPR	2/6/18
Willson Center for Humanities and Arts Faculty Research Grants applications due	Faculty/Dept./Dean/Willson Center	2/6/18
Willson Center for Humanities and Arts Distinguished Artist of Lecturer applications due	Willson Center	2/15/18
University Curriculum Committee Meeting	Office of the Registrar	2/16/18
CAPA deadline for Graduate School Curriculum Committee to submit courses to the University Curriculum Committee for Fall 2018	School & College Level/University Curriculum Committee	2/16/18
University Curriculum Committee – materials due for March 23, 2018 meeting	Office of the Registrar	2/23/18
Regent's Out of State Tuition Waiver (new students)	Graduate School	2/23/18
Educational Affairs Committee Meeting	Office of the Registrar	2/26/18

March 2018		
Item	Originating Unit and Route	Date
Revisions for Fall 2018 online Bulletin due	All units/OVPI	3/1/18
Richard Reiff Internationalization Award nominations due	Office of International Education	3/1/18

Office of International Education Study Abroad Award nominations due	Office of International Education	3/1/18
Open Arms Award nominations due	Office of International Education	3/1/18
International Diversity Award nominations due	Office of International Education	3/1/18
GRSC 7770 Assistanships applications due	Dept.Head/Center for Teaching and Learning TA Program Director	3/9/18
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept./Dean/OVPR	3/13/18
Service-Learning Fellows program 2018-2019 applications due		3/21/18
University Curriculum Committee Meeting	Office of the Registrar	3/23/18
Educational Affairs Committee Meeting	Office of the Registrar	3/26/18
PSO Fellowship Program Nominee Due	VPPSO	3/30/18
University Curriculum Committee – materials due for April 27, 2018 meeting	Office of the Registrar	3/30/18
Graduate School Dean’s Award for International Study deadline (for Maymester and summer programs)	OIE	Spring 2018

April 2018		
Item	Originating Unit and Route	Date
Regent’s Out of State Tuition Waiver (returning students)	Graduate School	4/6/18
University Curriculum Committee Meeting	Office of the Registrar	4/27/18
Graduate School student scholarship applications deadline	Graduate School	April 2018

May 2018		
Items	Originating Unit and Route	Item

Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept./Dean/OVPR	5/8/17
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June 2018		
Item	Originating Unit and Route	Date
Fall 2018 Bulletin goes online	OVPI	6/1/18
Graduate faculty appointment deadline (new and current tenure-track, tenured faculty and other appointments)	Graduate School	6/1/18

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

Updated August 2017