EXPECT SUPPLEMENTS

- Budget: A separate schedule on budget matters will be distributed at a later date
- The schedule for the General Faculty meetings for Fall and Spring semesters will be announced by the Faculty Senate office

JULY 2012

1  Big 12 Faculty Fellowship – Provost will begin review of Big 12 Faculty Fellowship Applications (if funds are available)

4  Independence Day

6  Summer Block B and F Classes End

10  Summer Block C Classes Begin – (July 10 – August 3, 4 weeks)

15  Retired Faculty Funds - Applications for President's Retired Faculty Fund due to Provost for the Fall semester

15  Sabbatical Leave of Absence - Sabbatical Leave of Absence applications for Spring 2013 or for Spring 2013-Fall 2013 due from academic units to deans (Faculty Handbook, 3.21.1)

18  Tenure and Promotion – Call for Tenure and Promotion Recommendations

18  Deans’ Council - 9 a.m. in Provost’s Conference Room, Evans Hall 103

30  Spring Planning Tables and Goals (Narratives and Tables) – due to Institutional Research and Reporting.

31  August Intersession Begins

AUGUST 2012

1  Sabbatical Leave of Absence – Recommendations for Spring 2013 or for Spring 2013-Fall 2013 are due from deans to the Provost (Faculty Handbook, 3.21.1)

TBD  Fall Holiday Memo - Distribution of memo on 2012 Fall (Texas) Holiday

3  Summer Block C, E and G Classes End
8 **Faculty/Staff Fee Waiver Applications** – Distribution of memo on policies regarding approval of faculty/staff fee waiver applications

8 **Religious Holidays Memo** - Memo on Religious Holidays distributed

15 **Honoring Our Commitment to Students** - Distribution of memo on "Honoring our Commitment to our Students – University Policies Regarding Instruction"

15 **English Language Proficiency** - Provost distributes memo on English Language Proficiency and Classroom Observation to deans/chairs/directors

15 **Sabbatical Leave of Absence** - Sabbatical Leave of Absence applications and recommendations for Spring 2013 or Spring 2013-Fall 2013 are due from the Provost to the President for Regents' action at the September meeting (Faculty Handbook, 3.21.1)

15 **Deans’ Council** - 9 a.m. in Provost’s Conference Room, Evans Hall 103

16 **Quality Academic Advising** – Memo on Quality Academic Advising distributed

17 **Last day of Registration** - Last day to register before Fall classes begin

18 **August Intersession Ends**

20 **Fall Semester Classes Begin**

22 **Faculty Recruiting Procedures** – Provost distributes memo on Faculty Recruiting Procedures

**SEPTEMBER 2012**

2 **Big 12 Fellowship Program** - Provost distributes memo on the Big 12 Fellowship Program. Applications can be submitted any time, but will be reviewed by the Provost in October, March and July.

5 **Labor Day Holiday**

TBD **Academic Programs Council Meeting** – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date.

5 **Deans’ Meeting** - 9 a.m. in Provost’s Conference Room, Evans Hall 103

7 **OU Regents’ Personnel Agenda Items due to Provost Office**

17 **Dean’s Evaluations** - Send letters to college committee chairs to begin preparing for the Dean’s evaluation.
OU Board of Regents Meeting - Location: Lawton, Oklahoma

Deans’ Council - 9 a.m. in Provost’s Conference Room, Evans Hall 103

Fall Enrollment Information Available – after the 4th week of classes

Faculty Awards and Honors - Provost distributes memo on nomination/selection procedures for Faculty Awards and Honors (October and November deadlines)

**OCTOBER 2012**

1 Big 12 Faculty Fellowship – Provost will begin review of Big 12 Faculty Fellowship Applications (if funds are available)

TBD Academic Programs Council Meeting – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date.

3 Deans’ Meeting - 9 a.m. in Provost’s Conference Room, Evans Hall 103

12 OU Regents’ Personnel Agenda Items due to Provost Office

TBD Provost Direct Unit Bi-Annual Meeting

17 Deans’ Council - 9 a.m. in Provost’s Conference Room, Evans Hall 103

TBD GTA & Dissertation Awards - Call for nominations for Graduate Teaching Assistant/PhD Dissertation Awards

TBD President’s Undergraduate Dream Course – Distribution of memo calling for Dream Course proposals for Fall 2013 and Spring 2014

TBD Conflict of Financial Interest - Provost distributes instructions for the Conflict of Financial Interest Disclosure Form

TBD External Employment/Extra Compensation - Provost distributes instructions for Faculty Planning and Approval Forms on External Employment and Extra Compensation assignments within the University

24-25 OU Board of Regents Meeting – Location: Tulsa/Claremore, Oklahoma

26 Dean’s Evaluations - Distribute confidential evaluation forms from the Senior Vice President and Provost to individual faculty members and academic administrators at each college

29 Intersession Registration – Registration for December and January Intersession

29 Registration – Advance Registration for Spring 2013
1 **Sabbatical Reports** - Sabbatical reports from faculty returning from Spring 2012 leaves are due to the Provost (Faculty Handbook, 3.21.1)

1 **Tenure & Promotion** - Tenure and Promotion: Chair/Director notifies tenure and promotion candidates in writing of vote of faculty and recommendations of Committee A and Chair/Director and submits dossiers to Deans.

1 **Retired Faculty Fund** - Requests for President's Retired Faculty Fund due to Provost for Spring semester

1 **Dean’s Evaluations** - Provost requests input from other deans and administrative officers for the comprehensive evaluation of deans where applicable

1 **Dean’s Evaluations** - Self-assessment report for the annual deans' performance evaluation due from each dean to the Provost. (Applicable only to those deans who are being evaluated)

1 **Academic Programs Council Meeting** – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date

TBD **Henry Daniel Rinsland Award** – Nominations due from Academic Units to Office of the Vice President for Research, Norman Campus, for the Henry Daniel Rinsland Memorial Award for Excellence in Educational Research for review and recommendation

TBD **George Lynn Cross Professorship Awards** – Nominations due from Academic Units to Office of the Vice President for Research, Norman Campus, for the George Lynn Cross Research Professorship for review and recommendation (Faculty Handbook, 3.18.2)

7 **Deans’ Meeting** - 9 a.m. in Provost’s Conference Room, Evans Hall 103

TBD **Faculty Awards and Honors** - Nominations and recommendations for David Ross Boyd Professorships; Presidential Professorships; Regents' Awards for Superior Teaching, Research/Creative Activity and Professional and University Service; Good Teaching Awards; General Education Award; and Merrick Foundation Award are due from deans to Provost. Provost forwards nominations for Faculty Awards and Honors to the University Council on Faculty Awards and Honors. (Faculty Handbook, 3.17 and 3.18)

9 **Dean’s Evaluations** - Completed dean's evaluation forms by faculty and academic administrators due to Institutional Research & Reporting

12 **OU Regents’ Personnel Agenda Items due to Provost Office**

21 **Deans’ Council** - 9 a.m. in Provost’s Conference Room, Evans Hall 103
TBD  *External Employment/Extra Comp* - Faculty Planning and Approval Forms on External Employment and Extra Compensation Assignments within the University due from deans to Provost

TBD  *Conflict of Financial Interest* - Conflict of Financial Interest Disclosure Form due to Provost

21  *Student - Thanksgiving Vacation* - Thanksgiving recess begins for students

22-25  *Thanksgiving Holiday*

26  *Dean’s Evaluations* - Summary of Dean’s Evaluations submitted to Provost and designated college committee

**DECEMBER 2012**

1  *Class Schedule* – Course requests due to Academic Publications office for inclusion in the Fall 2013 Class Schedule

1  *Post Tenure Review* - Deans to send notification letters to faculty scheduled for review

1  *Tenure & Promotion* - Deans of all colleges (except Arts and Sciences) add their recommendation and forward 3 copies of all materials to the Campus Tenure Committee, and 1 copy to the Provost and notify in writing candidates and each candidate's chair/director of their recommendation. (Faculty Handbook, 3.7). (Arts and Sciences due January 16)

1  *Progress -Toward -Tenure* - Deans/Chairs/Directors notice of written evaluation and reappointment deadlines notification

1  *Renewable Term* - Deans/Chairs/Directors notice of written evaluation and reappointment deadlines notification

1  *Faculty Research and Creative Activity Awards* – Nominations due from Academic Units to Office of the Vice President for Research, Norman Campus, for the Faculty Research and Creative Activity Awards for review and recommendation

1  *Non-reappointment* - Deans notify Provost of second-year tenure-track and renewable term faculty not being reappointed to third year (Faculty Handbook, 3.5.4 or 3.5.5)

1  *Faculty Evaluation Forms* - Provost distributes memo on Faculty Evaluation. Evaluation forms are due by April 1

TBD  *Academic Programs Council Meeting* – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date.

5  *Deans’ Meeting* - 9 a.m. in Provost’s Conference Room, Evans Hall 103

6-7  *OU Board of Regents Meeting* - Location: Oklahoma City, Oklahoma
Fall Classes End - Last day of Fall semester instruction

Final Exams

Dean’s Evaluations - Dean’s evaluation summary due from college evaluation committees to Provost

Non-reappointment - Provost’s deadline for notifying second-year tenure-track and renewable term faculty of non-reappointment to third year (Faculty Handbook 3.5.4 and 3.5.5.b)

President’s Undergraduate Dream Course – Proposals are due to the Provost Office

December Intersession Begins

Deans’ Council - 9 a.m. in Provost’s Conference Room, Evans Hall 103

JANUARY 2013

Deans’ Meeting - 9 a.m. in Provost’s Conference Room, Evans Hall 103

Last Day of Registration - Last day to register for classes before fees are applied

Martin Luther King Jr. Day

Spring Semester Begins

Deans’ Council - 9 a.m. in Provost’s Conference Room, Evans Hall 103

Tenure & Promotion - Arts and Sciences deadline for materials

Academic Advising Award - Provost solicits nominations for Provost's Awards for Outstanding Academic Advising for faculty and staff. Nominations due to Provost by February TBD

Academic Advising Administrator Award - Provost solicits nominations for Provost's Awards for Outstanding Academic Advising Administrator for faculty and staff. Nominations due to Provost by February TBD

Ann Corbett Student Service Award – Call for nominations

Jennifer Wise Good Stewardship Award – Call for nominations

Honorary Degree Nominations - Call for nominations for Honorary Degrees (Norman Campus and HSC rotate coordination of selection process)

Faculty Awards and Honors - Committee provides the Provost with their recommendations for all other awards
TBD  **Faculty Awards Recommendations** - Research Council's/VP for Research recommendation on George Lynn Cross Research Professorships, Henry Daniel Rinsland Memorial Award for Excellence in Educational Research, and Faculty Research and Creative Activity Awards are due to Provost. (Faculty Handbook, 3.18.2)

**FEBRUARY 2013**

1  **Non-reappointment** - Deans notify Provost of first-year tenure-track and renewable term faculty not being reappointed to second year (Faculty Handbook, 3.5.4 and 3.5.5)

1  **Sabbatical Leave of Absence** - Sabbatical Leave of Absence applications for Fall 2012 or for the 2012-12 academic year are due from academic units to deans (Faculty Handbook, 3.21.1)

TBD  **President’s Undergraduate Dream Course** – Provost notifies instructors that their course was designated as a Dream Course for Fall 2013 or Spring 2014

TBD  **President’s Honor Roll** – Distribution of the President's Honor Roll for the Fall Semester

TBD  **Faculty Awards and Honors** - Provost forwards to the President recommendations on recipients of Faculty Awards and Honors

TBD  **GTA and PhD Dissertation Awards** – Nominations are forwarded from each chair/director through the appropriate dean to the Associate Dean of the Graduate College

6  **Deans' Meeting** - 9 a.m. in Provost’s Conference Room, Evans Hall 103

TBD  **Academic Programs Council Meeting** – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date.

10  **Degree Checklist Revision** - notification for 2013-14 academic year sent to College advising offices

13  **Spring Enrollment Information Available** – after the 4th week of classes

15  **Sabbatical Leave of Absence** - Sabbatical Leave of Absence applications for Fall 2013 or for the 2013-13 academic year are due to Provost (Faculty Handbook, 3.21.1)

20  **Deans’ Council** - 9 a.m. in Provost’s Conference Room, Evans Hall 103

TBD  **Ann Corbett Student Service Award** – Nominations for the Ann Corbett Student Service Award due to Provost Office

TBD  **Jennifer Wise Good Stewardship Award** - Nominations for the Jennifer Wise Good Stewardship Award due to Provost Office
TBD  **Academic Advising Award** – Nominations for Provost’s Award for Outstanding Academic Advising due to Provost Office

**MARCH 2013**

1  **Sabbatical Reports** - Sabbatical Reports from faculty returning from Fall 2012 leave are due to the Provost (Faculty Handbook, 3.21.1)

1  **Sabbatical Leave of Absence** - Sabbatical Leave of Absence applications for Fall 2013 or for the 2013-13 academic year are due from Provost to President for Regents action at March meeting (Faculty Handbook, 3.21.1)

1  **Big 12 Faculty Fellowship** – Provost will begin review of Big 12 Faculty Fellowship Applications (if funds are available)

1  **Promotion** - Deans of all colleges add recommendations on promotion and forward all recommendations to the Senior Vice President and Provost and notify in writing candidates and each candidate's Chair/Director of Dean's recommendations

1  **Tenure** - Campus Tenure Committee forwards opinion of substance and process to Provost and notifies in writing candidates and candidates' Dean and Chair/Director of Committee's opinion. (Faculty Handbook, 3.7.5)

TBD  **Academic Advising Award** - Selection Committee recommends recipient of Provost's Award for Outstanding Academic Advising to Provost

TBD  **Academic Programs Council Meeting** – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date.

6  **Deans’ Meeting** - 9 a.m. in Provost’s Conference Room, Evans Hall 103

TBD  **Honorary Degrees** - Nomination forms for Honorary Degrees are due to Provost Office. (Norman Campus and HSC rotate coordination of selection process)

15  **Academic Program Review** - Data provided to units in year one of APR

16  "**Profiles of the University**" - Provost's Office provides current "Profiles of the University of Oklahoma"

16-24  **Spring Break**

TBD  **GTA and PhD Dissertation Awards** - Committees recommend recipients of Graduate Teaching Assistant and Ph.D. Dissertation Awards to Provost

20  **Deans’ Council** - 9 a.m. in Provost’s Conference Room, Evans Hall 103
Tenure & Promotion - Deans send list to Provost of faculty who are to be considered for tenure and promotion for the next fiscal year

Degree Checksheets - Revisions for 2013-13 academic year due to Academic Publications office

Faculty Evaluations - Faculty Evaluations are due from the Deans to the Provost

Intersession Registration - Registration for May and August Intersession

Honorary Degrees - Final Deadline for submitting supportive materials/dossiers for Honorary Degree Nominations are due to the Provost's Office

Academic Programs Council Meeting - Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date

Deans’ Meeting - 9 a.m. in Provost’s Conference Room, Evans Hall 103

Non-reappointment - Deans notify Provost of third-year (or beyond) tenure-track and renewable term faculty not being reappointed beyond following contract year (Faculty Handbook, 3.5.4 and 3.5.5)

Deans’ Council - 9 a.m. in Provost’s Conference Room, Evans Hall 103

Spring Planning & Goal Setting - Provost's Office distributes to academic deans and provost direct units the Spring Planning and Goal Setting Packet

Provost Direct Unit Bi-Annual Meeting

Spring Classes End - Last day of Spring semester instruction

Final Exams

Commencement

May Intersession Begins

Non-reappointment - Provost's deadline for notification of third-year (or beyond) tenure-track and renewable term faculty of non-reappointment beyond following contract year (Faculty Handbook, 3.5.4 and 3.5.5)
15 Deans’ Council - 9 a.m. in Provost’s Conference Room, Evans Hall 103

TBD Spring Planning Tables and Goals (Narratives and Tables) – due to Institutional Research and Reporting

27 Memorial Day Holiday

31 Post Tenure Review Dossiers due to Provost Office

31 Tenure Notification - President notifies each candidate of Regents' action except when appeals make this impossible

JUNE 2013

1 Tenure & Promotion - Provost calls for recommendations and sends instructions for upcoming year

TBD Last Day of Registration - Last day to register for classes before fees are applied

TBD Summer Semester Classes Begin

5 Deans’ Meeting - 9 a.m. in Provost’s Conference Room, Evans Hall 103

19 Deans' Council - 9 a.m. in Provost’s Conference Room, Evans Hall 103

TBD President's Honor Roll – Distribution of the President's Honor Roll for the Spring Semester