



Office of the Provost

# Key Dates for Academic Administrators for 2014-2015

Listed below are important dates for academic administrators that indicate when materials are due and when events take place.

If a specific date is not available at this time, it will be announced later.

This timeline of key dates will be posted on the Faculty and Organizational Development website (<http://fod.msu.edu/LeadershipResources/keydates.asp>) and updated as additional information is received.

For additional dates/details and contact information, see Appendices provided by the following offices:

- A: Provost's Office
- B: Registrar's Office
- C: Office of Planning and Budgets

<b>July</b>	<b>Date Due</b>	<b>Date of Event</b>
<b>Office of Planning and Budgets</b>		
<ul style="list-style-type: none"> <li>• New Technology and Learning Environment (TLE) accounts are available for use in late July</li> </ul>	July 31, 2014	
<b>August</b>	<b>Date Due</b>	<b>Date of Event</b>
<b>Registrar's Office</b>		
<ul style="list-style-type: none"> <li>• Summer Sessions end</li> </ul>		August 14, 2014
<ul style="list-style-type: none"> <li>• Fall Semester Classes begin</li> </ul>		August 27, 2014
<b>Provost's Office</b>		
<ul style="list-style-type: none"> <li>• New Administrator Orientation</li> </ul>		August 4, 5, 12, 2014
<ul style="list-style-type: none"> <li>• Technology Workshop for New faculty</li> </ul>		August 20, 25, 2014
<ul style="list-style-type: none"> <li>• Syllabus Workshop for New Faculty</li> </ul>		August 21, 2014
<ul style="list-style-type: none"> <li>• New Faculty Orientation</li> </ul>		August 19, 2014
<ul style="list-style-type: none"> <li>• University Welcome</li> </ul>		August 28, 2014
<ul style="list-style-type: none"> <li>• Salary Cohort Analysis responses due</li> </ul>		
<b>Vice President for Research and Graduate Studies</b>		
<ul style="list-style-type: none"> <li>• Request for Application for Pre-Proposal - Research in Autism, Intellectual and Neurodevelopmental Disabilities (RAIND)</li> </ul>	August 15, 2014	
<ul style="list-style-type: none"> <li>• Request for Application for Pre-Proposal - Strategic Partnership Grants</li> </ul>	August 15, 2014	
<ul style="list-style-type: none"> <li>• Request for Application - Humanities and Arts Research Program (HARP) Production Program (Session I)</li> </ul>	August 15, 2014	
<ul style="list-style-type: none"> <li>• Request for Application - Humanities and Arts Research Program (HARP) Development Program</li> </ul>	August 15, 2014	
<b>Office of Inclusion &amp; Intercultural Initiatives</b>		
<ul style="list-style-type: none"> <li>• Distribute EIDA Nomination solicitation</li> </ul>	August, 2014	

<b>September</b>	<b>Date Due</b>	<b>Date of Event</b>
<b>Provost's Office</b>		
<ul style="list-style-type: none"> <li>• Tenure actions - preliminary list distributed</li> </ul>		
<b>Vice President for Research and Graduate Studies</b>		
<ul style="list-style-type: none"> <li>• MSU-FBI Academic Alliance Conference (registration required)</li> </ul>		September 18, 2014
<ul style="list-style-type: none"> <li>• Submission Deadline - Pre-Proposal for Strategic Partnership Grants</li> </ul>	September 18, 2014	
<ul style="list-style-type: none"> <li>• Research Topics: Finding Your First Grant Opportunity (open to all faculty)</li> </ul>		September 25, 2014
<ul style="list-style-type: none"> <li>• Submission Deadline - Humanities and Arts Research Program (HARP) Production Program</li> </ul>	September 25, 2014	
<b>October</b>		
<b>Provost's Office</b>	<b>Date Due</b>	<b>Date of Event</b>
<ul style="list-style-type: none"> <li>• Associate Professor With Tenure Promotion Recognition Dinner</li> </ul>		October 13, 2014
<ul style="list-style-type: none"> <li>• Teacher-Scholar Award nominations due</li> </ul>	October 10, 2014	
<ul style="list-style-type: none"> <li>• Excellence-In-Teaching Citations (Graduate Teaching Assistants) nominations due</li> </ul>	October 10, 2014	
<ul style="list-style-type: none"> <li>• William J. Beal Outstanding Faculty Awards</li> </ul>	October 10, 2014	
<ul style="list-style-type: none"> <li>• MSU Alumni Club of Mid-Michigan Quality in Undergraduate Teaching Award nominations due</li> </ul>	October 10, 2014	
<b>Vice President for Research and Graduate Studies</b>		
<ul style="list-style-type: none"> <li>• Submission Deadline - Humanities and Arts Research Program (HARP) Development Program</li> </ul>	October 9, 2014	
<ul style="list-style-type: none"> <li>• Research Topics: About Corporate &amp; Foundation Funding (open to all faculty)</li> </ul>		October 16, 2014
<b>Office for Inclusion &amp; Intercultural Initiatives</b>		
<ul style="list-style-type: none"> <li>• Reception - Council of Racial and Ethnic Minorities (by invitation only)</li> </ul>		October 7, 2014
<b>November</b>		
<b>Provost's Office</b>	<b>Date Due</b>	<b>Date of Event</b>
<ul style="list-style-type: none"> <li>• Reappointment, Promotion and Tenure actions: final list and materials distributed</li> </ul>		
<ul style="list-style-type: none"> <li>• Full Professor With Tenure Promotion Recognition Dinner</li> </ul>		November 20, 2014
<b>Vice President for Research and Graduate Studies</b>		
<ul style="list-style-type: none"> <li>• Research Topics: Visiting Funding Agencies &amp; Meeting Program Officers (open to all faculty)</li> </ul>		November 20, 2014
<ul style="list-style-type: none"> <li>• Pre-Proposal Announcements/Invitations to Submit Full Proposals- Strategic Partnership Grant</li> </ul>	November 19, 2014	

<b>December</b>	<b>Date Due</b>	<b>Date of Event</b>
• Fall Semester Classes End		December 5, 2014
• Fall Semester Commencements		December 12-13, 2014
• Fall Semester Final Exams		December 8-12, 2014
<b>Provost's Office</b>		
• Lilly Teaching Fellows applications distributed		December, 2014
• Nominations for University Distinguished Professors Distributed	December 1, 2014	
<b>Vice President for Research and Graduate Studies</b>		
• Humanities and Arts Research Program (HARP) Production Program September competition funding decisions posted online		December 4, 2014
• Research Topics: Proposal Evaluation Development (open to all faculty)		December 5, 2014
• Request for Application-Humanities and Arts Research Program (HARP) Production Program (Session II)	December 12, 2014	
<b>Office for Inclusion &amp; Intercultural Initiatives</b>		
• Dr. Martin Luther King Jr., Endowed Scholarship Applications due	December, 2014	
• Excellence in Diversity Awards Nominations and Artistic Contest Applications Deadline	December 8, 2014	February 16, 2015
<b>January</b>		
	<b>Date Due</b>	<b>Date of Event</b>
• Spring Classes Begin		January 12, 2015
• Martin Luther King Day- University open, classes cancelled		January 19, 2015
• CASE Professor of the Year Nominations Distributed	January 10, 2015	February 21, 2015
<b>Provost's Office</b>		
• CIC Academic Leadership Program applications distributed		January, 2015
• Lilly Teaching Fellowships application due	January , 2015	
• Promotion of Fixed Term, HP, NCSL, Libraries & Academic Specialists with Continuing Appointment - Recognition Dinner		January 6, 2015
<b>Vice President for Research and Graduate Studies</b>		
• Conflict of Interest: Annual disclosures of significant financial interests may be submitted for 2014 (including interests received or held in 2013 and projected into 2014). This is required for investigators on any Public Health Service- or National Science Foundation-funded project. Information at coi.msu.edu.	January 1, 2015	
• Write Winning Grant Proposals Workshop		January 8, 2015
• Research Topics: Campus Research Resources to Help You (open to all faculty)		January 15, 2015
• Submission Deadline for Full Proposals - Strategic Partnership Grant	January 29, 2015	
<b>Inclusion &amp; Intercultural Initiatives</b>		
• Martin Luther King Commemorative Convocation		January 19, 2015

<b>February</b>	<b>Date Due</b>	<b>Date of Event</b>
<b>Provost's Office</b>		
• CIC Academic Leadership Program applications due	February 12, 2015	
• Founders Day/Award Convocation		February 12, 2015
• Reappointment, Promotion and Tenure Documents due		
• Survive and Thrive in the MSU Tenure System (Faculty Workshop)		February 19, 2015
• From Associate Professor to Professor: Productive Decision Making at Mid-Career (Faculty Workshop)		February 19, 2014
<b>Vice President for Research and Graduate Studies</b>		
• Submission Deadline - Humanities and Arts Research Program (HARP) Production Program (Session II)	February 5, 2015	
• Humanities and Arts Research Program (HARP) Development Program funding decisions posted online		February 19, 2015
• Research Topics: NIH Funding for Non-Medical Projects (open to all faculty)		February 28, 2015
<b>Office for Inclusion &amp; Intercultural Initiatives</b>		
• Excellence in Diversity Awards Program, Kellogg Center		February 16, 2015
<b>March</b>	<b>Date Due</b>	<b>Date of Event</b>
• Spring Break		March 9-13, 2015
<b>Provost's Office</b>		
• Reappointment, Promotion and Tenure - final college recommendations due		
• Distinguished Faculty Award nominations distributed		
• MSU Alumni Club of Mid-Michigan Quality in Undergraduate Teaching Award nominations distributed		
• Teacher-Scholar Award nominations distributed		
• Excellence-In-Teaching Citations (Graduate Teaching Assistants) nominations distributed		
• Distinguished Academic Staff Award nominations distributed		
• Walter and Pauline Adams Academy for Instructional Excellence and Innovation Applications distributed		March 13, 2015
• Robert F. Banks Award for Institutional Leadership nominations distributed	Dist. March 2015	
<b>Vice President for Research and Graduate Studies</b>		
• Research Topics: Export Controls on Research (open to all faculty)		March 19, 2015
<b>Office of Planning and Budgets</b>		
• Technology and Learning Environment (TLE) requests are typically due from Deans' offices	March 16, 2015	

<b>April</b>	<b>Date Due</b>	<b>Date of Event</b>
<b>Provost's Office</b>		
• Retirement Luncheon		April 14, 2015
• CIC ALP Fellows Welcome Dinner (attended by new and current fellows and their Chairs and Deans.)		April 23, 2015
• Lilly Teaching Fellows Welcome Dinner (attended by new and current Lillies and their Chairs and Deans.)		April 30, 2015
• Walter and Pauline Adams Academy for Instructional Excellence and Innovation Applications Due	April 21, 2015	
<b>Vice President for Research and Graduate Studies</b>		
• Research Topics:Data Management Plans and Data Preservation Issues (open to all faculty)		April 2, 2015
• Humanities and Arts Research Program (HARP) Production Program February competition funding decisions posted online		April 8, 2015
• Research Topics:Taking Your Research Abroad (Tentative) (open to all faculty)		April 16, 2015
<b>May</b>		
	<b>Date Due</b>	<b>Date of Event</b>
• Spring Semester Classes end		May 1, 2015
• Spring Semester Final Exams		May 4-8, 2015
• Spring Semester Commencements		May 8-10, 2015
• Summer Semester begins (Full and Session One)		May 18, 2015
<b>Provost's Office</b>		
• Salary Cohort Analysis distributed for review		Early May 2015
• Spring Institute on College Teaching and Learning		May 12, 2015
<b>Vice President for Research and Graduate Studies</b>		
• Announcement of which Strategic Partnership Grant Proposals will be presented to the MSU Foundation. (Date and time of the presentations to be announced.)	May 6, 2015	
<b>Office for Inclusion &amp; Intercultural Initiatives</b>		
• Creating Inclusive Excellence Grant Proposals Due	May 29, 2015	
<b>Office of Planning and Budgets</b>		
• TLE allocations sent to Deans for review, subsequent to approval by Provost	May 28, 2015	
<b>June</b>		
<b>Office of Planning and Budgets</b>		
• Final TLE allocations with account numbers distributed to Deans	June 30, 2015	





















