



Office of the Provost

## Key Dates for Academic Administrators for 2015-2016

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

July	Date Due	Date of Event
<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>		
<b>August</b>		
<b>Registrar's Office</b>		
<ul style="list-style-type: none"> <li>• Summer Sessions end</li> </ul>		August 20, 2015
<ul style="list-style-type: none"> <li>• Fall Semester Classes begin</li> </ul>		September 2, 2015
<b>Provost's Office</b>		
<ul style="list-style-type: none"> <li>• New Administrator Orientation</li> </ul>		August 10, 11, 18, 2015
<ul style="list-style-type: none"> <li>• Cognos Raise Model open for unit entry for non-union and union raises</li> </ul>		August 17, 2015
<ul style="list-style-type: none"> <li>• Technology Workshop for New faculty</li> </ul>		August 20, 21, 26, 2015
<ul style="list-style-type: none"> <li>• Syllabus Workshop for New Faculty</li> </ul>		August 19, 27, 2015
<ul style="list-style-type: none"> <li>• New Faculty Orientation</li> </ul>		August 25, 2015
<ul style="list-style-type: none"> <li>• University Welcome</li> </ul>		August 30-September 2, 2015
<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 - Strategic Partnership Grants</li> </ul>	August 12, 2015	
<ul style="list-style-type: none"> <li>• Request for Application - Humanities and Arts Research Program (HARP) Production Program (Session I)</li> </ul>	August 12, 2015	
<ul style="list-style-type: none"> <li>• Request for Application - Humanities and Arts Research Program (HARP) Development Program</li> </ul>	August 12, 2015	
<b>Office of Inclusion &amp; Intercultural Initiatives</b>		
<ul style="list-style-type: none"> <li>• Distribute EIDA Nomination solicitation</li> </ul>	August, 2015	February 15, 2016
<b>September</b>		
<b>Provost's Office</b>		
<ul style="list-style-type: none"> <li>• Tenure actions - preliminary list distributed</li> </ul>		August 3, 2015
<ul style="list-style-type: none"> <li>• Cognos Raise Model closes - non-union and union raises submitted to Human Resources</li> </ul>		September 4, 2015
<ul style="list-style-type: none"> <li>• Market Adjustment recommendations from units due to Office of Planning and Budgets</li> </ul>	September 4, 2015	
<ul style="list-style-type: none"> <li>• Market Adjustment recommendations approved and communicated</li> </ul>		September 11, 2015
<ul style="list-style-type: none"> <li>• Raise notifications sent via email to MAUs for distribution</li> </ul>		September 28, 2015
<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 28, 2015
<ul style="list-style-type: none"> <li>• Submission Deadline - Pre-Proposal for Strategic Partnership Grants</li> </ul>	September 17, 2015	
<ul style="list-style-type: none"> <li>• Research Topics: Finding Your First Grant Opportunity (open to all faculty)</li> </ul>		September 10, 2015
<ul style="list-style-type: none"> <li>• Submission Deadline - Humanities and Arts Research Program (HARP) Production Program</li> </ul>	September 24, 2015	
<b>Office for Inclusion &amp; Intercultural Initiatives</b>		
<ul style="list-style-type: none"> <li>• Reception - Council of Racial and Ethnic Minorities (invitation only)</li> </ul>		September 23, 2015
<ul style="list-style-type: none"> <li>• MLK Scholarship Distribution</li> </ul>		September, 2015
<b>October</b>		
<b>Provost's Office</b>		
<ul style="list-style-type: none"> <li>• Associate Professor With Tenure Promotion Recognition Dinner</li> </ul>		October 8, 2015
<ul style="list-style-type: none"> <li>• Teacher-Scholar Award nominations due</li> </ul>	October 8, 2015	
<ul style="list-style-type: none"> <li>• Excellence-In-Teaching Citations (Graduate Teaching Assistants) nominations due</li> </ul>	October 8, 2015	
<ul style="list-style-type: none"> <li>• William J. Beal Outstanding Faculty Awards</li> </ul>	October 8, 2015	
<ul style="list-style-type: none"> <li>• MSU Alumni Club of Mid-Michigan Quality in Undergraduate Teaching Award nominations due</li> </ul>	October 8, 2015	
<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 8, 2015	
<ul style="list-style-type: none"> <li>• Research Topics: About Corporate &amp; Foundation Funding (open to all faculty)</li> </ul>		October 8, 2015

<b>November</b>	<b>Date Due</b>	<b>Date of Event</b>
<b>Provost's Office</b>		
<ul style="list-style-type: none"> <li>• Reappointment, Promotion and Tenure actions: final list and materials distributed</li> <li>• Full Professor With Tenure Promotion Recognition Dinner</li> <li>• Salary Cohort Analysis distributed for review</li> <li>• Lilly Teaching Fellows applications distributed</li> </ul>		November 17, 2015 November, 2015 November, 2015
<b>Vice President for Research and Graduate Studies</b>		
<ul style="list-style-type: none"> <li>• Research Topics: Budget-Building for Grant Proposals (open to all faculty)</li> <li>• Pre-Proposal Announcements/Invitations to Submit Full Proposals- Strategic Partnership Grant</li> </ul>	November 18, 2015	November 19, 2015
<b>Office for Inclusion &amp; Intercultural Initiatives</b>		
<ul style="list-style-type: none"> <li>• Excellence in Diversity Awards Deadline</li> </ul>	November 16, 2015	
<b>December</b>	<b>Date Due</b>	<b>Date of Event</b>
<ul style="list-style-type: none"> <li>• Fall Semester Classes End</li> <li>• Fall Semester Commencements</li> <li>• Fall Semester Final Exams</li> </ul>		December 11, 2015 December 17-19, 2015 December 14-18, 2015
<b>Vice President for Research and Graduate Studies</b>		
<ul style="list-style-type: none"> <li>• Humanities and Arts Research Program (HARP) Production Program Session I funding decisions posted online</li> <li>• Request for Application-Humanities and Arts Research Program (HARP) Production Program (Session II)</li> </ul>	December 11, 2015	December 2, 2015
<b>Office for Inclusion &amp; Intercultural Initiatives</b>		
<b>January</b>	<b>Date Due</b>	<b>Date of Event</b>
<ul style="list-style-type: none"> <li>• Spring Classes Begin</li> <li>• Martin Luther King Day- University open, classes cancelled</li> <li>• CASE Professor of the Year Nominations Distributed</li> </ul>	January 8, 2016	January 11, 2016 January 18, 2016 February 19, 2016
<b>Provost's Office</b>		
<ul style="list-style-type: none"> <li>• CIC Academic Leadership Program applications distributed</li> <li>• Lilly Teaching Fellowships application due</li> <li>• Salary Cohort Analysis responses due</li> </ul>	January 21, 2016 January, 2016	January, 2016
<b>Vice President for Research and Graduate Studies</b>		
<ul style="list-style-type: none"> <li>• Conflict of Interest: Annual disclosures of significant financial interests may be submitted for 2016. This applies to individuals appointed through the academic personnel system with research, teaching, outreach, or service institutional responsibilities. Information at coi.msu.edu</li> <li>• Write Winning Grant Proposals Workshop</li> <li>• Research Topics: Writing Impact Statements and Specific Aims (open to all faculty)</li> <li>• Submission Deadline for Full Proposals - Strategic Partnership Grant</li> </ul>	January 1, 2016 January 28, 2016	January 7, 2016 January 21, 2016
<b>Inclusion &amp; Intercultural Initiatives</b>		
<ul style="list-style-type: none"> <li>• Martin Luther King Commemorative Convocation</li> </ul>		January 18, 2016
<b>February</b>	<b>Date Due</b>	<b>Date of Event</b>
<b>Provost's Office</b>		
<ul style="list-style-type: none"> <li>• All University Awards Convocation</li> <li>• CIC Academic Leadership Program applications due</li> <li>• Founders Day/Award Convocation</li> <li>• Reappointment, Promotion and Tenure Documents due</li> <li>• Survive and Thrive in the MSU Tenure System (Faculty Workshop)</li> <li>• From Associate Professor to Professor: Productive Decision Making at Mid-Career (Faculty Workshop)</li> <li>• Promotion of Fixed Term, HP, NCSL, Libraries &amp; Academic Specialists with Continuing Appointment Dinner</li> <li>• Walter and Pauline Adams Academy for Instructional Excellence and Innovation Applications distributed</li> </ul>	February 9, 2016 February 11, 2016	February 9, 2016 February 24, 2016 Spring 2017 February 18, 2016 February, 2016
<b>Vice President for Research and Graduate Studies</b>		
<ul style="list-style-type: none"> <li>• Submission Deadline - Humanities and Arts Research Program (HARP) Production Program (Session II)</li> <li>• Humanities and Arts Research Program (HARP) Development Program funding decisions posted online</li> <li>• Research Topics: IRB Overview for Human Subjects in Research (open to all faculty)</li> </ul>	February 4, 2016	February 10, 2016 February 28, 2015
<b>Office for Inclusion &amp; Intercultural Initiatives</b>		
<ul style="list-style-type: none"> <li>• Excellence in Diversity Awards Nominations and Artistic Contest Applications Deadline</li> <li>• Dr. Martin Luther King Jr., Endowed Scholarship</li> </ul>	February 29, 2016	February 15, 2016

<b>March</b>	<b>Date Due</b>	<b>Date of Event</b>
• Spring Break		March 3-11, 2016
<b>Provost's Office</b>		
• Reappointment, Promotion and Tenure - final college recommendations due		
<b>Vice President for Research and Graduate Studies</b>		
• Research Topics: NIH Funding Tips (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, 2016	
<b>April</b>	<b>Date Due</b>	<b>Date of Event</b>
<b>Provost's Office</b>		
• Faculty, Academic Staff & Executive Management Retirement Luncheon		April 12, 2016
• CIC ALP Fellows Welcome Dinner (attended by new and current fellows and their Chairs and Deans.)		April 21, 2016
• Lilly Teaching Fellows Welcome Dinner (attended by new and current Lillies and their Chairs and Deans.)		April 28, 2016
• Walter and Pauline Adams Academy for Instructional Excellence and Innovation Applications Due	April, 2016	
<b>Vice President for Research and Graduate Studies</b>		
• Humanities and Arts Research Program (HARP) Production Program (Session II) competition funding decisions posted online		April 6, 2016
• Research Topics: Export Controls Overview for Researchers (open to all faculty)		April 21, 2016
<b>May</b>	<b>Date Due</b>	<b>Date of Event</b>
• Spring Semester Classes end		May 29, 2016
• Spring Semester Final Exams		May 2-6, 2016
• Spring Semester Commencements		May 5-14, 2016
• Summer Semester begins (Full and Session One)		May 16, 2016
<b>Provost's Office</b>		
• Spring Institute on College Teaching and Learning		May 9-13, 2016
• William J. Beal Outstanding Faculty Awards (formerly, Distinguished Faculty Awards)		
• 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		
• Robert F. Banks Award for Institutional Leadership nominations distributed	Dist. March 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 4, 2016	
<b>Office for Inclusion &amp; Intercultural Initiatives</b>		
• Creating Inclusive Excellence Grant Proposals Due	May 20, 2016	
<b>Office of Planning and Budgets</b>		
• TLE allocations sent to Deans for review, subsequent to approval by Provost	May 28, 2016	
<b>June</b>		
<b>Office of Planning and Budgets</b>		
• Final TLE allocations with account numbers distributed to Deans	June 30, 2016	

Prepared by Cindi Leverich, Office of Faculty and Organizational Development