

2007-2008
Preliminary Schedule of Academic Year Deadlines
College of Letters and Science
Revised 4-28-08

*Unless otherwise noted, due dates are for receipt of materials in the College Office. Dates indicated by * are tentative, based on prior year deadlines.*

September

- 7 Deadline for curricular matters for September 18 meeting of the L&S AP&CC
- 7 Personnel Action (PA) forms for September payroll academic appointments due
- 7 Chairs' and Directors' meeting, 12:00-1:30, CRT 175
- 10 Deadline for submitting UWinteriM courses to Tom O'Bryan
- 11 University APCC meeting, 7:30 a.m., CHA 211, Regents' Room
- 17 Graduate Faculty Committee meeting, 3:00 p.m., CHA 211, Regents' Room
- 18 L&S AP&CC meeting, 9:00 a.m., HLT 241
- 20 Chancellor's Address to the Campus (Plenary & Faculty meeting), 2:30 p.m., Room TBA
- 21 Last date for departments to make online changes to Spring 2008 *Schedule of Classes*
- 21 Last date for changes that will appear in the printed 2008 UwinteriM *Schedule of Classes*
- 28 Sabbatical proposals due

October

- 1 PA forms for October payroll academic appointments due
- 2 Campus Fall Awards Ceremony, 3:00 p.m., Union Wisconsin Room
- 4 Fall Scholarship Reception and New Directions Campaign Kickoff, 4:30 p.m., Zelazo Center
- 4 Graduate Course and Curriculum meeting, 10:30 a.m.– noon, Mitchell 245
- 5 ~~Chairs' and Directors' meeting, 12:00-1:30, CRT 175 – CANCELLED~~
- 5 Deadline for curricular matters for October 16 meeting of the L&S AP&CC
- 5 Deadline for nominations of candidates for honorary degrees awarded in 2008
- 8 Research Growth Initiative (RGI) proposals due
- 9 University APCC meeting, 7:30 a.m., CHA 211, Regents' Room
- 15 Graduate Faculty Committee meeting, 3:00 p.m., CHA 211, Regents' Room
- 16 L&S AP&CC meeting, 9:00 a.m., HLT 241
- 18 Faculty Senate meeting, 2:30 p.m., CRT 175
- 19 Revisions for 2008-2009 *Undergraduate Catalog* due
- 26-27 UWM Open House
- 31 Graduate Course and Curriculum meeting, 2:30 p.m. – 4:00 p.m., Mitchell 245
- 31 Summer 2008 *Schedule of Classes* available online for updating

November

- 2 PA forms for November payroll academic appointments due
- 9 Deadline for curricular matters for November 20 meeting of the L&S AP&CC
- 13 University APCC meeting, 7:30 a.m., CHA 211, Regents' Room
- 15 Faculty Senate meeting, 2:30 p.m., CRT 175
- 16 Chairs' and Directors' meeting, 12:00-1:30, CRT 175
- 19 Graduate Faculty Committee meeting, 3:00 p.m., CHA 211, Regents' Room
- 20 L&S AP&CC meeting, 9:00 a.m., HLT 241
- 21 L&S Summer 2008 *Schedule of Classes* budget and course entry deadline
- 29 L & S Faculty meeting

December

- 3 PA forms for December payroll academic appointments due
- 3 Promotion to Associate Professor recommendations due
- 4 Fall 2008 *Schedule of Classes* available online for updating
- 6 Graduate Course and Curriculum meeting, 10:30 a.m.– noon, Mitchell 245
- 7 ~~Chairs' and Directors' meeting, 12:00-1:30, CRT 175 – CANCELLED~~

- 7 Deadline for curricular matters for December 18 meeting of the L&S AP&CC
- 11 University APCC meeting, 7:30 a.m., CHA 211, Regents' Room
- 13 Faculty Senate meeting, 2:30 p.m., CRT 175
- 17 Graduate Faculty Committee meeting, 3:00 p.m., CHA 211, Regents' Room
- 18 L&S AP&CC meeting, 9:00 a.m., HLT 241
- 20 Graduate Course and Curriculum meeting, 10:30 a.m.– noon, Mitchell 245

January, 2008

- 4 PA forms for January payroll academic appointments due
- ~~8 University APCC meeting, 7:30 a.m., CHA 211, Regents' Room – CANCELLED~~
- 14 Academic staff performance evaluations due to supervisors
- 14 Deadline for curricular matters for January 24 meeting of the L&S AP&CC
- 24 L&S AP&CC meeting, 9:30 a.m., HLT 241
- 24 Plenary and Faculty meeting, 2:30 p.m., Room TBA
- 25 L&S Fall 2008 *Schedule of Classes* budget and course entry deadline (we will request tentative Spring 2009 information as well)
- 28 Graduate Faculty Committee meeting, 3:00 p.m., CHA 211, Regents' Room
- 31 L & S Faculty meeting, 3:30 p.m., CRT 175

February

- 1 PA forms for February payroll academic appointments due
- 4 Promotion to Professor recommendations due
- 4 Deadline for curricular matters for February 14 meeting of the L&S AP&CC
- 8 Chairs' and Directors' meeting, Noon, CRT 175
- 8 Last date for departments to make online changes to Summer 2008 *Schedule of Classes*
- 8 Graduate Course & Curriculum (GCC) meeting, 9:15 a.m., Mitchell 245
- 12 University APCC meeting, 7:30 a.m., CHA 211, Regents' Room
- 14 L&S AP&CC meeting, 9:00 a.m., HLT 241
- 14 Faculty Senate meeting, 2:30 p.m., CRT 175
- 25 Graduate Faculty Committee meeting, 3:00 p.m., CHA 211, Regents' Room
- 25 Annual Summary & Assessment of Academic Activity for Faculty due to Dept. Chairs
- 22 Last date for departments to make online changes to Fall 2008 *Schedule of Classes*
- 27 Academic staff performance evaluations (signed) due in Dean's office
- ~~28 L & S Faculty meeting, 3:30 p.m., CRT 175 - CANCELLED~~
- 29 Annual Summary & Assessment of Academic Activity for Faculty due to L & S Assoc. Deans

March

- Mid-March Approximate date ballots for department chair will be due
- 7 Graduate Course & Curriculum (GCC) meeting, 9:15 a.m., Mitchell 245
- 7 Chairs' and Directors' meeting, ~~CRT 175~~, Noon, Mitchell 195
- 3 PA forms for March payroll academic appointments due
- 3 Deadline for curricular matters for March 13 meeting of the L&S AP&CC
- 10 Reappointment or non-renewal of probationary faculty
- 11 University APCC meeting, 7:30 a.m., CHA 211, Regents' Room
- 13 L&S AP&CC meeting, 9:00 a.m., HLT 241
- 24 Graduate Faculty Committee meeting, 3:00 p.m., CHA 211, Regents' Room
- 27 Faculty Senate meeting, 2:30 p.m., CRT 175
- 31 Estimated availability of LIVE version of fall 2008 *Schedule of Classes* on the web

April

- 4 Chairs' and Directors' meeting, Noon, CRT 175
- 4 PA forms for April payroll academic appointments due
- 8 University APCC meeting, 7:30 a.m., CHA 211, Regents' Room
- 10 L & S Faculty meeting, 3:30 p.m., CRT 175
- 11 New position requests due
- 11 Graduate Course & Curriculum (GCC) meeting, 9:15 a.m., Mitchell 245

- 14 Deadline for curricular matters for April 24 meeting of the L&S AP&CC
- 17 Faculty Senate meeting, 2:30 p.m., CRT 175
- 24 L&S AP&CC meeting, 9:00 a.m., HLT 241
- 28 Graduate Faculty Committee meeting, 3:00 p.m., CHA 211, Regents' Room
- *30 Outside activities reports due (done online)

May

- 2 Chairs' and Directors' meeting, Noon, CRT 175
- 2 PA forms for May payroll academic appointments due
- ~~8 L & S Faculty meeting, 3:30 p.m., CRT 175- CANCELLED~~
- *8 Recognition Dinner for retiring faculty and staff
- 9 Graduate Course & Curriculum (GCC) meeting, 9:15 a.m., Mitchell 245
- 12 Deadline for curricular matters for May 22 meeting of the L&S AP&CC
- 13 University APCC meeting, 7:30 a.m., CHA 211, Regents' Room
- 13 (IF NEEDED) Faculty Senate meeting, 2:30 p.m., CRT 175
- 15 Faculty Senate meeting, 2:30 p.m., CRT 175
- 19 Graduate Faculty Committee meeting, 3:00 p.m., CHA 211, Regents' Room
- 22 L&S AP&CC meeting, 9:00 a.m., HLT 241 (if needed)

July

- *25 L&S Spring 2009 *Schedule of Classes* budget and course entry **deadline**

This calendar will be posted at http://www.uwm.edu/letscli/pdf/lis_deadlines.pdf and updated as new/changed information becomes available.