

# **PLANNING CALENDAR 2011 – 2012**



College of  
**Science**

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**Southern Illinois University Carbondale**

# August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 FINAL EXAMS	5 FINAL EXAMS <ul style="list-style-type: none"> <li>●<i>SU12 Large lecture requests due to Scheduling</i></li> <li>●FY11 state funds Invoices/IDFs due to Accts Payable</li> <li>●FY11Pcards delivered, reconciled &amp; approved</li> </ul>	6 COMMENCEMENT  Summer student employment ends
7  Fall student employment begins	8	9	10  SU11 grades posted on Salukinet	11	12	13
14	15 Deadline for 2011/2012 UGA contracts to Scholarship Office for Aug payroll  <i>Chairs Meeting 3pm</i>	16	17  <i>LLC Move-in 8a-3p</i>	18  <i>General Move-in 8-3 Ice Cream Social 5:30-7p</i>	19  <ul style="list-style-type: none"> <li>●<i>TA Class Schedules due to Dean</i></li> <li>●<i>COS Saluki Survival Skills</i></li> <li>●New TT Faculty Orient.</li> <li>●2011-2012 Convocation</li> </ul>	20
21	22  Classes begin	23	24	25  New Faculty Workshop (ORDA)	26	27
28  Deadline to Register/add w/o Dean's sig	29  Deadline for FY11 Pcard corrections	30	31			

# September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <ul style="list-style-type: none"> <li>• 2011-2012 Prog Rev self-studies due to Dean</li> <li>• Change of Majors due</li> <li>• Graduation appl. due</li> </ul>	3 <b>9/2 cont...</b> <ul style="list-style-type: none"> <li>• NTT lists due to NTT Faculty Assoc</li> </ul>
4 Deadline to drop for refund	5 <b>LABOR DAY HOLIDAY</b>	6 <i>SU12 Prop Schedule of Classes due to Dean</i>	7	8 BOT at SIUE	9	10
11	12	13	14	15 <i>Personnel contracts due to Dean's office for next payroll</i>	16 <ul style="list-style-type: none"> <li>• Self-studies due to Office of Assess by Dean</li> <li>• 2nd payroll for monthly due to late paperwork for Sept 1st payroll</li> </ul>	17
18	19 <i>Chairs Meeting 3pm</i>	20	21	22	23 <i>FA12 Large lecture requests due to Scheduling</i>	24 FAMILY WEEKEND
25	26	27	28	29	30 <ul style="list-style-type: none"> <li>• Saluki Research Rookies applications due to ORDA</li> <li>• Alumni Assoc Outstanding Thesis nominations due to Grad School</li> </ul>	

# October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <ul style="list-style-type: none"> <li>• <i>Deadline for Sabbatical applications to Dean</i></li> <li>• Nomin for Student Laureate Award due to Univ Honors</li> </ul>	4 Into to Grant Writing 6-9p Lawson 231	5 Into to Grant Writing 6-9p Lawson 231	6	7 <i>Deadline for Sabbatical applications to Assoc Provost</i>	8 FALL BREAK
9 FALL BREAK	10 FALL BREAK	11 FALL BREAK	12 McNair Scholars Program applications due to ORDA	13	14 <ul style="list-style-type: none"> <li>• <i>Deadline for Form 90s/90As/100s to Dean</i></li> <li>• <i>Personnel contracts due to Dean's office for next payroll</i></li> </ul>	15 HOMECOMING Alumni Assoc Board Meeting
16 Deadline to drop on SalukiNet	17 <ul style="list-style-type: none"> <li>• <i>P&amp;T recommendations due to Dean (Comm to meet TBA)</i></li> <li>• <i>Chairs Meeting</i></li> </ul>	18	19	20	21	22
23	24	25	26	27	28	29 <i>Expanding Your Horizons</i>
30	31 <i>FA12 Prop Schedule of Classes due to Dean</i>					

# November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>1</i> <ul style="list-style-type: none"> <li>• <i>Faculty Seed Grant apps due to Dean</i></li> <li>• <i>Deadline for cap &amp; gown order for FA11</i></li> </ul>	<i>2</i>	<i>3</i>	<i>4</i> <i>Form 90s/90as/100s due to Assoc Provost</i>	<i>5</i>
<i>6</i> Daylight Savings Time Ends	<i>7</i> Faculty Seed Grant apps due to ORDA	<i>8</i>	<i>9</i> Advanced Grant Dev & Admin 6-9p Lawson 101	<i>10</i> <ul style="list-style-type: none"> <li>• <i>SP12 personnel contracts due to Dean's office</i></li> <li>• <i>Advanced Grant Dev &amp; Admin 6-9p Lawson 101</i></li> </ul>	<i>11</i> <b>VETERANS DAY HOLIDAY</b>	<i>12</i>
<i>13</i> <i>COS Fall Telefund</i>	<i>14</i> <i>COS Fall Telefund</i>	<i>15</i> <ul style="list-style-type: none"> <li>• <i>Personnel contracts due to Dean's office for next payroll</i></li> <li>• <i>COS Fall Telefund</i></li> </ul>	<i>16</i> <i>COS Fall Telefund</i>	<i>17</i> <i>COS Fall Telefund</i>	<i>18</i> <i>COS Fall Telefund</i>	<i>19</i> <i>COS Fall Telefund</i>
<i>20</i>	<i>21</i> <b>Chairs Meeting 3pm</b>	<i>22</i> <b>Deadline for SP12 GA contracts to Dean</b>	<i>23</i> THANKSGIVING BREAK P&T recommendations due to Assoc Provost	<i>24</i> <b>THANKSGIVING DAY HOLIDAY</b>	<i>25</i> <b>THANKSGIVING FRIDAY OFF</b>	<i>26</i> THANKSGIVING BREAK
<i>27</i> THANKSGIVING BREAK	<i>28</i>	<i>29</i>	<i>30</i>			

# December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<i>1</i> <ul style="list-style-type: none"> <li>• Possible FY12 Midyr Reappraisals due (no midyr reapp in FY11)</li> <li>• SP12 GA contracts due to Grad School</li> </ul>	<i>2</i>	<i>3</i>
<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>  BOT at SIUC	<i>9</i>	<i>10</i>
<i>11</i>	<i>12</i>  FINAL EXAMS	<i>13</i>  FINAL EXAMS	<i>14</i>  FINAL EXAMS	<i>15</i> FINAL EXAMS <ul style="list-style-type: none"> <li>• Personnel contracts due to Dean's office for next payroll</li> <li>• Assessment Reports for AY2011 due to Office of Assessment &amp; Prog Rev</li> </ul>	<i>16</i>  FINAL EXAMS	<i>17</i>  COMMENCEMENT
<i>18</i>	<i>19</i>  Fall Final Grades Due  <i>Chairs Meeting 3pm</i>	<i>20</i>	<i>21</i>  FA11 grades posted on Salukinet	<i>22</i>	<i>23</i>	<i>24</i>  Fall student employment ends
Spring student employment begins	<b>CHRISTMAS HOLIDAY</b>	<b>ADMINISTRATIVE CLOSURE</b>	<b>ADMINISTRATIVE CLOSURE</b>	<b>ADMINISTRATIVE CLOSURE</b>	<b>HOLIDAY</b>	<i>COS Scholarship applications due</i>

# January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <b>NEW YEAR'S HOLIDAY</b>	3	4	5	6	7
8	9	10	11	12	13 • <i>TA Class Schedules due to Dean</i> • <i>Personnel contracts due to Dean's office for next payroll</i>	14
15	16 <b>MARTIN LUTHER KING JR HOLIDAY</b>	17 CLASSES BEGIN	18	19	20	21
22	23 <i>Chairs Meeting 3pm</i>	24	25	26	27 Deadline for SP12 graduation applications	28
29	30 REACH applications due to ORDA	31				

# February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 <i>Personnel contracts due to Dean's office for next payroll</i>	16	17 UGA applications & position descriptions for 2012-2013 due	18
19	20 <i>Chairs Meeting 3pm</i>	21	22	23	24	25
26	27	28	29			

# March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1  <i>FY12 Final Reappraisals due (date unknown)</i>	2	3
4  Commencement checklist due to Alumni Assoc	5	6  <i>Math Field Day (Tentative)</i>	7	8	9  <ul style="list-style-type: none"> <li>• <i>SP13 Large lecture requests due to Scheduling</i></li> <li>• <i>DRA nominations due to Dean</i></li> <li>• <i>SU12 personnel contracts due to Dean's office</i></li> </ul>	10  SPRING BREAK
11  SPRING BREAK  Daylight Savings Time begins	12  <b>SPRING BREAK MONDAY</b>  <i>Extern Program</i>	13  SPRING BREAK  <i>Extern Program</i>	14  SPRING BREAK  <i>Extern Program</i>	15  SPRING BREAK  <ul style="list-style-type: none"> <li>• <i>Chairs' written resp to internal/external prog review reports to Dean</i></li> <li>• <i>Personnel contracts due to Dean's office for next payroll</i></li> <li>• <i>Extern Program</i></li> </ul>	16  SPRING BREAK  <i>Extern Program</i>	17  SPRING BREAK
18  SPRING BREAK	19  SU12/FA12 registration begins  <i>Chairs Meeting 3pm</i>	20	21	22  <i>IJSHS</i>  <i>Computer Science Day</i>	23  <i>IJSHS</i>	24  <i>IJSHS</i>
25	26	27  <i>Science Fair (Tentative)</i>	28	29	30	31

# April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<i>1</i> <ul style="list-style-type: none"> <li>• Deadline for cap &amp; gown order for SP12</li> <li>• UGA positions posted for 2012-2013</li> </ul>	<i>2</i> <i>Dean responds to internal/external Prog Rev reports</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
<i>8</i> EASTER	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i> <i>Personnel contracts due to Dean's office for next payroll</i>	<i>14</i>
<i>15</i> <b>HONORS DAY</b>	<i>16</i> Undergrad Research Forum, Student Center <i>Chairs Meeting 3pm</i>	<i>17</i> Research Town Meeting, Student Center	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>
<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i> Admin Professionals Day	<i>26</i>	<i>27</i>	<i>28</i> Alumni Assoc Board Meeting
<i>29</i>	<i>30</i>					

# May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <i>Prepare FA12 GA/Term Faculty contracts before students/faculty leave for summer</i>	2	3	4	5
6	7 FINAL EXAMS  <i>SP13 Prop Schedule of Classes due to Dean</i>	8 FINAL EXAMS	9 FINAL EXAMS	10 FINAL EXAMS	11 FINAL EXAMS  COMMENCEMENT	12 COMMENCEMENT  Spring student employment ends
13 Mother's Day  Summer student employment begins	14  Intersession begins	15  <i>Personnel contracts due to Dean's office for next payroll</i>	16  SP12 grades posted on Salukinet	17	18	19
20	21  <i>Chairs Meeting 3pm</i>	22	23	24	25  Copy of annual review letters for TT faculty due to Provost	26
27	28  <b>MEMORIAL DAY</b>	29	30	31		

# June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8 <i>TA Class Schedules due to Dean</i>	9
10	11 Classes Begin	12	13	14	15 •FA12 personnel contracts due to Dean's office •Personnel contracts due to Dean's office for next payroll	16
17 Father's Day	18 <i>Chairs Meeting 3pm</i>	19	20	21	22 Deadline for graduation applications	23
24	25	26	27	28	29	30

# July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Deadline for cap & gown order	2	3	4 <b>INDEPENDENCE DAY HOLIDAY</b>	5	6	7
8	9	10	11	12	13 <i>Personnel contracts due to Dean's office for next payroll</i>	14
15	16 <i>Chairs Meeting 3pm</i>	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				