			AUGUST, 2023			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30 Supervisor and Profession of Professional Staff					
		Provost Council Professional Staff Congress	2	3	Summer II session ends 10 week session ends	5
6	Advising for Incoming Freshmen	8	9	10	11/	12
	University Opening Meeting 202410 Faculty Contracts Begin	Faculty Senate	Summer Advising stipends due to the Provost's Office*	Summer Advising Stipends due to HR*	Summer II pay day 10 week session - last pay day	
	Summer Advising stipends due Rick Kribs' Office*		Requests for half or full time one-semester contracts due			
	22-23 Assessment Report		One-semester contracts due			
	drafts/revisions not submitted are due this week					
	22-23 Project Tools and/or Raw Data					
	files not submitted are due this week		PROFESSIONAL DEVELOPMI	ENT - offerings all week	L	
13	14	15	16	17	18	19
	202410 semester begins	Academic Team		Support Staff Council	Trailblazer Teaching	
	1st 8 week session begins			College Meetings	Academy Kickoff	
	10 week session begins					
	1st 5 week session begins					
	1st 4 week session begins					
	DROP/ADD WEEK	DROP/ADD WEEK	DROP/ADD WEEK	DROP/ADD WEEK	DROP/ADD WEEK	
20	21	22			25	26
			Board of Trustees	LOAD REPORTS	*Summer Advising Stipends will be	
			Jasper Campus/CTIM Bldg	All updates on Banner need to	paid 8/26/23	
				be completed - Staff Names	202410 Load Reports on eprint	
				and Non-Instructional screens		
				CAAC		

	AUGUST, 2023									
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
27	28	29	30	31						
	Faculty Schedule Cards due to Tracy,	202420 working copy	TAPS 10 DAY REPORT DUE:							
	Provost's Office	available to each college/	Students in one or more of the	Promotion and Tenure:  Notify your Department Chair and Dean immediately of your intent to apply for						
	Roll Spring 2024 Class Schedule	site for editing	following categories: no							
			shows, more than one absence,		promotion and/or					
			no books (performance warning)	tenure so that comm	ittees can be set up and ready to	receive				
				your application materials. Also, please notify the Chair						
					and Promotion Committee of you					
				•	•					

			SEPTEMBER, 2023			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Dr. Contombord	2
					By September 1, forwards a	
					signed copy	
					of evaluation to	
					college secretary	
3	4	. 5	6	7	8	9
		Provost Council		CAAC	Academic Program Assessment	
	LABOR DAY	Professional Staff Congress		202410 Load Reports due	Reporting for 2022-2023	
	UNIVERSITY CLOSED	Load Reports due to the		to HR (all but 2nd 8 weeks)	due to M. Groneman	
	OMVERON I GEOGED	Provost's Office for 202410				
		(All except 2nd 8 week session)				
10			13	14	• • • • • • • • • • • • • • • • • • • •	16
	1st 4 week session ends	Faculty Senate	Sabbatical proposals due to		1st 5 week session ends	
	Faculty and Chairs	2nd 4 week session begins	Dept. Chair from faculty		Last day for students to	
	Finalize 2023 -2024 Professional		Supervisor/PS employee		w/d from 1st 8-week classes	
	Growth Plan using information		complete an updated job		w/o appropriate college	
	from Course Improvement Plan		description that reflects		dean's approval	
	and Survey Dig results and		current position duties		No later than today	
	yearly evaluation				The Provost will notify the	
					academic deans that tenure	
					track availability	
					counts should be forwarded	
					to the Provost's office for	
					approval no later	
					than the fourth (4th) Friday	
					in September (9/22/2023)	
			·		Trailblazer Teaching Academy	

			SEPTEMBER, 2023 (continued)			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18	19	20	21	22	23
	2nd 5 week session begins	Academic Team	TAPS 5 WEEK REPORT:	CAAC	1st pay day for 16, 1st 8	
		First edits of 202420	Students with three or more	College Meetings	and 10 week sessions	
		completed in Banner	absences and/or any	Support Staff Council	Payday for 1st 5	
			performance warnings needed,		week and 1st 4 week	
			especially for behaviors		sessions	
			that might adversely		Deans -Tenure Track	
			affect mid-term grades and		availability due to the	
			possibly lead to course failure		Provost's office today	
			View 202420 Final			
			Exam Schedule on VU Website			
24		26	27	28	29	30
	Lab Fees due for 202420					
					Sabbatical proposals review	
					report submitted to College	
					Dean from Dept. Chair	
					23-24 Co-curricular Assessment	
					Planning Reporting due	
					PS/Prom Chair and committee	
					have general information	
					meeting convened for eligible	
					Professional Staff	
					Prof Staff and supervisor	
					meet and receive information	

### OCTOBER, 2023

By October 1, the Provost will, after consulting with the Deans of each College, designate the number and location of tenure track lines, consistent with directive from the VU Board of Trustees, and guidance from the Faculty Senate for "balance" among tenured and non-tenured faculty at the University, College, Department and Program level.

By October 6, Faculty in each College will be notified of the availability of tenure track positions and will be provided with information regarding the eligibility requirements and selection

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			By the first Friday in October,		By October 1, the Provost will,	
			each College and VUJC shall		after consulting with the Deans	
			establish a committee of at least		of each College, designate	
			3 and no more than 5 tenured		the number and location of tenure	
			faculty members to serve as the		track lines, consistent with	
			review committee for tenure track		directive from the VU	
			applications. If a College/Campus		Board of Trustees, and guidance	
			does not have at least 3 tenure		from the Faculty Senate for	
			faculty members able to serve, a		"balance" among tenured and	
			tenured faculty member from		non-tenured faculty at the	
			another College/Campus may be		University, College, Department	
			assigned to the committee.		and Program level.	
1	2	3	4	5	6	
	Board of Trustees	Provost Council		Promotion/Tenure materials	1st 8 week session ends	
	Annual Board Meeting	Professional Staff Congress		due to dept. chairs by noon	2nd 4 week session ends	
	Vincennes/TBD				Second edits of 202420	
					schedule completed in Banner	
					202420 Course Material Adoptions	
					(Book Orders) due online at	
					http://vubookstore.vinu.edu/home.aspx	
					By October 6, Faculty in	
					each College will be notified	
					of the availability of tenure track	
					positions and will be provided	
					with information regarding the	
				·	eligibility requirements and	
					selection process.	
	MID-TERM EXAMS	MID-TERM EXAMS	MID-TERM EXAMS	MID-TERM EXAMS	MID-TERM EXAMS	

			OCTOBER, 2023 (continued)		
8	9	10		12	13
		Faculty Senate	2nd 8 week session begins	CAAC	Sabbatical proposals review
		Mid-Term Grades for Fall	3rd 4 week sessions begins		report submitted to Faculty
	FALL HOLIDAY	Semester due by 8:00 am			Senate Sabbatical Review
	UNIVERSITY CLOSED				Comm from College Dean
			Program Review data for the		
	MID-TERM BREAK	MID-TERM BREAK	previous year distributed to		
	(NO CLASSES)	(NO CLASSES)	the Deans		
15	16	17	18	19	20
	202420 Class Schedule open for	Academic Team		College Meetings	Last pay day for 1st 8 week
	Advising and Registration			Support Staff Council	classes
	Begin Advising and Registration			CAAC	Payday 2nd 4 week session
	for Spring				Promotion/Tenure materials
					& the dept. committee's recom-
					mendations due to Chair of the College
					Tenure Committee by 12 noon
			-		Trailblazer Teaching Academy
22	23	24	25		
		2nd 5 week session ends	Last 5 week session begins	FINAL DEADLINE -	Last day for students to w/d
		10 week session ends		Curriculum Proposals and	without appropriate college
				R/W/S Intensive Course List	dean's approval
				Revisions to Curriculum	Graduation Application
				Specialist-S Carter	Deadline
				DUE: Proposals must be	
				received by the last	
				Thursday in October to	
				guarantee inclusion in the	
				2024 - 2025 Catalog	
29	30	31			
	10/30/2023				
	2nd 8 week session load reports				
	due to the Provost's Office				

			NOVEMBER, 2023			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	1 2	3	4
				2nd 8 week Load Reports	Last pay day for the 10 week	
				due to HR	session	
				CAAC	Payday for 2nd 5 week session	
5	6	7	·	9	10	11
		3rd 4 week session ends	4th 4 week session begins		Promotion/Tenure & college	
		Provost Council			committee's recommendations	
		Professional Staff Congress			due to Chair of the University	
		Program Review materials			Promotion/Tenure committee	
		due back to Business Office			by 12 noon	
		from the colleges			L	
12	13	14	15	5 16	17	18
	Sabbatical Proposals Report	Faculty Senate		College Meetings	Last day for students to w/d	
	due to Provost from Faculty			Support Staff Council	from 2nd 8-week classes w/o	
	Senate Sabbatical Rev Comm			CAAC	appropriate college	
					dean's approval	
					Payday for 3rd 4 week session	
					Trailblazer Teaching Academy	
19	20	21	22	2 23	24	25
		Last day for faculty to w/d	THANKSGIVING BREAK	THANKSGIVING BREAK	THANKSGIVING BREAK	THANKSGIVING
		students for non-attendance	(NO CLASSES)	UNIVERSITY CLOSED	UNIVERSITY CLOSED	BREAK UNIVERSITY
		Academic Team	(Offices Open)	CHIVEROIT CEOCED	ONIVERSITI GEOGED	CLOSED
26	27	28	29	30		
	Classes Resume	Sabbatical final recommenda-		CAAC		
THANKSGIVING		tions due to President from				
BREAK		the Provost				
UNIVERSITY						
CLOSED						
			identified as "acceptable" or "no	ot acceptable" for tenure track at thi	date names to the respective Dean. is time. The committee will also inclu pplication for a tenure-track appointr	de a list of each

			DECEMBER, 2023			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
fo	SPRING 2024 - owrwarded to the University F	Faculty Promotion and Tenu President for review and reco			Last 5 week session ends	MID-YEAR COMMENCEMENT (VINCENNES CAMPUS)
3	4	5	6	7	8	9
		Professional Staff Congress	By December 9, Tenure and	Professional Staff submit	Fall Semester (202410) ends	
		PSP Chair distributes	Promotion materials and the	promotion packets to the	after last final exam	
		promotion packets to the PSP	University committee's	PSP Committee Chair	2nd 8 week session ends	
		Committee	recommendations due to		4th 4 week session ends	
			the Provost VP for Instruction		Promotion/Tenure materials	
			by 12 noon.		and the University committee's	
			Board Meeting		recommendations due to the	
			Vincennes/TBD		Provost by noon	
	FINAL EXAMS	FINAL EXAMS	FINAL EXAMS	FINAL EXAMS		
10		12		14	15	16
	Final Grades for Fall		Announcement of approved		Last pay day for the 16	Tenure track
	Semester due by 12:00 pm	Faculty Senate	Sabbatical proposals by		week classes, 2nd 8 week	appointments will be
	Final Grades for the		the President		session, Last 4 and 5 week	retroactive to the start
	Fall 2023 term are				classes	of the current contract
	due within 48 hours					year for the purposes
	of the final exam or					of determining
	as soon as possible.					eligibility to apply
4=	10	10				for tenure
17	18		20	21	22	23
		Academic Team		College Meetings		CHRISTMAS UNIVERSITY
				Support Staff Council		CLOSED
24/31	25	26	27	28	29	30
CHRISTMAS UNIVERSITY CLOSED	CHRISTMAS UNIVERSITY CLOSED	CHRISTMAS UNIVERSITY CLOSED	CHRISTMAS UNIVERSITY CLOSED	CHRISTMAS UNIVERSITY CLOSED	CHRISTMAS UNIVERSITY CLOSED	UNIVERSITY CLOSED

			JANUARY, 2024			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ROFES	SIONAL DEVELOPMENT V		DULED THE FIRST WEE	EK OF FACULTY CONT	RACTS (JANUARY 2-	
	1	2	3	3	5	
		Provost Council (F2F)	Requests for half or full time		Provost forwards Promotion/	
	NEW YEAR'S DAY HOLIDAY	Professional Staff Congress	one-semester contracts due		Tenure recommendations	
	UNIVERSITY CLOSED	Ţ.			to President	
	1	First day of Faculty Contracts			StartVU StartVU	
	1	for the 202420 semester			Roll 202430 Class Schedule	
	İ				New Student Registration	
	1				Last Date for Returning Student	
	İ				Registration	
	-		PROFESSIONAL DEVELOPM	ENT - offerings all week		
7	8	9	10	11	12	
	202220 semester begins	Faculty Senate	202510 working copy available	CAAC		
	1st 8 week session begins		to each college/site for editing			
	10 week session begins					
	1st 5 week session begins					
	1st 4 week session begins					
	Roll 202410 Class Schedule					
	202430 working copy available					
	to each college/site for editing					
	DROP AND ADD	DROP AND ADD	DROP AND ADD	DROP AND ADD	DROP AND ADD	
14	15	16	17	1	19	
		Academic Team		LOAD REPORTS	Trailblazer Teaching Academy	
				All updates on Banner need to	202420 Load Reports on eprint	
	MARTIN LUTHER			be completed - Staff Names		
	KING DAY			and Non-Instructional screens		
	UNIVERSITY CLOSED			College Meetings		
				Support Staff Council		

			JANUARY, 2024 (CON'T)			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
	First edits of 202430 schedule	Faculty Schedule Card due to Tracy,	TAPS 10 DAY REPORT DUE:	202420-16 week, 1st 8 week &	202420 16 week, 1st 8 week	
	completed in Banner	Provost's Office (electronically)	Students in one or more of the	10 week Load Reports are due	and 10 week Load Reports are	
			following categories: no	to the Provost's Office	due to HR	Non-curricular catalog items
			shows, more than one absence,	CAAC	Faculty who have been	to Curriculum Specialist
			no books (performance warning)		converted to tenure track	Haley Spears by Friday,
					assignments and respective	January 26
					college dean will be notified in	
					writing by the Provost	
28	29	30	31			

BOARD OF TRUSTEES RETREAT February 26-27, 2024 Indianapolis  4				FEBRUARY, 2024			
February 26 - 27, 2024 Indianapolis  4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 26 - 27, 2024 Indianapolis  4		DOADD.	OF TRUSTEES DETREAT		1	2	3
Indianapolis  4						1st 4 week session ends	
4 1 5 6 Simple Syllabus Simple Syllabus Simple Syllabus Summer 2024 Rollout Front is 8 - week classes with appropriate college dean's approval and college dean's approval and season begins Faculty Senate Promotion recommendations are forwarded to Asst. VP Provost or designee in Financial and Presidential Services from the PSP Committee Chair  18 19 20 21 CAAC  Last day for 16, 115 - week classes with approval and season begins Faculty Senate Students with three or more assences and/or any performance warmings needed. Selected by Forwards to Asst. VP Provost or designee in Financial and Presidential Services from the PSP Committee Chair  18 19 20 21 CAAC  Last day for 16, 154 - week classes with approval approval and the state of the state of the selected college deenings approval and the state of the selected college Meetings and a services from the PSP Committee Chair  18 19 20 21 CAAC  Last day for students to wild from 1st 8-week classes with approval approval and 1st 9 will be appropriate college dean's approval and 1st 9 will be appropriate to support Staff Council approval and 1st 9 will be approval approval and 1st 9 will be approval approval approval and 1st 9 will be approval approval and 1st 9 will be approval approval approval and 1st 9 will be approval approval approval approval approval approval and 1st 9 will be approval appro		Fel	bruary 26 -27, 2024				
2nd 4 week sessions begins Professional Staff Congress Provost Council Summer 2024 Rollout From 1st 8-week classes who appropriate college dean's approval Supporting to the provided of the part of the provided of the provi			Indianapolis				
2nd 4 week sessions begins Professional Staff Congress Provost Council Summer 2024 Rollout From 1st 8-week classes who appropriate college dean's approval Supporting to the provided of the part of the provided of the provi	4	I 5	il 6	7	8	9	10
Provost Council  Summer 2024 Rollout  from 1st 8-week classes w/o appropriate college dean's approval 1st pay day for 16, 1st 8, 1st 4, 1st pay day for 16, 1st 8, 1st pay d	7	2nd 4 week sessions begins		Simple Syllabus-	CAAC	Last day for students to w/d	10
appropriate college dears approval 1st pay day for 1st 1st 5, and 10 week dasses 11 12 13 14 15 seek session ends 1st 5 week session begins 1st 5 week session ends 1st 5 week session begins 1st 5 week session ends 1st 5 week session begins 1st 5 week session ends 1st 5 week session begins 1st 5 week session ends 1st 5 week session begins 1st 5 week session ends 1st 6 week session begins 1st 5 week session ends 1st 6 week session begins 1st 6 week session ends 1st 9 15 16 17  College Meetings Support Staff Council 2support Staff Counc		Zina i wook ooodichio bogino			G/ 1/10	•	
dean's approval 1st pay day for 16, 1st 8, 1st 4, 1st 5, and 10 week classes 11 12 13 14 15 5, and 10 week classes 11 15 1st 5 week session ends  Prowstor for designee in Prowstor for designee in Provestor for designee in Financial and Presidential Services from the PSP Committee Chair  18 19 20 21 22 23 24  Lab Fees for Summer 2024 due  Academic Team  dean's approval 1st pay day for 16, 1st 8, 1st 4, 1st 5, and 10 week classes 16 17  Trailblazer Teaching Academy Support Staff Council warnings needed, especially for behaviors that might adversely affect mid-term grades and possibly lead to course failure  CAAC View 202410 Final Exam Schedule on VU Website  PS Promotion recommendations Schedule on VU Website  PS Promotion recommendations forwarded to VPS (President in Presidential Services)							
11 1 12 13 14 15 5, and 10 week classes 16 17  1st 5 week session ends 2nd 5 week session begins Faculty Senate Promotion recommendations are forwarded to Asst. VP Provost or designee in Financial and Presidential Services from the PSP Committee Chair 19 20 21 27 23 24 Lab Fees for Summer 2024 due Academic Team 1 20 24 27 28 202430 2nd edits completed in Banner 2024 due Academic Team 2 29 PS Promotion recommendations of Completed in Banner 2024 due 1 29 PS Promotion recommendations of Completed in Banner 2024 due 1 29 PS Promotion recommendations of Completed in Banner 2024 due 1 15 16 17 17 18 15 year 40 15 16 17 17 18 15 year 40 15 16 17 17 18 15 year 40 10 10 10 10 10 10 10 10 10 10 10 10 10							
11 12 2nd 5 week session begins 2nd 5 week session begins 5 2nd 5 week session begins 6 2nd 5 week session begins 6 2nd 5 week session begins 7 2nd 5 week session begins 8 2nd 5 week session begins 8 2nd 5 week session begins 9 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 18 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 17 2nd 5 week session begins 16 18 17 2nd 5 week session begins 16 18 17 2nd 5 week session begins 16 18 17 2nd 5 week session begins 16 18 17 2nd 5 week session begins 16 18 17 2nd 5 week session begins 16 18 2nd 5 week session begins 17 2nd 5 week session begins 16 18 2nd 5 week session begins 16 18 2nd 5 week session begins 16 18 2nd 5 week session begins 16 18 2nd 5 week session begins 16 18 2nd 5 week session 10 2nd 5 week session 10 2nd 5 week session 10 2nd 5 week session 10 2nd 5 week session 10 2nd 5 week session 10 2nd 5 week session 10 2nd 5 week session 10 2nd 5 week session 10 2nd 5 week session 10 2nd 5 week session 10 2nd 5 week session 10 2nd							
1st 5 week session ends  2nd 5 week session begins Faculty Senate Promotion recommendations are forwarded to Asst VP Provost or designee in Financial and Presidential Services from the PSP Committee Chair  18 19 20 21 CAAC View 202410 Final Exam Schedule on VU Website  25 26 27 28 202430 2nd edits completed in Banner Lab Fees for Fall 2024 due  2nd 5 week session begins Faculty Senate Students with three or more absences and/or any performance warnings needed, especially for behaviors that might adversely affect mid-term grades and possibly lead to course failure  CAAC View 202410 Final Exam Schedule on VU Website  29 PS Promotion recommendations forwarded to VPs (Presidenti in Presidential Services)							
Faculty Senate Promotion recommendations are forwarded to Asst. VP Provost or designee in Financial and Presidential Services from the PSP Committee Chair  18	11	12	13	14	15	16	17
Promotion recommendations are forwarded to Asst. VP Provost or designee in Financial and Presidential Services from the PSP Committee Chair  18 19 20 21 22 23 24 Lab Fees for Summer 2024 due Academic Team  25 26 27 28 28 29 202430 2nd edits completed in Banner Completed in Banner Lab Fees for Fall 2024 due Lab Fees for Fall 2024 due Lab Fees for Fall 2024 due Completed in Banner Lab Fees for Fall 2024 due Committee Chair Completed in Panner Lab Fees for Fall 2024 due Committee Chair Completed in Panner	1st 5 week session ends	2nd 5 week session begins	TAPS 5 WEEK REPORT DUE:	College Meetings	Trailblazer Teaching Academy		
are forwarded to Asst. VP Provost or designee in Financial and Presidential Services from the PSP Committee Chair  18 19 20 21 22 23 24 Lab Fees for Summer 2024 due Academic Team  20 21 CAAC View 202410 Final Exam Schedule on VU Website  25 26 27 28 29 202430 2nd edits completed in Banner Lab Fees for Fall 2024 due Lab Fees for Fall 2024 due  28 29 PS Promotion recommendations forwarded to VPs (President in Presidential Services)			Faculty Senate	Students with three or more	Support Staff Council		
Provost or designee in Financial and Presidential Services from the PSP Committee Chair  18 19 20 21 22 23 24 24 25 25 26 27 28 202430 2nd edits completed in Banner 2024 due Lab Fees for Fall 2024 due Lab Fees			Promotion recommendations	absences and/or any performance			
Financial and Presidential Services from the PSP Committee Chair  18 19 20 21 22 23 24 24 Lab Fees for Summer 2024 due Academic Team  Lab Fees for Summer 2024 due Academic Team  25 26 27 28 29 PS Promotion recommendations forwarded to VPs (President in Presidential Services)			are forwarded to Asst. VP	warnings needed, especially for			
Services from the PSP Committee Chair  18			Provost or designee in	behaviors that might adversely			
Committee Chair  18			Financial and Presidential				
18				possibly lead to course failure			
Lab Fees for Summer 2024 due  Academic Team  View 202410 Final Exam Schedule on VU Website  25  26  27  28  29  202430 2nd edits completed in Banner Lab Fees for Fall 2024 due  PS Promotion recommendations forwarded to VPs (President in Presidential Services)							
25 26 27 28 29 202430 2nd edits completed in Banner Lab Fees for Fall 2024 due  View 202410 Final Exam Schedule on VU Website  29 PS Promotion recommendations forwarded to VPs (President in Presidential Services)	18		. — . — . — . — . — . — . — . — . — . —	21		23	24
Schedule on VU Website  25		Lab Fees for Summer 2024 due	Academic Team				
25 26 27 28 29  202430 2nd edits 20mpleted in Banner 25 202430 2nd edits 26 27 28 29  PS Promotion recommendations forwarded to VPs (President in Presidential Services)							
202430 2nd edits  completed in Banner  Lab Fees for Fall 2024 due  PS Promotion recommendations forwarded to VPs (President in Presidential Services)					Schedule on VU Website		
202430 2nd edits  completed in Banner  Lab Fees for Fall 2024 due  PS Promotion recommendations forwarded to VPs (President in Presidential Services)							
202430 2nd edits  completed in Banner  Lab Fees for Fall 2024 due  PS Promotion recommendations forwarded to VPs (President in Presidential Services)			-				
completed in Banner forwarded to VPs (President in Presidential Services)	25		27	28			
Lab Fees for Fall 2024 due in Presidential Services)							
			<del> </del>		· ·		
UV IVIGICII I.		Lau rees ioi raii 2024 due	-				
MID-TERM EXAMS MID-TERM EXAMS MID-TERM EXAMS MID-TERM EXAMS		MID-TERM EYAMS	MID-TERM EYAMS	MID-TERM EYAMS			

			MARCH, 2024			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					1st 8 week session ends	Updated Articulation
					2nd 4 week session ends	Agreements
					202430 and 202510 Course	w/Secondary
					Material Adoptions (Book	Schools due:
					Orders) due online at	APCI/RK
					http://vubookstore.vinu.edu/home.aspx	DUE: MARCH 1
					MID-TERM EXAMS	
;	3	5	6	7	8	9
	202510 2nd edits				SPRING HOLIDAY	
	complete in Banner	Provost Council			UNIVERSITY CLOSED	
	Support Staff Self Evals	Mid-Term Grades for Spring				
	Due to appropriate supervisor	Semester due by 8:00 am			Last pay day for 1st 8 wk session	
					Pay day for 2nd 4 week session	
	MID-TERM BREAK	MID-TERM BREAK	MID-TERM BREAK	MID-TERM BREAK	MID-TERM BREAK	
	(NO CLASSES)	(NO CLASSES)	(NO CLASSES)	(NO CLASSES)	(NO CLASSES)	
10		12	13	14	15	16
	2nd 8 week session begins	Faculty Senate		CAAC	Trailblazer Teaching Academy	
	3rd 4 week session begins	Professional Staff Congress				
	202430/202510					
	Class Schedules					
	open for Advising					
	and Registration				L	
1	7 18	19	20	21	22	23
	2nd 8 week Load Reports	Academic Team	By March 22-Faculty: Complete	2nd 8 week Load Reports	Graduation Application Deadline	
	are due to Provost Office		Self-Report of Performance	are due to HR	Last day for student to w/d w/o	
			and update 2023 - 2024	College Meetings	approp college dean's approval	
			Professional Growth Plan and	Support Staff Council	Last pay day for 10 wk classes	
			submit to Dept Chair Prepare	CAAC		
			draft version of 2023-2024			
			Professional Growth Plan			
24/3	1 25	26	27	28	29	30
	10 week session ends	Last 5 week session begins	Prof Staff promotion	CAAC	GOOD FRIDAY	
	2nd 5 week session ends		recommendations forwarded		UNIVERSITY CLOSED	
			to President from VPs		UNIVERSITI CLOSED	

			APRIL, 2024			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
				CAAC		
7	8	9	10	11	12	13
	3rd 4 week session ends	4th 4 week session begins			1st pay day for 2nd 8 weeks	
	By April 8 -Dept. Chair reviews	Provost Council			Payday for 2nd 5 weeks	
	Self- Report of Performance and	Professional Staff Congress			3rd 4 week session ends	
	Professional Growth Plan				Last day for students to w/d	
	of current evaluation year and				from 2nd 8 wk classes	
	prepares draft ratings of				w/o appropriate college	
	Summative Performance				dean's approval	
	Evaluation					
14	15	16	17	18	19	20
		Academic Team	Board of Trustees'	College Meetings	Last day for faculty to w/d	
		Faculty Senate	Meeting	Support Staff Council	students for non-attendance	
					Trailblazer Teaching Academy	
21	22	23	24	25	26	27
	Publication of 2024-2025 Catalog:					
	Prior to our initial START VU the					
	2023-2024 Catalog will be active					
	SUBJECT TO CHANGE					Commencement
	By April 22-Dept Chair and Dean					Vincennes
	meet to discuss and finalize					Campus
	ratings of Summative					
	Performance Evaluation					
	for VU Full-time Faculty					
28	29	30	Pr	ofessional Staff Promotions go to t	he Board of Trustees	
		3rd 5 week session ends	complete Vincennes University Adjunct Faculty Performance Review			
		FINAL EXAMS		and share with adjunct facu	Ity member	

MAY, 2024							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
				By May 3:	202420 semester ends		
			Support Staff Supervisors	after last final exam			
			submit completed evaluations	Last pay day for 16, 2nd 8 week,			
				to the appropriate college	Last 5 and 4th 4 week		
				Dean/Vice President	2nd 8 week session ends	Commencement	
APRIL	/MAY - BOARD OF TRUSTEES	S GRANT PROMOTIONS			4th 4 week session ends	Jasper	
					Commencement	Campus	
					ASL - Indianapolis		
					Commencement		
					ATC - Indianapolis		
			 		Trailblazer Teaching Academy		
			FINAL EXAMS	FINAL EXAMS	FINAL EXAMS		
5			<u>8</u>	9	10	11	
	202330 semester begins	Provost Council	IS Load Reports on eprint		Last Day of Spring 2024		
	Intersession begins	Final Grades for Spring	By May 10: Department Chair		(202420) Faculty Contracts		
		Semester due by 8:00 am	meets individually with		By May 15		
		Professional Staff Congress	each Faculty member		Department Chair forwards all		
			to discuss their "Self-Report of		faculty evaluations forms to		
			Performance for VU Full-Time		College Dean		
			Faculty", ratings of "Summative Performance Evaluation		24-25 Assessment		
			for VU Full-Time Faculty"		Resultsand Spring Projects tools and		
			and to develop one goal		data due		
			for Teaching Effectiveness		uata uue		
			& Performance of Assigned				
			Task and one goal for either				
			Professional Development				
			or Service to University				
			to University and/or Community				
			Representative for the				
			"Professional Growth Plan"				
			for the following year.				
12	13	14		16	17	18	
	Intersession Load Reports	Faculty Senate	Board of Trustees'	Support Staff Council			
	due to Provost	·	Meeting	Intersession Load Reports			
			(if needed)	due to HR			

	MAY, 2024 (continued)								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
	20	21	22	23	24	25			
	Registration for Summer I	Summer I and 10 week	Simple Syllabus-		Intersession Ends				
	and 10 week Sessions	sessions begin	Fall 2024 Rollout						
		Academic Team							
26	27	28	29	30	31				
		8 week session begins	By June 1		Intersession pay day				
			Dean or VP submits all original						
	MEMORIAL DAY UNIVERSITY CLOSED		Support Staff Evaluations to HR						
		·	_						

			JUNE, 2024			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					By June 1: College Dean	1
					review all (Full-Time	
					and Adjunct)	
					faculty evaluation forms and	
					forwards to the Provost	
2	3	1		5l	6 IOI WAI US TO THE PTOVOST	7
	3	Provost Council		3	1st 5 week, 8 week and	
		Professional Staff Congress			10 week sessions on eprint	
		Fiblessional Stall Congress			To week sessions of epilit	•
	Advising for Incoming Freshmen					
٥	10	11		2	132	1:
3	1st 5 wk, 8 wk and 10 wk	- 11	Board of Trustee's Meeting	1st 5 wk, 8 wk and 10 wk	10	'
	Load Reports due to Provost		Indianapolis/Plainfield/	Load Reports due to HR		
	Load Reports due to 1 lovest		Lebanon	Load Reports due to Tilk		
	Advising for Incoming Freshmen		Ecounon			
16		18	1	9	20 2	2:
		Academic Team		Support Staff Council	Last day for students to w/d	-
			JUNETEENTH DAY		from Summer I courses w/o	
			CAMPUS CLOSED		appropriate college	
					dean's approval	
					- ''	
	Advising for Incoming Freshmen					
23/30		25	2	26	27	2
			Summer I session ends	Summer II session begins	1st 5 week session pay day	<b>]</b>
			Registration for Summer II	1	1st pay day for 8 week and	1
					10 week sessions	TENTATIVELY: There ar
					23-24 Co-Curricular Assessment	no Provost Council or
					Report Results	Academic Team
						scheduled for July.
	Advising for Incoming Freshmen					

			JULY, 2024			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		Professional Staff Congress				
				INDEPENDENCE DAY		
				UNIVERSITY CLOSED		
7	8	9	10	11	12	13
		Faculty Senate				
	Advising for Incoming Freshmen					
14	15	16	17			20
				Support Staff Council	2nd 5 week session on eprint	
	Advising for Incoming Freshmen				_ <i></i>	
21	22					27
	2nd 5 week Load Reports due	Last day for students to w/d from	8 week session ends	Summer II Load reports to HR	8 week session - last pay day	
	to the Provost	Summer II courses w/o				
		appropriate college dean's				
	Advision for becoming Freehman	approval				
28	Advising for Incoming Freshmen 29	30	31			
20	29	30	31			
				JULY 30 Superviso	r and Professional Staff -E	ligibility for
				promotion of Pro	tion of Professional Staff member is verified	
	Advising for Incoming Freshmen					
	Additioning for incomining reconnicit					l l

			AUGUST, 2024			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Promotion and Tenure: Notif	y your Department Chair and Dea	1	2	3	
		promotion and/or tenure so that o	Summer II session ends			
		dy to receive your application ma		10 week session ends		
		y the Chair of the University Tenu				
		n Committee of your intentions.				
	and Promotio	in Committee of your intentions.				
		_		Advising for Inc	oming Freshmen	
4	5	6	7	8	9	10
	202510 Faculty Contracts Begin	Faculty Senate	Summer Advising stipends	Summer Advising Stipends	Summer II pay day	
	Summer Advising stipends due	Professional Staff Congress	due to the Provost's Office*	due to HR*	10 week session - last pay day	
	Rick Kribs' Office*					
	2024 - 2025 University Opening Mtg		Duefe e ei eu el De			
44	40	40	Professional De	<u> </u>	40	47
11		13	14	15	16	17
	202510 semester begins			Support Staff Council		
18	19	20	21	22	23	2/
10	19	20	Board of Trustee's	22		27
			Meeting		*Summer Advising Stipends	
			Jasper Campus/		will be paid 8/23/2023	
			CTIM Building		50 paid 0/20/2020	
25	26	27	28	29	30	31
					Provost forwards a	
					signed copy	
					of evaluation to college secretary	