1. GENERAL
This document establishes a process for the development and approval of the academic calendar to ensure that important academic dates are scheduled four years in advance. The process described below provides opportunities for various segments of the university community to participate in the development of the academic calendar. The development and publication of multi-year academic calendars enables students, faculty, and staff to have information about important academic dates in future semesters or terms. The Process also enables university units to coordinate the scheduling of academic and nonacademic events on campus.

2. PROCESS

1.1 The Calendar Committee is chaired by the designee of the Provost.
1.2 The membership of Calendar Committee consists of a representative from each of the following areas: Community Outreach, College Dean’s Council, Institutional Advancement, Enrollment Management, Finance & Administration Council, Planning and Institutional Effectiveness, Faculty Senate, the Provost’s Office, Performing Arts Center, the Staff Advisory Council, Student Affairs, and Student Government Association. Members serve for three year staggered terms.
1.3 The Calendar Committee is charged to maintain a four year calendar cycle and to update that cycle annually.
1.4 The Calendar Committee annually analyzes previous academic calendars and makes recommendations for new academic calendars. The chair of the Calendar Committee forwards academic calendar recommendations to the Provost’s Council, the Faculty Senate, the Staff Advisory Council, the Finance and Administration Council, and the Institutional Advancement Council by October 1. The review bodies send their recommendations to the Chair of the Calendar Committee by November 1.
1.5 The Calendar Committee sends its recommendations for the updated four year cycle to the Provost by December 1.
1.6 The Provost incorporates suggestions into the revised academic calendar.
1.7 The Provost submits the proposed academic calendar to the President’s Cabinet by January 1.
1.8 The President’s Cabinet approves the academic calendar by January 15.
1.9 The Provost informs the Calendar Committee of changes made to the original proposed academic calendar by January 15.
1.10 The Provost distributes the academic calendar approved by the President’s Cabinet to the Publications Office, Enrollment Management, and other entities as appropriate by February 1.
1.11 Contact for Interpretation: Provost and Vice President for Academic Affairs