

VICE PRESIDENT'S PLANNING CALENDAR – 2009-2010

JULY 2009

- 1 (Wednesday) Annual Report for 2008-2009 due VPAA
1 (Wednesday) Deans' Meeting/VPAA Conference Room (1:00pm)
13 (Monday) Retention Recommendations for Two-plus Years Faculty due to VPAA
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AUGUST 2009

- 3 (Monday) Summer Term 2009 Grades due in Banner by Noon
5 (Wednesday) Deans' Meeting/VPAA Conference Room (1:00pm)
10 (Monday) New Faculty Orientation
11 (Tuesday) Fall Convocation and Faculty Development Sessions
11-12 (Tuesday-Wednesday) Board of Regents' meeting for August
25 (Tuesday) Fall Semester 2009 Course Syllabi due to VPAA and in Schools/Division
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SEPTEMBER 2009

- 2 (Wednesday) Deans' Meeting/VPAA Conference Room (1:00pm)
8 – 9 (Tuesday, Wednesday) Board of Regents' September meeting
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OCTOBER 2009

- 7 (Wednesday) Deans' Meeting/VPAA Conference Room (1:00pm)
13 – 14 (Tuesday, Wednesday) Board of Regents' October meeting – North Georgia College & State University, Dahlonega
14 (Wednesday) Retention Recommendations for Second-Year Faculty due to VPAA
20 (Tuesday) Fall Semester 2009 Second Session Syllabi due to VPAA and in Schools/Division
30 (Friday) Faculty Portfolios for Promotion/Tenure due in VPAA's Office
Promotion/Tenure Recommendations from Deans due to VPAA and Promotion/Tenure Review Committee Chair
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NOVEMBER 2009

- 4 (Wednesday) Deans' Meeting/VPAA Conference Room (1:00 pm)
17-18 (Tues.-Wed.) Board of Regents' November meeting
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DECEMBER 2009

- 2 (Wednesday) Deans' Meeting/VPAA Conference Room (1:00 pm)
4 (Friday) Academic Council Meeting – Theatre (10:00am)
5-10 (Saturday-Thursday) VPAA begins review of Promotion and Tenure Recommendations
15 (Monday) Fall Semester 2009 Grades Due in Banner by Noon
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JANUARY 2010

6 (Wednesday)	Deans' Meeting/VPAA Conference Room (1:00 pm)
12 (Tuesday)	Spring Semester 2010 Course Syllabi due to VPAA and in Schools/Department
19 (Tuesday)	Retention recommendations on first-year faculty due VPAA
TBA	Board of Regents' January meeting
19 (Tuesday)	Recommendations to President on first-year faculty retention due to VPAA
28 (Thursday)	Promotion and Tenure Recommendations due in President's Office

FEBRUARY 2010

3 (Wednesday)	Deans' Meeting/VPAA Conference Room (1:00 pm) Begin regalia order for graduation to be held on May 7, 2010 Tentative Date for Fall Semester 2010 Class Schedule due in VPAA's Office/Banner
TBA	Board of Regents' February meeting
19 (Friday)	Faculty evaluations of Deans and academic administrators due to VPAA

MARCH 2010

2 (Tuesday)	Faculty Academic Regalia requests due in VPAA's Office
3 (Wednesday)	Deans' Meeting/VPAA Conference Room (1:00 pm)
5 (Friday)	Deans' written and oral evaluations of faculty due to VPAA
TBA	Board of Regents' March meeting

APRIL 2010

7 (Wednesday)	Remind Deans to elect representatives from their schools/Department for the 2010-2011 Executive Committee Remind Deans to elect representatives from their schools/Department for the 2010-2011 Promotion and Tenure Review Committee
7 (Wednesday)	Honors and Awards Convocation
7 (Wednesday)	Deans' Meeting/VPAA Conference Room (1:00 pm)
9 (Friday)	Evaluation of Deans by VPAA Faculty evaluations to President's Office
TBA	Board of Regents' April meeting
22 (Thursday)	Deadline for Faculty to submit their Intent to apply for Promotion/Tenure for 2010-2011 to Respective Dean, VPAA, and Promotion/Tenure Review Committee Chair
30 (Friday)	Academic Council Meeting – Theatre (10:00am)

MAY 2010

6 (Thursday)	Spring Semester 2010 Grades due in Banner by Noon
5 (Wednesday)	Deans' Meeting/VPAA Conference Room (1:00 pm)
7 (Friday)	Graduation 2010 - 10:00 a.m. at Macon Centreplex
12 (Wednesday)	Maymester 2010 Syllabi due to VPAA and in Schools/Division

JUNE 2010

2 (Wednesday)	Deans' Meeting/VPAA Conference Room (1:00 pm)
8 (Tuesday)	Summer PT Salary memo due to VPAA from Deans by Noon
10 (Thursday)	Summer Semester 2010 Course Syllabi due to VPAA and in Schools/Department
TBA	Board of Regents' June meeting

JULY 2010

1 (Tuesday)	Annual Report for 2009-2010 due by VPAA
7 (Wednesday)	Deans' Meeting/VPAA Conference Room (1:00 pm)
12 (Monday)	Retention Recommendations for Two-plus Years Faculty due VPAA
13 (Tuesday)	Summer Semester 2010 Second Session Course Syllabi due to VPAA and in Schools/Department
