

The University of Georgia
Office of the Senior Vice President for Academic Affairs and Provost

ADMINISTRATIVE CALENDAR 2009-2010 (Internal Dates)

Legend: Items in **boldface** indicate a new item or change from previous years.

Item (organized by year and month)	Originating Unit and Route	Final Due Date
TBD		
Summer 2010 classroom assignments to departments	Campus Reservations	
Notification of renewal/non-renewal for non-tenured academic year contract personnel in initial one-year contract, second one-year contract and with more than two years of service for 2010-2011	All units/SVPAAP	
Notification of renewal/non-renewal for non-tenured fiscal year contract personnel in initial one-year contract, second one-year contract and with more than two years of service for 2010-2011	All units/SVPAAP	
AUGUST 2009		
Spring 2010 classroom assignments to departments	Campus Reservations	08/06/09
Deadline for departments to submit courses to be effective Spring 2010	Dept/School & College Level	08/10/09
Deadline for schools/colleges to submit courses to be effective Spring 2010	School & College Level/Graduate School Curriculum Committee or University Curriculum Committee	08/24/09
Embracing Diversity Awards nominations deadline	Office of Institutional Diversity	08/31/09
SEPTEMBER 2009		
Final day for modifying Fall 2009 course offerings	Departments	09/01/09
Deadline for Graduate School Curriculum Committee to submit courses to be effective Spring 2010	Graduate School Curriculum Committee/ University Curriculum Committee	09/07/09
Learning Technologies Grant applications due	Dept Head/Center for Teaching and Learning	09/14/09
James L. Carmon Scholarship applications due	Dept/OVPR	09/15/09
Poverty and the Economy Grant applications due (Pre-application workshop on 09/08/09, 1:30-3:30 p.m., Fanning Building Training Room)	OVPR	09/25/09
OCTOBER 2009		
Cultivar Development Research Program applications due	Dept/Dean/OVPR	10/01/09
Self-assessment reports for units undergoing program review due	Unit/Institutional Effectiveness	10/01/09
Applications for appointments to the Graduate Faculty due	Dept/Dean/Graduate School Dean	10/01/09
Revisions to Spring 2010 online Bulletin due	All units/OVPI	10/02/09
Walter B. Hill Distinguished Achievement in University Public Service and Outreach Award nomination dossiers due	VPPSO	10/02/09
Walter B. Hill Distinguished Public Service Fellow Award nomination dossiers due	VPPSO	10/02/09
Public Service and Outreach Staff Award for Excellence nomination dossiers due	VPPSO	10/02/09
Junior Faculty Research Grants in the Sciences applications due	Dept/OVPR	10/06/09
Willson Center for Humanities and Arts Junior Faculty Research Grants applications due	Faculty/Dept/Dean/Willson Center for Humanities & Arts	10/06/09
Willson Center for Humanities and Arts Senior Faculty Research Grants applications due	Faculty/Dept/Dean/Willson Center for Humanities & Arts	10/06/09

OCTOBER 2009		
Academic and clinical promotion and tenure recommendations due	Dept/Dean/SVPAAP	10/09/09
Academic professional and lecturer promotion dossiers due	Dept/Dean/SVPAAP	10/09/09
Public service and outreach faculty promotion dossiers due	VPPSO	10/09/09
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept/Dean/OVPR	10/13/09
Major Repair and Renovation proposals due	Dept/Dean/Budget Office	10/15/09
Academic capital project requests due	Dept/Dean or VP/SVPAAP/Budget Office	10/15/09
Graduate Programs Assessment Reports due	Select Units/Institutional Effectiveness	10/15/09
Self-studies for units undergoing support unit review due	Unit/Institutional Effectiveness	10/15/09
Brief Data Reports on Undergraduate Major Assessment due	Select Unit/Institutional Effectiveness	10/15/09
Full Assessment Reports on Undergraduate Major Assessment due	Select Unit/Institutional Effectiveness	10/15/09
Graduate School Teaching Portfolio nominations for fall due	Dept/Graduate School	10/16/09
Graduate School Outstanding Mentoring Awards deadline	Graduate School Dean	10/16/09
Regents' Professor nominations due	Dept/Dean/SVPAAP	10/30/09
University Professor nominations due	Dept/Dean/SVPAAP	10/30/09
NOVEMBER 2009		
Creative Research Awards nominations due	Dept/OVPR	11/03/09
Creative Research Medal nominations due	Dept/OVPR	11/03/09
Research scientist promotion dossiers due	Dept/Dean/OVPR	11/04/09
Librarian promotion dossiers due	University Libraries	11/06/09
Graduate Student Excellence in Research awards deadline	Graduate School Dean	11/06/09
Final exam classroom assignments for Fall 2009 distributed	Campus Reservations	11/13/09
Distinguished Research Professor nominations due	Dean/OVPR	11/14/09
Check with home department for deadline submission to dean.		
Graduate School Diversity Awards deadline	Graduate School Dean	11/20/09
Josiah Meigs Distinguished Teaching Professorship dossiers due	Dept/Dean/SVPAAP	11/20/09
DECEMBER 2009		
Robert C. Anderson Memorial Award nominations due	Dept/OVPR	12/01/09
Richard B. Russell Undergraduate Teaching Award nominations due	Dept/Dean/SVPAAP	12/11/09
JANUARY 2010		
Spring 2010 Bulletin goes online	OVPI	01/05/10
Deadline for departments to submit courses to be effective Summer 2010 and pre-registration for Fall 2010	Dept/School & College Level	01/11/10
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept/Dean/OVPR	01/12/10
Research Scientist / Public Service and Outreach Faculty / Librarian promotion recommendations due	OVPR, VPPSO & University Libraries respectively/SVPAAP	01/15/10
GTA/LA Award nominations due Outstanding Teaching Assistant Award Excellence in Teaching Award	Dept Head/Center for Teaching and Learning TA Program Director	01/22/10
Final day for modifying Spring 2010 course offerings	Departments	01/22/10
Deadline for schools/colleges to submit courses to be effective Summer 2010 and pre-registration for Fall 2010	School & College Level/Graduate School Curriculum Committee or University Curriculum Committee	01/25/10
Graduate School Dean's Awards (Arts and Humanities, Social Sciences, Study Abroad) deadlines	Graduate School Dean	01/29/10
Presidential Graduate Fellows Award deadline	Dept/Graduate School Dean	01/29/10
Performance evaluations due	Immediate supervisor/Next reporting level	01/31/10
FEBRUARY 2010		
Applications for reappointment to the Graduate Faculty due	Dept/Dean/Graduate School Dean	02/01/10
Deadline for Graduate School Curriculum Committee to submit courses to be effective Summer 2010 and pre-registration for Fall 2010	Graduate School Curriculum Committee/University Curriculum Committee	02/15/10

FEBRUARY 2010		
Graduate Research Opportunities applications due	Graduate School Dean	02/19/10
Graduate School Assistantship Awards deadline (new applications)	Dept/Graduate School Dean	02/19/10
MARCH 2010		
Lilly Teaching Fellows applications due for 2010-2012	Dept Head/Center for Teaching and Learning	03/01/10
Graduate School Assistantship Awards deadline (renewals)	Dept/Graduate School Dean	03/05/10
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept/Dean/OVPR	03/09/10
Deadline for schools/colleges to submit courses to be effective Fall 2010	School & College Level/Graduate School Curriculum Committee or University Curriculum Committee	03/15/10
Graduate School Teaching Portfolio nominations for spring due	Dept/Graduate School	03/17/10
Senior Teaching Fellows nominations due	Center for Teaching and Learning	03/18/10
GRSC 7770 Assistantships applications deadline	Dept Head/Center for Teaching and Learning TA Program Director	03/19/10
Dissertation Completion Awards due	Graduate School Dean	03/19/10
Deadline for schools/colleges to submit courses to be effective Fall 2010	School & College Level/Graduate School Curriculum Committee or University Curriculum Committee	03/29/10
APRIL 2010		
Revisions to Fall 2010 online Bulletin due	All units/OVPI	04/01/10
Annual Reports due	VPs, Associate Provosts, Deans/Institutional Research	04/01/10
Graduate School student scholarship applications due	Graduate School Dean	04/02/10
Final exam classroom assignments for Spring 2010 distributed	Campus Reservations	04/02/10
Sara Moss Fellowship applications due	Dept/Center for Teaching and Learning	04/06/10
Post-tenure reviews for 2009-2010	All units	04/09/10
Deadline for Graduate School Curriculum Committee to submit courses to be effective Fall 2010	Graduate School Curriculum Committee/University Curriculum Committee	04/12/10
MAY 2010		
JUNE 2010		
Fall 2010 Bulletin goes online	OVPI	06/01/10
Foreign Travel Assistance Program applications due (quarterly)	Faculty/Dept/Dean/OVPR	06/08/10

For questions or additions to calendar, contact [Joelle Walls](#).

Information as of August 17, 2009