

## 2003-04 ACADEMIC CALENDAR

August 3	Commencement, 2 p.m., Elam Center
August 4	Administrative Retreat - August 5, 7:30 a.m. - 5 p.m., Boling University Center
August 7	Benefits Orientation for New Faculty, 8:00 a.m. - 12 Noon, 229 Boling University Center
August 11	New Faculty Orientation, 8 a.m. - 4:00 p.m., 111 Boling University Center
August 12	Purge Date for Fall Semester, 2003
August 12-15	Freshman Studies
August 13	Academic Council, 9 a.m., Chancellors' Conference Room Fall Teaching Luncheon/Workshop, 12 noon - 5 p.m., 230 A-B-C Boling University Center
August 14	Fall Faculty Meeting, 10:30 a.m., Watkins Auditorium Fall Faculty Luncheon, 11:45 a.m. - Boling University Center Ballroom
August 15	Student Advising and payment of fees for Fall Semester
August 18	Classes Begin--Fall Semester
August 22	Last day to add classes; last day to drop classes with 100% refund (full-term courses only)  Noon deadline for submission of items to Undergraduate and Graduate Councils for September 2 and September 4 meetings
August 26	Committee on Instruction, 3 p.m, 209 Boling University Center Personnel Policies Committee, 3 p.m., 229 Boling University Center
August 27	Deans Council - 9 a.m., 324 Administration Building
August 28	Teaching Effectiveness Advisory Committee, 3 p.m., Chancellors' Conference Room
August 29	THEC 14th day report, 5 p.m.
September 1	LABOR DAY – OFFICES CLOSED
September 2	Budget and Economic Concerns Committee, 3 p.m., 209 Business Administration Building Undergraduate Council, 3 p.m., 229 Boling University Center Class rolls due electronically to Financial Aid with "NS" (no shows) indicated Nominations for Coffey/Cunningham Awards due to Deans
September 4	Graduate Council, 3 p.m., 128 Gooch Hall
September 9	Faculty Senate Executive Committee, 3 p.m., 247 Holt Humanities Building  Deadline for submission of academic program proposals and <i>Faculty Handbook</i> revisions for Board of Trustees Fall meeting
September 10	Academic Council, 9 a.m. Chancellors' Conference Room
September 17	Deans, Directors, and Department Chairs Luncheon, 12 noon, 125 Boling University Center Institutional Review Board, 3 p.m., Chancellors' Conference Room

- September 23 Faculty Senate, 3:15 p.m., 111 Boling University Center  
Deadline for submission of action items for Fall Trustees Meeting
- September 24 Deans Council, 9 a.m., 324 Administration Building
- September 25 Major field exam for Business students, 6:30 p.m., Holt Humanities Auditorium
- September 26 Noon deadline for submission of items to Undergraduate and Graduate Councils for October 7 and October 9 meetings
- September 30 Committee on Instruction, 3 p.m., 209 Boling University Center  
Personnel Policies Committee, 3 p.m., 229 Boling University Center
- October 1 Deadline for submission of information items for Board of Trustees Fall meeting  
  
Nominations from Deans for Cunningham and Coffey Teaching Awards to Research, Grants, and Contracts
- October 2 Fee Deferment Payment Due  
Major Field Exam, 2:30 p.m., Holt Humanities Auditorium
- October 3 Spring schedules to Deans  
Five-Year Plans from academic departments to Deans  
Three-Year Plans from academic departments to Deans
- October 7 Budget and Economic Concerns Committee, 3 p.m., 209 Business Administration Building  
Undergraduate Council, 3 p.m., 229 Boling University Center
- October 8 Academic Council, 9 a.m., Chancellors' Conference Room
- October 9 Graduate Council, 3 p.m., 128 Gooch Hall
- October 10 Spring schedules to Registrar  
Adjunct/Overload Requests for Spring to Academic Affairs  
Fall Board of Trustees Meeting, Knoxville
- October 13 MID-TERM GRADES, 8:30 a.m.
- October 14 Faculty Senate Executive Committee, 3 p.m., 247 Holt Humanities Building
- October 16-17 FALL BREAK - OFFICES OPEN
- October 17 Last day to drop a full-term class; will receive a W
- October 22 Deans Council, 9 a.m., 324 Administration Building  
Institutional Review Board, 3 p.m., Chancellors' Conference Room
- October 23 General Faculty Meeting, 3:15 p.m., Watkins Auditorium
- October 28 Faculty Senate, 3:15 p.m., 111 Boling University Center
- October 25 National Council for Examiners for Engineering and Surveying Exam, 7:30 a.m., 211 Boling University Center

October 28	Senior Exit Exam, 2:30 p.m., Holt Humanities Auditorium
October 29	Senior Exit Exam, 2:30 p.m., Holt Humanities Auditorium
October 30	Senior Exit Exam, 2:30 p.m., Holt Humanities Auditorium Senior Exit Exam, 6:30 p.m., Holt Humanities Auditorium
October 31	Salary Transfer Vouchers reflecting fall semester faculty research activity from departments to Research, Grants, and Contracts  Noon deadline for submission of items to Undergraduate and Graduate Councils for November 11 and November 13 meetings  Three-Year Strategic Plans from colleges to Academic Affairs
November 4	Committee on Instruction, 3 p.m., 209 Boling University Center Personnel Policies Committee, 3 p.m., 229 Boling University Center
November 10-19	Advising and Begin Registration for Spring Semester, 2004
November 11	Budget and Economic Concerns Committee, 3 p.m., 209 Business Administration Building Undergraduate Council, 3 p.m., 229 Boling University Center
November 12	Academic Council, 9 a.m., Chancellors' Conference Room Deans, Directors, Department Chairs, 12 noon, 125 Boling University Center Institutional Review Board, 3 p.m., Chancellors' Conference Room
November 13	Graduate Council, 3:00 p.m., 128 Gooch Hall
November 14	Noon deadline for submission of Students' Special Requests to Undergraduate Council for November 25 meeting (Send Requests to Records Office)  Three-Year Strategic Plan from Academic Affairs to Chancellor
November 18	Faculty Senate Executive Committee, 3 p.m., 247 Holt Humanities Building
November 20	THEC Fall Meeting
November 25	Undergraduate Council, 3 p.m., 229 Boling University Center (Students' Special Requests Only)
November 26	Deans Council, 9 a.m., 324 Administration Building Last day to review portfolios for Coffey and Cunningham Teaching Awards Evening classes after 5 p.m. will not meet.
November 27-28	THANKSGIVING HOLIDAYS – OFFICES CLOSED
December 2	Faculty Senate, 3:15 p.m., 111 Boling University Center
December 4	Classes End Incompletes from Spring and Summer, 2003 calculated as F's
December 5	Study Day
December 8-12	Final Exams

December 10	Academic Council, 9 a.m., Chancellors' Conference Room Institutional Review Board, 3 p.m., Chancellors' Conference Room
December 12	GRADES DUE, 5 p.m.
December 14	FALL COMMENCEMENT, 2 p.m., Elam Center
December 22-26	CHRISTMAS HOLIDAY – OFFICES CLOSED
January	Planning and Assessment performance appraisals should be completed early Spring Semester
January 1	NEW YEAR'S HOLIDAY – OFFICES CLOSED
January 2	Deadline for academic program proposals and <i>Faculty Handbook</i> revisions for Board of Trustees Winter Meeting
January 9	Student advising/Registration for Spring Semester, 2004 Purge Date for Spring Semester, 2004  Dossiers from faculty seeking promotion and/or tenure due to department chairs/deans/director Materials from faculty for cumulative performance review due to department chairs/dean/director  Noon deadline for submission of items to Undergraduate and Graduate Councils for January 20 and January 22 meetings  Deadline for submission of action items for Board of Trustees Winter Meeting
January 12	Classes Begin Deadline for submission of information items for Board of Trustees Winter Meeting
January 13	Committee on Instruction, 3 p.m., 209 Boling University Center Personnel Policies Committee, 3 p.m., 229 Boling University Center
January 14	Academic Council, 9 a.m., Chancellors' Conference Room
January 16	Last day to add classes; last day to drop classes with 100% refund (full-term courses) Promotion and Tenure Departmental Committees Meetings with Deans/Director Cumulative Performance Review Departmental Committees Meetings with Deans and Director
January 19	MARTIN LUTHER KING, JR. DAY – OFFICES CLOSED
January 20	Budget and Economic Concerns, 3 p.m., 209 Business Administration Building Undergraduate Council, 3 p.m., 229 Boling University Center
January 22	Graduate Council, 3 p.m., 128 Gooch Hall Institutional Review Board, 3 p.m., Chancellors' Conference Room
January 23	THEC 14 <sup>TH</sup> day report, 5 p.m.
January 27	Faculty Senate Executive Committee, 3 p.m., 247 Holt Humanities Building
January 28	Deans Council, 9 a.m., 324 Administration Building
January 29	THEC Winter Meeting (Tentative)
February 2	Applications for Faculty Development Grants (Teaching, Technology, and International Travel)

- Programs) to Research, Grants, and Contracts, 5 p.m.
- February 5 Faculty Research and Development Committee, 3 p.m., Chancellors' Conference Room
- February 6 Faculty Resumes/Calendar Year Updates to Department Chairs  
Promotion and tenure recommendations to Department Chairs from departmental committees  
Cumulative performance review report, cover sheet, and review materials to Departmental Chairs from departmental committees
- February 10 Faculty Senate, 3:15 p.m., 111 Boling University Center
- February 11 Academic Council, 9 a.m., Chancellors' Conference Room
- February 12 Institutional Review Board, 3 p.m., Chancellors' Conference Room
- February 13 Noon deadline for submission of items to Undergraduate and Graduate Councils for February 24 and February 26 meetings
- February 17 Committee on Instruction, 3 p.m., 209 Boling University Center  
Personnel Policies Committee, 3 p.m., 229 Boling University Center
- February 20 Summer Schedules to Deans  
  
Faculty Resumes/Calendar Year Updates to Deans/Director from Department Chairs  
Promotion and/or tenure recommendations to Deans/Director from Department Chairs  
Cumulative Performance Review report and cover sheet to Deans from Department Chairs
- February 24 Budget and Economic Concerns, 3 p.m., 209 Business Administration Building  
Undergraduate Council, 3 p.m., 229 Boling University Center
- February 25 Deans Council, 9 a.m., 324 Administration Building  
Deans, Directors, and Department Chairs, 12 noon, 125 Boling University Center
- February 26 Graduate Council, 3 p.m., 128 Gooch Hall  
Major Field Exam for Business students, 6:30 p.m., Holt Humanities Auditorium
- February 27 Summer schedules to Registrar  
Fall schedules to Deans
- March 1 Applications for Faculty Research and Reagan Faculty Leave Grants due to Research, Grants, and Contracts, 5 p.m.
- March 2 Faculty Senate Executive Committee, 3 p.m., 247 Holt Humanities Building
- March 4 Winter Board of Trustees Meeting  
Major Field Exam, 2:30 p.m., Holt Humanities Auditorium
- March 5 Fall schedules to Registrar  
Adjunct/Overload Requests for Fall, 2004
- March 8 MID-TERM GRADES, 8:30 a.m.
- March 9 Faculty Senate, 3:15 p.m., 111 Boling University Center
- March 10 Academic Council, 9 a.m., Chancellors' Conference Room

- March 11 Institutional Review Board, 3 p.m., Chancellors' Conference Room  
General Faculty Meeting, 3:15 p.m., Watkins Auditorium
- March 12 Faculty Research and Development Committee, 3 p.m., Chancellors' Conference Room  
Promotion and tenure recommendations to Academic Affairs from Deans/Director  
Last day to drop a class; will receive a W (Full-term courses only).  
Noon deadline for submission of items to Undergraduate and Graduate Councils for March 30 and  
and April 1 meetings
- March 15-19 SPRING BREAK – OFFICES OPEN
- March 23 Committee on Instruction, 3 p.m., 209 Boling University Center  
Personnel Policies Committee, 3 p.m., 229 Boling University Center
- March 24 Deans Council, 9 a.m., 324 Administration Building
- March 30 Budget and Economic Concerns Committee, 3 p.m., 209 Business Administration  
Undergraduate Council, 3 p.m., 229 Boling University Center  
Senior Exit Exam, 2:30 p.m., Holt Humanities Auditorium  
Salary Transfer Vouchers reflecting spring semester faculty research activity from departments to  
Research, Grants, and Contracts
- March 31 Faculty Resumes/Calendar Year Updates to Academic Affairs from Deans/Director  
Planning and Assessment Forms to Academic Affairs from Deans/Director  
Senior Exit Exam, 2:30 p.m., Holt Humanities Auditorium
- April 1 Graduate Council, 3 p.m., 128 Gooch Hall  
Faculty Research and Development Committee, 3 p.m., Chancellors' Conference Room  
Senior Exit Exam, 2:30 p.m., Holt Humanities Auditorium  
Senior Exit Exam, 6:30 p.m., Holt Humanities Auditorium
- April 1-9 International Week
- April 2 Noon deadline for submission of Students' Special Requests to Undergraduate Council for April 13  
meeting (Send to Records Office)
- April 6 Faculty Senate Executive Committee, 3 p.m., 247 Holt Humanities Building
- April 8 Evening Classes will meet.
- April 9 GOOD FRIDAY HOLIDAY – OFFICES CLOSED
- April 12-21 Advising and begin registration for Summer and Fall Semester, 2004
- April 13 Undergraduate Council, 3 p.m., 229 Boling University Center (Students' Special Requests)
- April 14 Academic Council, 9 a.m., Chancellors' Conference Room
- April 15 THEC Spring Meeting (Tentative)  
Institutional Review Board, 3 p.m., Chancellors' Conference Room
- April 16 Promotion and Tenure recommendations to Chancellor from Academic Affairs

April 17	National Council of Examiners for Engineering and Surveying Exam, 7:30 a.m., Boling University Center
April 20	Faculty Senate, 3:15 p.m., 111 Boling University Center
April 28	Deans Council, 9 a.m., 324 Administration Building Deans, Directors, and Department Chairs Meeting, 12 noon, 125 UC
May 3	Classes End
May 4	Incompletes for Fall, 2002, calculated as F's Deadline for submission of all academic program proposals and <i>Faculty Handbook</i> revisions for Board of Trustees June meeting Deadline for submission of recommendations for promotion/tenure for Board of Trustees June meeting
May 4-5	Study Days
May 6-12	Final Exams
May 12	Academic Council, 9 a.m., Chancellors' Conference Room
May 13	GRADES DUE, 5 p.m. Institutional Review Board, 3 p.m., Chancellors' Conference Room
May 15	COMMENCEMENT, 11 a.m., Elam Center
May 20	Deadline for submission of action items for Board of Trustees June meeting
May 24	Payment of Fees for Summer Terms Classes Begin, First Summer Term
May 26	Deans Council, 9 a.m., 324 Administration Building
May 28	Last Day to add for First Summer Term  Deadline for submission of information items for Board of Trustees June meeting
May 31	MEMORIAL DAY – OFFICES CLOSED
June 3	Institutional Review Board, 3 p.m., Chancellors' Conference Room
June 9	Academic Council, 9 a.m., Chancellors' Conference Room
June 23	Deans Council, 9 a.m., 324 Administration Building
June 25	Final Exams - First Summer Term Advising/Registration - Second Summer Term  Annual Reports to Academic Affairs
June 28	Classes Begin - Second Summer Term Summer First Term Grades Due, 8:30 a.m.
June 29	Last day to add a class for second term of Summer, 2004

June 30	Board of Trustees Meeting
July 2	Academic Council, 9 a.m., Chancellors' Conference Room
July 5	INDEPENDENCE DAY HOLIDAY--OFFICES CLOSED
July 14	Academic Council, 9 a.m., Chancellors' Conference Room
July 16	54 <sup>th</sup> Day THEC Report
July 22	THEC Summer Meeting
July 28	Deans Council, 9 a.m., 324 Administration Building
July 30	Final Exams - Second Summer Term and Full Summer Term Grades Due, 12 midnight
August 1	COMMENCEMENT, 2 p.m., Elam Center