

Academic Administrative Support Calendar 2019-2020

Aug. 2019

	UT Board of Regents reviews and approve P&T, effective Sept. 1. Provost's Office notifies Dean's offices of outcome
Aug. 1	Deadline for faculty credentialing to be complete in Digital Measures for summer terms.
Aug. 9	Deadline to approve Fall courses for use of Instructor Initiated Drop.
Aug. 15	Deadline to enter returning benefits-eligible NTT faculty and new TT faculty assignments for the Fall 2019-varies based on the university calendar
Aug. 15	Training for New and Reappointed Department Chairs
Aug. 15-18	Registration closed (will close at 5:00 p.m. on Aug. 15 and reopen at 7:00 a.m. Aug. 19).
Aug. 16- Sept. 11	Class schedule Banner/SSASECT access closed.
Aug. 19	Day O.N.E. for new T/TT faculty
Aug. 19	Late registration and add/drop. All admitted students may register or add/drop classes via <i>ASAP</i> with appropriate approvals.
Aug. 20	Payment deadline for students who registered Apr. 1-Aug. 15. Students who do not make payment arrangements by this date will be assessed a \$100 late payment fee.
Aug. 20 & 21	New T/TT Faculty Orientation by Faculty Success (2 day session)
Aug. 25	100% Refund Date. Last day to withdraw from all classes and receive a 100% refund of tuition and fees.
Aug. 26	First day of Fall 2019 classes
Aug. 30	80% Refund Date.

Sept. 2019

	Nominations for all faculty awards (ROTA, Presidential Achievement Awards, Presidential Diversity Award, Piper Award) open Early Sept
Sept. 2	Labor Day holiday. University closed.
Sept. 3	Deadline for Faculty to upload P&T documents to SharePoint
Sept. 3	Deadline for Departments to provide P&T DFRAC names to Provost's Office & upload external review letters to SharePoint
Sept. 3	Waitlisting ends
Sept. 4	Deadline to add a class or late register on <i>ASAP</i>
Sept. 9	70% Refund Date
Sept. 6-Nov 15	Review of P&T cases via SharePoint (internal deadlines set by each college)
Sept. 10	Deadline for Colleges to provide P&T CFRAC names to Provost's Office
Sept. 10	Deadline for Colleges to provide D-CPER committee names to Provost's Office
TBD	Colleges determine internal selection process and internal deadline(s); distribute call for nominations to departments. Nominees vetted at the College level for the Regents' Outstanding Teaching Award, President's Achievement Awards & Howe Teaching Award.
Sept. 11	Department Chair Council meeting (2nd Wed. of each month)
Sept. 11	Deadline for faculty credentialing to be complete in Digital Measures for fall 2019 term.
Sept. 11	Census Date, 5 p.m. Last day for students to drop or withdraw without a grade.

Sept. 11-30*	Deadline for Departments to elect D-CPER members and provide names to Dean's Office
Sept. 12- Oct. 1	Banner access reopens for departments to finalize Spring Class Schedule (Registrar's 2nd departmental deadline)/Deadline to enter faculty in Banner
Sept. 15	Review of CPE cases via SharePoint (internal deadlines set by each college)
Sept. 16	Deadline for Faculty to upload CPE documents to SharePoint
Sept. 16	50% Refund Date
Sept. 23	25% Refund Date
Sept. 23	Students Dropped for Non-Payment. Students who do not payment arrangements will lose their registration.

Oct. 2019

Oct. 1-31	Fall Faculty Workload Verification
TBD	Promotion & Tenure Luncheon (for faculty who were promoted/tenured as of 9/1, their department chairs and deans)
TBD	Class schedule training for Banner 9
Oct. 9	Department Chair Council meeting (2nd Wed. of each month)
TBD	Deadline for Deans' Offices to submit nomination for Piper Professor Award to VPAFS via email: facultyawards@utsa.edu
Oct. 14	Deadline for faculty to enter midterm grades, 2 p.m.
Oct. 15	Students may view midterm grades on ASAP
Oct. 15*	Class Schedule for Summer 2020 and Fall 2020 sent to Colleges by Classroom Scheduling
Oct. 28	Drop Deadline. Last day for all students (undergraduate and graduate) to drop an individual course via ASAP and receive an automatic "W".
Oct. 28	Spring priority registration begins
Oct. 28	Deadline to choose credit/no credit grading option (undergraduate only).
Late Oct.- Nov. 1	Compose Chairs' CPE evaluation report

Nov. 2019

Nov. 1	Use of Results for Improvement (URI) program assessment report due.
Nov. 1	Instructor Initiated Drops Reviewer Approval system opens in ASAP.
Nov. 4	Student Course Evaluations OPEN in ASAP at 8:00 a.m.
TBD	College Deans' Offices submit names of nominees for Regents' Outstanding Teaching Award to VPAFS via email: facultyawards@utsa.edu . (max 2 tenured; 1 tenure-track; 1 non-tenure track/adjunct)
Nov. 13	Department Chair Council meeting (2nd Wed. of each month)
Nov. 15	P&T packets due to Provost's Office
Nov. 15	Submit D-CPER and Chair's memos to respective deans; copy to faculty member
Nov. 15	Deadline for Spring 2020 undergraduate degree candidates to apply for graduation.
Nov. 18	Student Course Evaluations CLOSE in ASAP at Midnight
Nov. 28-29	Thanksgiving holiday. University closed.

Dec. 2019

Dec. 1	Deadline for SACSCOC substantive change materials to be received by the Office of Continuous Improvement and Accreditation for degree program changes to be effective in the fall 2020 term.
Dec. 3	Withdrawal/Automatic "W" Deadline. Deadline for all students to withdraw (drop all classes) ONLY and receive a grade of "W" for each class.
Dec. 4	Department Chair Council meeting (2nd Wed. of each month)
Dec. 5	Last Day of Classes
Dec. 6	Student Study Day. Classes do not meet.
Dec. 7-13	Final Exams. No Final Exams on Sunday.
Dec. 13	End of Term for Fall 2019 Semester. Year-old Incomplete ("IN") grades convert to "F" at 5:00 p.m. (undergraduate courses only).
Dec. 14 & 15	Commencement Ceremonies. Commencement webpage
Dec. 15	Third Year Review DFRAC names due to Provost's Office
Dec. 15	Deadline for all Faculty Assignments for the Spring 2020 semester
Dec. 16	Deadline for faculty to enter final grades, 2 p.m.,
Dec. 17	Students may view final grades on ASAP
Dec. 17	Notification to faculty in 2nd academic year of employment - non-reappointment
Dec. 20	Deadline for Dean's Offices to send CPE candidate packets (including Dean's memo) to Provost's Office

Jan. 2020

Jan. 8	Department Chair Council meeting (2 ND Wed. of each month)
TBD	Deadline for Annual Reports to be uploaded into Digital Measures
TBD	Registration closed (for Financial Aid disbursement)
TBD	Late registration and add/drop. All admitted students may register or add/drop classes via <i>ASAP</i> with appropriate approvals.
Jan. 10*	Summer and Fall Class Schedules must be complete in Banner (Registrar's 1st departmental deadline) (due date to Deans set by college)
Jan. 10	Deadline to approve Spring courses for use of Instructor Initiated Drop.
TBD	Faculty Development Leave Proposals due for FY19-20 FDLs
Jan. 15	Deadline for Faculty to upload Third Year Review documents to SharePoint
Jan. 15	Deadline to submit fall Program Assessment Information to the College contact.
Jan. 20	MLK Birthday Holiday. University closed.
Jan. 20	100% Refund Date. Last day to withdraw from all classes and receive a 100% refund of tuition and fees.
Jan. 21	First day of Spring 2020 classes
TBD	Deadline for Deans' Offices to upload President's Achievement and Howe Teaching award nominations to SharePoint
Jan. 27	80% Refund Date
TBD	Deadline for President's Diversity Award nominations. Submit via email to diversityawards@utsa.edu .
Jan. 31	P&T memos distributed to faculty concerning outcome of their review

Feb. 2020

Conduct Performance Evaluations (2/1/19 - 1/31/20)

	BUDs for next fiscal year - deadlines will be announced
	Spring Workload Verification
TBD	Deadline for Department Review Committee to review annual report and recommend evaluation ratings
Feb. 1	Deadline to notify Provost's office of any emeritus applications
Feb. 1	Deadline for faculty to request early promotion and tenure review or promotion to full professor
Feb. 3	70% Refund Date
Feb. 5	Deadline for faculty credentialing to be complete in Digital Measures for spring 2020 term.
Feb. 5	Census Date, 5 p.m. Last day for students to drop or withdraw without a grade.
Feb. 10	Deadline to upload emeritus documents to SharePoint
Feb. 10	50% Refund Date
Feb. 11	TYR - FRAC report due to Department Chair
Feb. 12	Department Chair Council meeting (2nd Wed. of each month)
Feb. 15	Summer Class Schedule must be complete in Banner (Registrar's 2nd departmental deadline)/Deadline to enter faculty in Banner
Feb. 17	25% Refund Date
Feb. 17	Students Dropped for Non-Payment. Students who do not payment arrangements will lose their registration.
Mar. 2020	
Mar. 1	Faculty Recruitment (T/TT) – Deadline for all faculty hires
Mar. 1	Deadline for notification to faculty scheduled for faculty reviews in 2020-2021
Mar. 1-15	Notification to faculty in first academic year of employment – non-reappointment
Mar. 2	Deadline to turn in all staff annual performance evaluations to HR
Mar. 4	Department Chair Council meeting (moved up due to Spring Break)
Mar. 6	Deadline for faculty to enter midterm grades, 2 p.m.
Mar. 9-14	Spring Break
Mar. 13	Fall Class Schedule must be complete in Banner (Registrar's 2nd departmental deadline)/ Deadline to enter faculty in Banner
Mar. 16-19	FYI: SACSCOC Decennial Reaffirmation of Accreditation On-Site Visit
Mar. 25	Years of Service/Retiree Luncheon, 12-1:30pm
Mar. 25	TYR - FRAC and Department Chair's memos due to Deans
Mar. 30	Drop Deadline. Last day for all students (undergraduate and graduate) to drop an individual course via <i>ASAP</i> and receive an automatic "W".
Apr. 2020	
Apr. 1*	Class Schedule for Spring sent to Colleges by Classroom Scheduling
Apr. 1*	Instructor Initiated Drops Reviewer Approval system opens in <i>ASAP</i> .
Apr. 6	Student Course Evaluations OPEN in <i>ASAP</i> at 8:00 a.m.
Apr. 8	Department Chair Council meeting (2nd Wed. of each month)
Apr. 10	Deadline for Emeritus cases due into Provost's Office
TBD	Deadline for Department Chairs to hold evaluation interviews with faculty

TBD	Faculty Recruitment (T/TT) - Hiring Packages for new faculty due
Apr. 20	Student Course Evaluations CLOSE in ASAP at Midnight
Apr. 23	University Excellence Awards Ceremony (for faculty and staff, honoring Presidential and Howe recipients), 2-3pm
TBD	Deadline for Department Chair to finalize performance evaluations for Dean's review
Apr. 30	Withdrawal/Automatic "W" Deadline. Deadline for all students to withdraw (drop all classes) ONLY and receive a grade of "W" for each class.
Late spring - TBD	Deadline for faculty to provide optional faculty statement regarding evaluation in Digital Measures

May 2020

May 1-July 31	Notification to faculty regarding non-reappointment
May 5	Last Day of Classes
May 6	Student Study Day. Classes do not meet.
May 7	Faculty scheduled for P&T reviews compile materials and submit to external reviewers via department chair
May 7-13	Final Exams. No Final Exams on Sunday.
TBD	Deadline for Deans to review evaluations prepared by Department Chairs for consistency with standards
May 13	End of Term for Spring 2020 Semester. Year-old Incomplete ("IN") grades convert to "F" at 5:00 p.m. (undergraduate courses only).
TBD	Commencement Ceremonies. Commencement webpage
May 6	Department Chair Council meeting (2nd Wed. of each month)
May 15*	Spring Class Schedule must be complete in Banner (Registrar's 1st departmental deadline) (due date to Deans set by college)
TBD	Deadline for Deans to amend faculty member's evaluation if response was submitted by faculty member
May 18	Deadline for faculty to enter final grades, 2 p.m.,
May 19	Students may view final grades on ASAP

Summer 2020

June-Aug.	Department Chair Council does not meet
June 1	Deadline for SACSCOC substantive change materials to be received by the Office of Continuous Improvement and Accreditation for degree program changes to be effective in the spring 2021 term.
Jun. 15	Deadline to submit spring Program Assessment Information to the College contact.
July 15	Deadline for Spring 2020 undergraduate degree candidates to apply for graduation.
Aug. 1	Department Chair or delegate reviews promotion and tenure files on SharePoint for accuracy and completeness and uploads external review letters
Aug. 1	Deadline for faculty credentialing to be complete in Digital Measures for summer terms.
Aug. 7*	Deadline to approve Fall courses for use of Instructor Initiated Drop.
TBD	Deadline to enter returning benefits-eligible NTT faculty and new TT faculty assignments for the Fall 2020

* approximate date(s)