

# UC Davis Policy and Procedure Manual

## Chapter 200, Campus Organization and Management Section 06, 2008-09 Academic and Administrative Deadlines

Date: 4/7/08

Supersedes: New

Responsible Department: Offices of the Chancellor and Provost

Source Document: N/A

- Asterisked (\*) deadlines indicate that campus information is needed to meet a deadline from the Office of the President or other entities.
- Deadlines may vary somewhat from this list. If you have questions regarding particular deadlines, contact the office requesting the information.
- Staff performance evaluation time periods vary. Check the World Wide Web at [http://www.hr.ucdavis.edu/Forms/All/merit\\_programs](http://www.hr.ucdavis.edu/Forms/All/merit_programs) for current information.

Deadline	Action By	Information Requested	Requested From	Date of Request
<b>July 2008</b>				
---	Academic departments	Applications for faculty research travel grant program (no deadline)	Academic Senate Committee on Research	open year-round
1	Academic departments	Annual graduate student progress reports	Graduate Studies	April
11*	All campus units	Adjustments to preliminary June ledger (refer to Accounting & Financial Services fiscal closing letter)	Accounting & Financial Services	April
18*	Administrative units	Proposed Regents' Agenda Items in draft form for September meeting	Resource Management & Planning	July 1
25	Deans	Final response to degree list for Spring Quarter	Registrar's Office	4th week July
<b>August 2008</b>				
5-7	Academic departments	Final grades, Summer Session I	Registrar's Office	1st week August
8	All campus units	Report on use of training & development funds	Human Resources	July
21	Academic departments	Final changes for Winter Quarter Class Schedule	Registrar's Office	1st week August
21	Deans	Adviser updates for Winter Quarter Class Schedule	Registrar's Office	1st week August
29	Academic departments	Reserve book lists, Fall Quarter	Library	---
29	ORUs & ORU advisory committees	Annual report	Office of Research	June 1
<b>September 2008</b>				
5	Academic departments & faculty	Winter Quarter textbook adoption forms for imported books	UCD Bookstore	June 1
5	Academic departments	Spring Quarter Class Schedule worksheets	Registrar's Office	1st week July
12*	Administrative units	Proposed Regents' Agenda Items in draft form for November meeting	Resource Management & Planning	August 31
16-18	Academic departments	Final grades, Summer Session II	Registrar's Office	2nd week September
26	All campus units	Nominations for Cal Aggie Athletic Hall of Fame and Special Recognition Award	Student Affairs—Athletics	September
<b>October 2008</b>				
3	Academic departments & faculty	Winter Quarter textbook adoption forms & school supply forms	UCD Bookstore	September 17
3	Deans	Final response to degree list for Summer	Registrar's Office	1st week October
15	Academic departments & faculty	Applications for University Outreach & International Programs seed grants	University Outreach & International Programs	1st week September
16	All campus units	Nominations for Directors on Cal Aggie Alumni Association Board	University Relations—Alumni Relations	September

Deadline	Action By	Information Requested	Requested From	Date of Request
24*	All campus units	Facilities inventory update	Resource Management & Planning—Capital Resource Management	mid August
24	All campus units	Annual equipment inventories	Accounting & Financial Services—Equipment Management	mid August
31	Academic departments	Reservations for faculty hoods for Fall Commencement	UCD Bookstore	October 1
<b>November 2008</b>				
7	Deans	Promotions to Associate & Full Professor (& equivalent titles)	Academic Personnel	June
7	Deans	Promotions for Academic Federation titles (see <a href="#">Delegations of Authority</a> )	Academic Personnel	June
7	Academic departments	Graduate Student Inventory for Fall Quarter	Resource Management & Planning—Institutional Planning and Analysis	November
13	Academic departments & faculty	Academic Federation travel grant applications for January-June 2009	Academic Senate	September
13	Academic departments & faculty	Applications for Fall Quarter Instructional Improvement Awards (submit to Teaching Resources Center)	Undergraduate Studies	late September
14	Academic departments & graduate groups	Applications for Graduate Studies Travel Awards January-June	Graduate Studies	mid October
14	Academic departments	Requests for academic dress & UC hoods for Fall Commencement (for delivery to departments)	Accounting & Financial Services—Special Services	October 12
14	Academic departments & faculty	Applications for Faculty Development Awards (submit to dean's office by October 26)	Academic Personnel	September 23
TBA*	Administrative units	Proposed Regents' Agenda Items in draft form for January meeting	Resource Management & Planning	TBA
26	Academic departments & faculty	Faculty Research Lecture nominations	Academic Senate	mid October
26	Academic departments	DESII, Fall Quarter	Resource Management & Planning—Institutional Planning and Analysis	late October
26	Academic departments	Reserve book lists, Winter Quarter	Library	---
26	Deans	Merit increases to Professor VI & above-scale (& equivalent titles), Associate Professor IV & V	Academic Personnel	June
26	Deans	Nonredelegated merit increases for Academic Federation titles (see <a href="#">Delegations of Authority</a> )	Academic Personnel	June
26	Academic departments	Applications for Professional Development Awards for academic staff & Unit 18 non-Senate faculty (submit to dean's office by November 17)	Academic Personnel	September 24
26	Academic departments & faculty	Spring Quarter textbook adoption forms for imported books	UCD Bookstore	November 16
<b>December 2008</b>				
4	Deans	UC Davis Prize Award nominations	Academic Personnel	September 28
5	All campus units	Permanent home address changes online at <a href="#">UC for Yourself Web site</a> or with paper Form UPAY 544 to assure proper delivery of W-2 forms	Accounting & Financial Services	November
12	Academic departments	Final changes for Spring Quarter Class Schedule	Registrar's Office	3rd week October
12	Administrative units	Campuswide Delegation of Authority annual call	Offices of the Chancellor and Provost	November 5
12	Deans	Merit increases for accelerated, nonredelegated, department chairs, associate & assistant deans	Academic Personnel	June
12	Deans	Accelerated, nonredelegated merit increases for Academic Federation titles (see <a href="#">Delegations of Authority</a> )	Academic Personnel	June

Deadline	Action By	Information Requested	Requested From	Date of Request
15	All campus units	UC Davis Foundation Board of Trustees nominations	University Relations—UC Davis Foundation	November 7
17-19	Academic departments	Final grades, Fall Quarter	Registrar's Office	3rd week December
31	All campus units	Deadline for year-end philanthropic gifts to UC Davis	University Relations—Development	December
<b>January 2009</b>				
2	Academic departments & faculty	Distinguished Scholarly Public Service nominations	Academic Senate	mid October
9	Academic departments & faculty	Spring Quarter textbook adoption forms & school supply forms	UCD Bookstore	December 5
9	All campus units	Recommended mid-year staffing list balancing	Resource Management & Planning—Administrative Budget & Budget Operations	December
22	Academic departments	Fall Quarter Class Schedule worksheets	Registrar's Office	2nd week December
TBA*	Administrative units	Proposed Regents' Agenda Items in draft form for March meeting	Resource Management & Planning	TBA
29	Academic departments, faculty, & students	Distinguished Teaching Award nominations	Academic Senate	December
29	Academic departments & faculty	Outstanding Graduate Teaching Award nominations	Academic Senate	January
30	Deans	Merit increases & promotions for Academic Administrators, Academic Coordinators, Continuing Education Specialists	Academic Personnel	June
<b>February 2009</b>				
6	Academic departments & graduate groups	Graduate student fellowship nominations (ranked)	Graduate Studies	early January
6	Deans	Final response to degree list for Fall Quarter	Registrar's Office	1st week January
12	All campus units	Winslow/Gilhooly/Robinson awards nominations	Student Affairs	late January
12	Academic departments & graduate groups	Update descriptions of planned new graduate programs	Graduate Studies	mid November
13	Academic departments & students	Nominations for Outstanding Graduate Student Teaching Award	Graduate Council	January 2
17-24	All campus units	Student Regent applications	Student Affairs	December
120	Academic departments & faculty	Academic Federation Award for Excellence in Teaching nominations	Academic Senate	January
24	Academic departments, faculty, & graduate students	Distinguished Graduate Mentoring Award nominations	Academic Senate	January
25	Academic departments & faculty	Academic Federation Award for Excellence in Research nominations	Academic Senate	January
26	Faculty contacts/representatives	Reports for International Working Agreements	University Outreach & International Programs	January
27	Academic departments	Reserve book lists, Spring Quarter	Library	---
27	Deans	Merit increases & promotions for Librarian titles, including Law Librarian, Assistant & Associate University Librarian	Academic Personnel	June
27	Graduate Groups	Nominations for Graduate Group Chairs	Graduate Studies	October 17
27	Academic departments	DESII, Winter Quarter	Resource Management & Planning—Institutional Planning and Analysis	early February
<b>March 2009</b>				
4	Academic departments	Final changes for Fall Quarter Class Schedule	Registrar's Office	2nd week February

Deadline	Action By	Information Requested	Requested From	Date of Request
13	All campus units	Leadership Recognition for Outstanding Seniors nominations	Student Affairs	early February
13	Deans	Adviser updates for Fall Quarter Class Schedule	Registrar's Office	2nd week February
23-25	Academic departments	Final grades, Winter Quarter	Registrar's Office	3rd week March
26*	Academic departments	Appointment of faculty from other AAU institutions, other California institutions	Academic Personnel	early March
26*	Deans	Intercampus appointment offers for next academic year	Academic Personnel	mid February
<b>April 2009</b>				
TBA*	Administrative units	Proposed Regents' Agenda Items in draft form for May meeting	Resource Management & Planning	TBA
1	Designated officials	Statement of Economic Interests required under California Political Reform Act	Campus Counsel	March
3	Academic departments & faculty	Summer Session I textbook adoption forms & school supply forms	UCD Bookstore	March
10	All campus units	Student Assistant to the Chancellor applications	Student Affairs	early January
10	Academic departments & graduate groups	Applications for graduate student travel July-December	Graduate Studies	mid March
10	Deans	Appraisals	Academic Personnel	June
10	Academic departments & undergraduate advisors	Names of recipients for Departmental Citations or Citations for Outstanding Performance for Undergraduates	Student Affairs—Scholarship Office	early March
10	Academic departments & faculty	Summer Session II textbook adoption forms & school supply forms	UCD Bookstore	April 3
15	Academic departments & graduate groups	Applications for Graduate Studies Travel Awards, July-December	Graduate Studies	mid March
17	Academic departments	Requests for academic dress & UC hoods for Commencement (for delivery to departments)	Accounting & Financial Services: Special Services	by March 1
17	Faculty	Faculty Research Grants and Small Grants in Aid applications	Academic Senate Committee on Research	mid April
23	Academic departments & faculty	Applications for Spring Quarter Instructional Improvement Awards & Faculty Summer Planning Awards (submit to Teaching Resources Center)	Undergraduate Studies	late September, reminder early February
24	Academic departments	Reservations for faculty hoods for Commencement	UCD Bookstore	by March 1
24	Deans	Final response to degree list for Winter Quarter	Registrar's Office	3rd week April
<b>May 2009</b>				
1	All self-supporting campus units	Rate proposals and revisions to be effective July 1	Resource Management & Planning—Administrative Budget & Budget Operations	---
1	Academic departments	Fall Quarter textbook adoption forms & school supply forms	UCD Bookstore	April 27
7	All campus units	Nominations for Cal Aggie Alumni Association Awards	University Relations—Alumni Relations	January
8	Academic departments & faculty	James H. Meyer Distinguished Achievement Award nominations	Academic Senate	April
8	Academic departments & graduate groups	Recommendations on applications for admission to graduate programs for Fall Quarter	Graduate Studies—Admissions	---
14	Academic departments & faculty	Academic Federation travel grant applications for July-December 2009	Academic Senate	February
15	All campus units	Campus Directory update	Information and Educational Technology—Communications Resources	April 17
15	Deans	Chancellor's Fellowship nominations	Academic Personnel	April

Deadline	Action By	Information Requested	Requested From	Date of Request
29	Academic departments	Reserve book lists, Summer Sessions	Library	---
29	Academic departments	DESII, Spring Quarter	Resource Management & Planning—Institutional Planning and Analysis	late April
29	Academic departments & graduate groups	Nominations for faculty to serve as graduate advisers	Graduate Studies	May 22
29	Academic departments	Winter Quarter Class Schedule worksheets	Registrar's Office	1st week May
<b>June 2009</b>				
1-30	All campus units	Departmental fiscal closing operations & final orders to service departments (refer to Accounting & Financial Services fiscal closing letter for specific dates)	Accounting & Financial Services	April
TBA*	Administrative units	Proposed Regents' Agenda Items in draft form for July meeting	Resource Management & Planning	TBA
15-17	Academic departments	Final grades, Spring Quarter	Registrar's Office	2nd week June
26	All campus units	Bookstore orders to be processed against 2008-08 funds (DPOs)	UCD Bookstore	June 19
26	All campus units	Storehouse orders to be processed against 2008-08 funds	Accounting & Financial Services—Central Storehouse	---
26	Deans	Annual Reports for Category I and II Compensated Outside Professional Activities	Academic Personnel	April 10
26	Administrative units	Administrative Policy Update annual call	Offices of the Chancellor and Provost	June 1
30	All campus units	Staffing list update for fiscal year 2008-09	Resource Management & Planning—Budget & Budget Operations	---