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.

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**November 2011**

1. 1 Deans Annual Reports for Category I and II Compensated Outside Professional Activities Academic Personnel April 8
2. 4 Academic departments Graduate Student Inventory for Fall Quarter Institutional Planning and Analysis November
3. 4 Academic departments Final changes for Spring Quarter Class Schedule Registrar's Office 3rd week October
4. 4 Deans Adviser updates for Spring Quarter Class Schedule Registrar’s Office 3rd week October
5. 9 Academic departments & faculty Applications for Fall Quarter University Instructional Improvement Awards (submit to Center for Excellence in Teaching & Learning) Undergraduate Studies late September
6. 10 Academic departments & faculty Academic Federation travel grant applications for January-June 2012 Academic Senate late September
7. 10 Academic departments Requests for academic dress & UC hoods for Fall Commencement (for delivery to departments) Accounting & Financial Services—Special Services October 12
8. 10 Academic departments & faculty Applications for Faculty Development Awards (submit to dean's office by October 26) Academic Personnel September 23
9. 14 Deans Promotions to Associate & Full Professor (equivalent titles) Academic Personnel June
10. 14 Deans Promotions for Academic Federation titles (see Delegations of Authority) Academic Personnel June
11. 16 Academic departments & graduate groups Applications for Graduate Studies Travel Awards July-June Graduate Studies mid September
12. 23 Academic departments DESII, Fall Quarter Institutional Planning and Analysis late October
13. 23 Academic departments Reserve book lists, Winter Quarter Library ---
14. 23 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 23
15. 23 Academic departments & faculty Spring Quarter textbook adoption forms for imported books UCD Bookstore November 16

**December 2011**

2. 2 Deans UC Davis Prize Award nominations Academic Personnel September 28
3. 2 All campus units Permanent home address changes online at [UC for Yourself Web site](https://ucforyou.ucdavis.edu) or with paper Form UPAY 544 to assure proper delivery of W-2 forms Accounting & Financial Services November
4. 5 Deans Merit increases to Professor VI & above-scale (equivalent titles), Associate Professor IV & V Academic Personnel June
5. 5 Deans Nonredelegated merit increases for Academic Federation titles (see Delegations of Authority) Academic Personnel June
6. 14-16 Academic departments Final grades, Fall Quarter Registrar’s Office 3rd week December
7. 15 All campus units UC Davis Foundation Board of Trustees nominations University Relations—UC Davis Foundation November
8. 19 Deans Merit increases for accelerated, nonredelegated, department chairs, associate & assistant deans Academic Personnel June
9. 19 Deans Accelerated, nonredelegated merit increases for Academic Federation titles (see Delegations of Authority) Academic Personnel June
10. 29 All campus units Deadline for year-end philanthropic gifts to UC Davis University Relations—Development December
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**May 2012**

| 2        | Deans | Final response to degree list for Winter Quarter | Registrar's Office | 3rd week April |
| 11       | Academic departments & faculty | Academic Federation travel grant applications for July-December 2012 | Academic Senate | March |
| 11       | Deans | Chancellor's Fellowship nominations | Academic Personnel | April |
| 11       | Academic departments & faculty | James H. Meyer Distinguished Achievement Award nominations | Academic Senate | March |
| 25       | Academic departments | Reserve book lists, Summer Sessions | Library | --- |
| 25       | Academic departments | DESII, Spring Quarter | Institutional Planning and Analysis | late April |

**June 2012**

| 1-29     | All campus units | Departmental fiscal closing operations & final orders to service departments (refer to Accounting & Financial Services fiscal closing web site for specific dates) | Accounting & Financial Services | April |
| 15-17    | Academic departments | Final grades, Spring Quarter | Registrar's Office | 2nd week June |
| 22       | All campus units | Bookstore orders to be processed against 2011-12 funds (DPOs) | UCD Bookstore | June 17 |
| 22       | Administrative units | Administrative Policy Update annual call | Offices of the Chancellor and Provost | June 1 |
| 22       | Academic departments | Winter Quarter Class Schedule worksheets | Registrar's Office | 1st week May |
| 29       | All campus units | Storehouse orders to be processed against 2011-12 funds | Accounting & Financial Services—Central Storehouse | --- |
| 29       | Academic departments & graduate groups | Recommendations on applications for admission to graduate programs for Fall Quarter | Graduate Studies—Admissions | --- |
| 29       | All campus units | Staffing list update for fiscal year 2011-12 | Budget & Budget Operations | --- |