

UC Davis Policy and Procedure Manual

Chapter 200, Campus Organization and Management Section 06, 2011-12 Academic and Administrative Deadlines

Date: 4/8/11

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 for current information.

Deadline	Action By	Information Requested	Requested From	Date of Request
July 2011				
1	Academic departments	Annual graduate student progress reports	Graduate Studies	April
15*	Administrative units	Proposed Regents' Agenda Items in draft form for September meeting	Administrative and Resource Management	July 7
29	Deans	Final response to degree list for Spring Quarter	Registrar's Office	4th week July
August 2011				
3-5	Academic departments	Final grades, Summer Session I	Registrar's Office	1st week August
5	All campus units	Report on use of training & development funds	Human Resources	July
12	Academic departments	Final changes for Winter Quarter Class Schedule	Registrar's Office	1st week August
12	Deans	Adviser updates for Winter Quarter Class Schedule	Registrar's Office	1st week August
26	Academic departments	Reserve book lists, Fall Quarter	Library	---
26	ORUs & ORU advisory committees	Annual report	Office of Research	June 1
September 2011				
2	Academic departments & faculty	Winter Quarter textbook adoption forms for imported books	UCD Bookstore	June 1
2	Academic departments	Spring Quarter Class Schedule worksheets	Registrar's Office	1st week July
9*	Administrative units	Proposed Regents' Agenda Items in draft form for November meeting	Administrative and Resource Management	September 8
14-16	Academic departments	Final grades, Summer Session II	Registrar's Office	2nd week September
23	All campus units	Nominations for Cal Aggie Athletic Hall of Fame and Special Recognition Award	Student Affairs—Athletics	September
30	Academic departments & faculty	Winter Quarter textbook adoption forms & school supply forms	UCD Bookstore	September 16
October 2011				
14	Academic departments & faculty	Applications for University Outreach & International Programs seed grants	University Outreach & International Programs	1st week September
3	Deans	Final response to degree list for Summer	Registrar's Office	1st week October
21	All campus units	Nominations for Directors on Cal Aggie Alumni Association Board	University Relations—Alumni Relations	September
21*	All campus units	Facilities inventory update	Capital Resource Management	mid August
28	Academic departments	Reservations for faculty hoods for Fall Commencement	UCD Bookstore	September 30

Deadline	Action By	Information Requested	Requested From	Date of Request
31	All campus units	Bi-annual equipment inventories	Accounting & Financial Services—Equipment Management	mid August
November 2011				
1	Deans	Annual Reports for Category I and II Compensated Outside Professional Activities	Academic Personnel	April 8
4	Academic departments	Graduate Student Inventory for Fall Quarter	Institutional Planning and Analysis	November
4	Academic departments	Final changes for Spring Quarter Class Schedule	Registrar's Office	3rd week October
4	Deans	Adviser updates for Spring Quarter Class Schedule	Registrar's Office	3rd week October
9	Academic departments & faculty	Applications for Fall Quarter University Instructional Improvement Awards (submit to Center for Excellence in Teaching & Learning)	Undergraduate Studies	late September
10	Academic departments & faculty	Academic Federation travel grant applications for January-June 2012	Academic Senate	late September
10	Academic departments	Requests for academic dress & UC hoods for Fall Commencement (for delivery to departments)	Accounting & Financial Services—Special Services	October 12
10	Academic departments & faculty	Applications for Faculty Development Awards (submit to dean's office by October 26)	Academic Personnel	September 23
14	Deans	Promotions to Associate & Full Professor (& equivalent titles)	Academic Personnel	June
14	Deans	Promotions for Academic Federation titles (see Delegations of Authority)	Academic Personnel	June
16	Academic departments & graduate groups	Applications for Graduate Studies Travel Awards July-June	Graduate Studies	mid September
23	Academic departments	DESII, Fall Quarter	Institutional Planning and Analysis	late October
23	Academic departments	Reserve book lists, Winter Quarter	Library	---
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
23	Academic departments & faculty	Spring Quarter textbook adoption forms for imported books	UCD Bookstore	November 16
December 2011				
2	Deans	UC Davis Prize Award nominations	Academic Personnel	September 28
2	All campus units	Permanent home address changes online at UC for Yourself Web site or with paper Form UPAY 544 to assure proper delivery of W-2 forms	Accounting & Financial Services	November
5	Deans	Merit increases to Professor VI & above-scale (& equivalent titles), Associate Professor IV & V	Academic Personnel	June
5	Deans	Nonredelegated merit increases for Academic Federation titles (see Delegations of Authority)	Academic Personnel	June
14-16	Academic departments	Final grades, Fall Quarter	Registrar's Office	3rd week December
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
19	Deans	Accelerated, nonredelegated merit increases for Academic Federation titles (see Delegations of Authority)	Academic Personnel	June
29	All campus units	Deadline for year-end philanthropic gifts to UC Davis	University Relations—Development	December

Deadline	Action By	Information Requested	Requested From	Date of Request
January 2012				
6	Academic departments & faculty	Spring Quarter textbook adoption forms & school supply forms	UCD Bookstore	December 2
6	All campus units	Recommended mid-year staffing list balancing	Administrative Budget & Budget Operations	December
20	Academic departments	Fall Quarter Class Schedule worksheets	Registrar's Office	2nd week December
27	Academic departments & students	Nominations for Outstanding Graduate Student Teaching Award	Graduate Council	December 9
February 2012				
1	Deans	Final response to degree list for Fall Quarter	Registrar's Office	1st week January
3	Academic departments & graduate groups	Graduate student fellowship nominations (ranked)	Graduate Studies	early January
13-17	All campus units	Student Regent applications	Student Affairs	December
24	Faculty contacts/ representatives	Reports for International Working Agreements	University Outreach & International Programs	January
24	Academic departments	Reserve book lists, Spring Quarter	Library	---
24	Graduate Groups	Nominations for Graduate Group Chairs	Graduate Studies	October 14
24	Academic departments	DESII, Winter Quarter	Institutional Planning and Analysis	early February
March 2012				
5	Deans	Merit increases & promotions for Librarian titles, including Law Librarian, Assistant & Associate University Librarian	Academic Personnel	June
15	Academic departments	Final changes for Fall Quarter Class Schedule	Registrar's Office	2nd week February
15	Deans	Adviser updates for Fall Quarter Class Schedule	Registrar's Office	2nd week February
26-28	Academic departments	Final grades, Winter Quarter	Registrar's Office	3rd week March
April 2012				
2	Designated officials	Statement of Economic Interests required under California Political Reform Act	Campus Counsel	March
2	Academic departments & faculty	Summer Session I textbook adoption forms & school supply forms	UCD Bookstore	March
2*	Deans	Intercampus appointment offers for next academic year	Academic Personnel	mid February
6	Academic departments & undergraduate advisors	Names of recipients for Departmental Citations or Citations for Outstanding Performance for Undergraduates	Student Affairs—Scholarship Office	early March
6	Academic departments & faculty	Summer Session II textbook adoption forms & school supply forms	UCD Bookstore	April 2
6	Faculty	Faculty Research Grants and Small Grants in Aid applications	Academic Senate Committee on Research	mid April
11	Deans	Appraisals	Academic Personnel	June
12	Academic departments & faculty	Applications for Spring Quarter University Instructional Improvement Awards & Faculty Summer Planning Awards (submit to Center for Excellence in Teaching & Learning)	Undergraduate Studies	late September, reminder early February
13	Academic departments & graduate groups	Applications for Graduate Studies Travel Awards, July-December	Graduate Studies	mid February
13	Academic departments	Requests for academic dress & UC hoods for Commencement (for delivery to departments)	Accounting & Financial Services: Special Services	by March 1
13	Faculty	Academic Federation Innovative Development Awards	Academic Senate	mid April
20	Academic departments	Reservations for faculty hoods for Commencement	UCD Bookstore	by March 1

Deadline	Action By	Information Requested	Requested From	Date of Request
27	All self-supporting campus units	Rate proposals and revisions to be effective July 1	Administrative Budget & Budget Operations	---
27	Academic departments	Fall Quarter textbook adoption forms & school supply forms	UCD Bookstore	April 27
30*	Academic departments	Appointment of faculty from other AAU institutions, other California institutions	Academic Personnel	early March
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	---