

**2023-2024 INSTRUCTIONAL SERVICES FLOWCHART**

Revised 9/5/2023

AUGUST, 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>JULY 30 -- Supervisor and Professional Staff -Eligibility for promotion of Professional Staff member is verified</b>						
		1	2	3	4	5
		Provost Council Professional Staff Congress			Summer II session ends 10 week session ends	
	Advising for Incoming Freshmen					
6	7	8	9	10	11	12
	University Opening Meeting 202410 Faculty Contracts Begin Summer Advising stipends due Rick Kribs' Office* 22-23 Assessment Report drafts/revisions not submitted are due this week 22-23 Project Tools and/or Raw Data files not submitted are due this week	Faculty Senate	Summer Advising stipends due to the Provost's Office* Requests for half or full time one-semester contracts due	Summer Advising Stipends due to HR*	Summer II pay day 10 week session - last pay day	
<b>PROFESSIONAL DEVELOPMENT - offerings all week</b>						
13	14	15	16	17	18	19
	202410 semester begins 1st 8 week session begins 10 week session begins 1st 5 week session begins 1st 4 week session begins	Academic Team		Support Staff Council College Meetings	Trailblazer Teaching Academy Kickoff	
	<b>DROP/ADD WEEK</b>	<b>DROP/ADD WEEK</b>	<b>DROP/ADD WEEK</b>	<b>DROP/ADD WEEK</b>	<b>DROP/ADD WEEK</b>	
20	21	22	23	24	25	26
			Board of Trustees Jasper Campus/CTIM Bldg	<b>LOAD REPORTS</b> All updates on Banner need to be completed - Staff Names and Non-Instructional screens CAAC	*Summer Advising Stipends will be paid 8/26/23 202410 Load Reports on eprint	

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Revised 9/5/2023

AUGUST, 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31		
	Faculty Schedule Cards due to Tracy, Provost's Office	202420 working copy available to each college/site for editing	<b>TAPS 10 DAY REPORT DUE:</b> Students in one or more of the following categories: no shows, more than one absence, no books (performance warning)	<b>Promotion and Tenure:</b> <b>Notify your Department Chair and Dean immediately of your intent to apply for promotion and/or tenure so that committees can be set up and ready to receive your application materials. Also, please notify the Chair of the University Tenure and Promotion Committee of your intentions.</b>		
	Roll Spring 2024 Class Schedule					

**2023-2024 INSTRUCTIONAL SERVICES FLOWCHART**

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SEPTEMBER, 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					By September 1, forwards a signed copy of evaluation to college secretary	
3	4	5	6	7	8	9
	LABOR DAY UNIVERSITY CLOSED	Provost Council		CAAC	Academic Program Assessment	
		Professional Staff Congress		202410 Load Reports due to HR (all but 2nd 8 weeks)	Reporting for 2022-2023 due to M. Groneman	
		Load Reports due to the Provost's Office for 202410 (All except 2nd 8 week session)				
10	11	12	13	14	15	16
	1st 4 week session ends	Faculty Senate	Sabbatical proposals due to Dept. Chair from faculty		1st 5 week session ends	
	Faculty and Chairs	2nd 4 week session begins	Supervisor/PS employee complete an updated job description that reflects current position duties		Last day for students to w/d from 1st 8-week classes w/o appropriate college dean's approval	
	Finalize 2023 -2024 Professional Growth Plan using information from Course Improvement Plan and Survey Dig results and yearly evaluation				No later than today	
					The Provost will notify the academic deans that tenure track availability counts should be forwarded to the Provost's office for approval no later than the fourth (4th) Friday in September (9/22/2023)	
					Trailblazer Teaching Academy	

**2023-2024 INSTRUCTIONAL SERVICES FLOWCHART**

Revised 9/5/2023

SEPTEMBER, 2023 (continued)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18	19	20	21	22	23
	2nd 5 week session begins	Academic Team First edits of 202420 completed in Banner	<b>TAPS 5 WEEK REPORT:</b> Students with three or more absences and/or any performance warnings needed, especially for behaviors that might adversely affect mid-term grades and possibly lead to course failure View 202420 Final Exam Schedule on VU Website	CAAC College Meetings Support Staff Council	1st pay day for 16, 1st 8 and 10 week sessions Payday for 1st 5 week and 1st 4 week sessions Deans -Tenure Track availability due to the Provost's office today	
24	25	26	27	28	29	30
	Lab Fees due for 202420				Sabbatical proposals review report submitted to College Dean from Dept. Chair <b>23-24 Co-curricular Assessment</b> <b>Planning Reporting due</b> PS/Prom Chair and committee have general information meeting convened for eligible Professional Staff Prof Staff and supervisor meet and receive information	

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**OCTOBER, 2023**

By October 1, the Provost will, after consulting with the Deans of each College, designate the number and location of tenure track lines, consistent with directive from the VU Board of Trustees, and guidance from the Faculty Senate for "balance" among tenured and non-tenured faculty at the University, College, Department and Program level.

By October 6, Faculty in each College will be notified of the availability of tenure track positions and will be provided with information regarding the eligibility requirements and selection process.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			By the first Friday in October, each College and VUJC shall establish a committee of at least 3 and no more than 5 tenured faculty members to serve as the review committee for tenure track applications. If a College/Campus does not have at least 3 tenure faculty members able to serve, a tenured faculty member from another College/Campus may be assigned to the committee.		By October 1, the Provost will, after consulting with the Deans of each College, designate the number and location of tenure track lines, consistent with directive from the VU Board of Trustees, and guidance from the Faculty Senate for "balance" among tenured and non-tenured faculty at the University, College, Department and Program level.	
1	2	3	4	5	6	7
	Board of Trustees Annual Board Meeting Vincennes/TBD	Provost Council Professional Staff Congress		Promotion/Tenure materials due to dept. chairs by noon	1st 8 week session ends 2nd 4 week session ends Second edits of 202420 schedule completed in Banner 202420 Course Material Adoptions (Book Orders) due online at <a href="http://vubookstore.viu.edu/home.aspx">http://vubookstore.viu.edu/home.aspx</a>	
					By October 6, Faculty in each College will be notified of the availability of tenure track positions and will be provided with information regarding the eligibility requirements and selection process.	
	MID-TERM EXAMS	MID-TERM EXAMS	MID-TERM EXAMS	MID-TERM EXAMS	MID-TERM EXAMS	

**2023-2024 INSTRUCTIONAL SERVICES FLOWCHART**

Revised 9/5/2023

OCTOBER, 2023 (continued)						
8	9	10	11	12	13	14
<b>FALL HOLIDAY UNIVERSITY CLOSED</b>		Faculty Senate Mid-Term Grades for Fall Semester due by 8:00 am	2nd 8 week session begins 3rd 4 week sessions begins	CAAC	Sabbatical proposals review report submitted to Faculty Senate Sabbatical Review Comm from College Dean	
	<b>MID-TERM BREAK (NO CLASSES)</b>	<b>MID-TERM BREAK (NO CLASSES)</b>	Program Review data for the previous year distributed to the Deans			
15	16	17	18	19	20	21
202420 Class Schedule open for Advising and Registration Begin Advising and Registration for Spring		Academic Team		College Meetings Support Staff Council CAAC	Last pay day for 1st 8 week classes Payday 2nd 4 week session Promotion/Tenure materials & the dept. committee's recom- mendations due to Chair of the College Tenure Committee by 12 noon Trailblazer Teaching Academy	
22	23	24	25	26	27	28
		2nd 5 week session ends 10 week session ends	Last 5 week session begins	<b>FINAL DEADLINE -</b> Curriculum Proposals and R/W/S Intensive Course List  Revisions to Curriculum Specialist-S Carter <b>DUE: Proposals must be</b>  <b>received by the last</b>  <b>Thursday in October to</b> <b>guarantee inclusion in the</b>  <b>2024 - 2025 Catalog</b>	Last day for students to w/d without appropriate college dean's approval  <b>Graduation Application</b>  <b>Deadline</b>	
29	30	31				
	10/30/2023 2nd 8 week session load reports due to the Provost's Office					



**2023-2024 INSTRUCTIONAL SERVICES FLOWCHART**

Revised 9/5/2023

DECEMBER, 2023										
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
<p align="center"><b>SPRING 2024 - Faculty Promotion and Tenure recommendations will be forwarded to the University President for review and recommendations to the VU Board of Trustees.</b></p>					1	2				
										MID-YEAR COMMENCEMENT (VINCENNES CAMPUS)
3	4	5	6	7	8	9				
		Professional Staff Congress PSP Chair distributes promotion packets to the PSP Committee	By December 9, Tenure and Promotion materials and the University committee's recommendations due to the Provost VP for Instruction by 12 noon.	Professional Staff submit promotion packets to the PSP Committee Chair	Fall Semester (202410) ends after last final exam					
			Board Meeting Vincennes/TBD		2nd 8 week session ends					
					4th 4 week session ends					
					Promotion/Tenure materials and the University committee's recommendations due to the Provost by noon					
FINAL EXAMS		FINAL EXAMS	FINAL EXAMS	FINAL EXAMS						
10	11	12	13	14	15	16				
Final Grades for Fall Semester due by 12:00 pm		Faculty Senate	Announcement of approved Sabbatical proposals by the President		Last pay day for the 16 week classes, 2nd 8 week session, Last 4 and 5 week classes	Tenure track appointments will be retroactive to the start of the current contract year for the purposes of determining eligibility to apply for tenure				
Final Grades for the Fall 2023 term are due within 48 hours of the final exam or as soon as possible.										
17	18	19	20	21	22	23				
		Academic Team		College Meetings Support Staff Council		CHRISTMAS UNIVERSITY CLOSED				
24/31	25	26	27	28	29	30				
CHRISTMAS UNIVERSITY CLOSED	CHRISTMAS UNIVERSITY CLOSED	CHRISTMAS UNIVERSITY CLOSED	CHRISTMAS UNIVERSITY CLOSED	CHRISTMAS UNIVERSITY CLOSED	CHRISTMAS UNIVERSITY CLOSED	UNIVERSITY CLOSED				



2023-2024 INSTRUCTIONAL SERVICES FLOWCHART

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JANUARY, 2024							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<b>PROFESSIONAL DEVELOPMENT WORKSHOPS ARE SCHEDULED THE FIRST WEEK OF FACULTY CONTRACTS (JANUARY 2- JANUARY 5)</b>							
	1	2	3	4	5	6	
	<b>NEW YEAR'S DAY HOLIDAY UNIVERSITY CLOSED</b>	<del>Provost Council (F2F)</del> Professional Staff Congress	Requests for half or full time one-semester contracts due		Provost forwards Promotion/ Tenure recommendations to President <del>StartVU</del>		
		First day of Faculty Contracts for the 202420 semester			<del>Roll 202430 Class Schedule</del> New Student Registration Last Date for Returning Student Registration		
		<b>PROFESSIONAL DEVELOPMENT - offerings all week</b>					
7	8	9	10	11	12	13	
	202220 semester begins <del>1st 8 week session begins</del> <del>10 week session begins</del> <del>1st 5 week session begins</del> <del>1st 4 week session begins</del> Roll 202410 Class Schedule 202430 working copy available to each college/site for editing	Faculty Senate	202510 working copy available to each college/site for editing	CAAC			
	<b>DROP AND ADD</b>	<b>DROP AND ADD</b>	<b>DROP AND ADD</b>	<b>DROP AND ADD</b>	<b>DROP AND ADD</b>		
14	15	16	17	18	19	20	
	<b>MARTIN LUTHER KING DAY UNIVERSITY CLOSED</b>	Academic Team		<b>LOAD REPORTS</b> All updates on Banner need to be completed - Staff Names and Non-Instructional screens <del>College Meetings</del> Support Staff Council	Trailblazer Teaching Academy 202420 Load Reports on eprint		

**2023-2024 INSTRUCTIONAL SERVICES FLOWCHART**

Revised 9/5/2023

JANUARY, 2024 (CON'T)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
	First edits of 202430 schedule completed in Banner	Faculty Schedule Card due to Tracy, Provost's Office (electronically)	<b>TAPS 10 DAY REPORT DUE:</b> Students in one or more of the following categories: no shows, more than one absence, no books (performance warning)	202420-16 week, 1st 8 week & 10 week Load Reports are due to the Provost's Office CAAC	202420 16 week, 1st 8 week and 10 week Load Reports are due to HR Faculty who have been converted to tenure track assignments and respective college dean will be notified in writing by the Provost	Non-curricular catalog items to Curriculum Specialist Haley Spears by Friday, January 26
28	29	30	31			

**2023-2024 INSTRUCTIONAL SERVICES FLOWCHART**

Revised 9/5/2023

FEBRUARY, 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p align="center"><b>BOARD OF TRUSTEES RETREAT</b> February 26 -27, 2024 Indianapolis</p>				1	2	3
					1st 4 week session ends	
4	5	6	7	8	9	10
	2nd 4 week sessions begins	Professional Staff Congress Provost Council	Simple Syllabus- Summer 2024 Rollout	CAAC	Last day for students to w/d from 1st 8-week classes w/o appropriate college dean's approval	
					1st pay day for 16 , 1st 8, 1st 4, 1st 5, and 10 week classes	
11	12	13	14	15	16	17
	1st 5 week session ends	2nd 5 week session begins Faculty Senate	<b>TAPS 5 WEEK REPORT DUE:</b> Students with three or more absences and/or any performance warnings needed, especially for behaviors that might adversely affect mid-term grades and possibly lead to course failure	College Meetings Support Staff Council	Trailblazer Teaching Academy	
		Promotion recommendations are forwarded to Asst. VP Provost or designee in Financial and Presidential Services from the PSP Committee Chair				
18	19	20	21	22	23	24
	Lab Fees for Summer 2024 due	Academic Team		CAAC		
				View 202410 Final Exam Schedule on VU Website		
25	26	27	28	29		
	202430 2nd edits completed in Banner			PS Promotion recommendations forwarded to VPs (President in Presidential Services) by March 1.		
	Lab Fees for Fall 2024 due					
	MID-TERM EXAMS	MID-TERM EXAMS	MID-TERM EXAMS	MID-TERM EXAMS		

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MARCH, 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					1st 8 week session ends 2nd 4 week session ends 202430 and 202510 Course Material Adoptions (Book Orders) due online at <a href="http://vubookstore.vinu.edu/home.aspx">http://vubookstore.vinu.edu/home.aspx</a>	Updated Articulation Agreements w/Secondary Schools due: APCI/RK <b>DUE: MARCH 1</b>
					<b>MID-TERM EXAMS</b>	
3	4	5	6	7	8	9
	202510 2nd edits complete in Banner Support Staff Self Evals Due to appropriate supervisor	Provost Council Mid-Term Grades for Spring Semester due by 8:00 am			<b>SPRING HOLIDAY UNIVERSITY CLOSED</b>	
	<b>MID-TERM BREAK (NO CLASSES)</b>	<b>MID-TERM BREAK (NO CLASSES)</b>	<b>MID-TERM BREAK (NO CLASSES)</b>	<b>MID-TERM BREAK (NO CLASSES)</b>	<b>MID-TERM BREAK (NO CLASSES)</b>	
					Last pay day for 1st 8 wk session Pay day for 2nd 4 week session	
10	11	12	13	14	15	16
	2nd 8 week session begins 3rd 4 week session begins 202430/202510 Class Schedules open for Advising and Registration	Faculty Senate Professional Staff Congress		CAAC	Trailblazer Teaching Academy	
17	18	19	20	21	22	23
	2nd 8 week Load Reports are due to Provost Office	Academic Team	<b>By March 22-Faculty: Complete Self-Report of Performance and update 2023 - 2024 Professional Growth Plan and submit to Dept Chair Prepare draft version of 2023-2024 Professional Growth Plan</b>	2nd 8 week Load Reports are due to HR College Meetings Support Staff Council CAAC	<b>Graduation Application Deadline</b> Last day for student to w/d w/o approp college dean's approval Last pay day for 10 wk classes	
24/31	25	26	27	28	29	30
	10 week session ends 2nd 5 week session ends	Last 5 week session begins	Prof Staff promotion recommendations forwarded to President from VPs	CAAC	<b>GOOD FRIDAY UNIVERSITY CLOSED</b>	

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APRIL, 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
				CAAC		
7	8	9	10	11	12	13
	3rd 4 week session ends By April 8 -Dept. Chair reviews Self- Report of Performance and Professional Growth Plan of current evaluation year and prepares draft ratings of Summative Performance Evaluation	4th 4 week session begins Provost Council Professional Staff Congress			1st pay day for 2nd 8 weeks Payday for 2nd 5 weeks 3rd 4 week session ends Last day for students to w/d from 2nd 8 wk classes w/o appropriate college dean's approval	
14	15	16	17	18	19	20
		Academic Team Faculty Senate	Board of Trustees' Meeting	College Meetings Support Staff Council	Last day for faculty to w/d students for non-attendance Trailblazer Teaching Academy	
21	22	23	24	25	26	27
	Publication of 2024-2025 Catalog: Prior to our initial START VU the 2023-2024 Catalog will be active <b>SUBJECT TO CHANGE</b> By April 22-Dept Chair and Dean meet to discuss and finalize ratings of Summative Performance Evaluation for VU Full-time Faculty					Commencement Vincennes Campus
28	29	30	Professional Staff Promotions go to the Board of Trustees  April 1 - May 1 Chair/Supervisor/Designated Supervisor will complete Vincennes University Adjunct Faculty Performance Review and share with adjunct faculty member			
		3rd 5 week session ends <b>FINAL EXAMS</b>				

2023-2024 INSTRUCTIONAL SERVICES FLOWCHART

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MAY, 2024							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
APRIL/MAY - BOARD OF TRUSTEES GRANT PROMOTIONS			1	2	3	4	
					<b>By May 3:</b> Support Staff Supervisors submit completed evaluations to the appropriate college Dean/Vice President	202420 semester ends after last final exam	Commencement Jasper Campus
						Last pay day for 16, 2nd 8 week, Last 5 and 4th 4 week	
						2nd 8 week session ends	
						4th 4 week session ends	
						Commencement	
						ASL - Indianapolis	
						Commencement	
						ATC - Indianapolis	
						Trailblazer Teaching Academy	
			FINAL EXAMS	FINAL EXAMS		FINAL EXAMS	
5	6	7	8	9	10	11	
202330 semester begins		Provost Council	IS Load Reports on eprint	Last Day of Spring 2024 (202420) Faculty Contracts			
Intersession begins		Final Grades for Spring Semester due by 8:00 am	<b>By May 10:</b> Department Chair meets individually with each Faculty member to discuss their "Self-Report of Performance for VU Full-Time Faculty", ratings of "Summative Performance Evaluation for VU Full-Time Faculty" and to develop one goal for Teaching Effectiveness & Performance of Assigned Task and one goal for either Professional Development or Service to University to University and/or Community Representative for the "Professional Growth Plan" for the following year.	<b>By May 15</b> Department Chair forwards all faculty evaluations forms to College Dean			
		Professional Staff Congress		24-25 Assessment Results and Spring Projects tools and data due			
12	13	14	15	16	17	18	
Intersession Load Reports due to Provost		Faculty Senate	Board of Trustees' Meeting (if needed)	Support Staff Council Intersession Load Reports due to HR			

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MAY, 2024 (continued)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	20	21	22	23	24	25
	Registration for Summer I and 10 week Sessions	Summer I and 10 week sessions begin Academic Team	Simple Syllabus-Fall 2024 Rollout		Interession Ends	
26	27	28	29	30	31	
	MEMORIAL DAY UNIVERSITY CLOSED	8 week session begins	By June 1 Dean or VP submits all original Support Staff Evaluations to HR		Interession pay day	

**2023-2024 INSTRUCTIONAL SERVICES FLOWCHART**

Revised 9/5/2023

JUNE, 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
					By June 1: College Dean review all (Full-Time and Adjunct) faculty evaluation forms and forwards to the Provost	
2	3	4	5	6	7	8
		Provost Council Professional Staff Congress			1st 5 week, 8 week and 10 week sessions on eprint	
	Advising for Incoming Freshmen					
9	10	11	12	13	14	15
	1st 5 wk, 8 wk and 10 wk Load Reports due to Provost		Board of Trustee's Meeting Indianapolis/Plainfield/Lebanon	1st 5 wk, 8 wk and 10 wk Load Reports due to HR		
	Advising for Incoming Freshmen					
16	17	18	19	20	21	22
		Academic Team	JUNETEENTH DAY CAMPUS CLOSED	Support Staff Council	Last day for students to w/d from Summer I courses w/o appropriate college dean's approval	
	Advising for Incoming Freshmen					
23/30	24	25	26	27	28	29
			Summer I session ends Registration for Summer II	Summer II session begins	1st 5 week session pay day 1st pay day for 8 week and 10 week sessions 23-24 Co-Curricular Assessment Report Results	TENTATIVELY: There are no Provost Council or Academic Team scheduled for July.
	Advising for Incoming Freshmen					



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JULY, 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		Professional Staff Congress		INDEPENDENCE DAY UNIVERSITY CLOSED		
7	8	9	10	11	12	13
		Faculty Senate				
	Advising for Incoming Freshmen					
14	15	16	17	18	19	20
				Support Staff Council	2nd 5 week session on eprint	
	Advising for Incoming Freshmen					
21	22	23	24	25	26	27
	2nd 5 week Load Reports due to the Provost	Last day for students to w/d from Summer II courses w/o appropriate college dean's approval	8 week session ends	Summer II Load reports to HR	8 week session - last pay day	
	Advising for Incoming Freshmen					
28	29	30	31	JULY 30 -- Supervisor and Professional Staff -Eligibility for promotion of Professional Staff member is verified		
	Advising for Incoming Freshmen					

**2023-2024 INSTRUCTIONAL SERVICES FLOWCHART**

Revised 9/5/2023

AUGUST, 2024								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
<p><b>Promotion and Tenure: Notify your Department Chair and Dean immediately of your intent to apply for promotion and/or tenure so that committees can be setup and ready to receive your application materials. Also, please notify the Chair of the University Tenure and Promotion Committee of your intentions.</b></p>				1	2	3		
				Summer II session ends				
				10 week session ends				
				Advising for Incoming Freshmen				
4	5	6	7	8	9	10		
202510 Faculty Contracts Begin		Faculty Senate		Summer Advising stipends due to the Provost's Office*		Summer II pay day		
Summer Advising stipends due		Professional Staff Congress		Summer Advising Stipends due to HR*		10 week session - last pay day		
Rick Kribs' Office*								
2024 - 2025 University Opening Mtg		Professional Development						
11	12	13	14	15	16	17		
202510 semester begins				Support Staff Council				
18	19	20	21	22	23	24		
				Board of Trustee's Meeting Jasper Campus/ CTIM Building		*Summer Advising Stipends will be paid 8/23/2023		
25	26	27	28	29	30	31		
						Provost forwards a signed copy of evaluation to college secretary		