**AY 2019-2020 Student Affairs Major Deadlines Annual Calendar**

As of 2.20.2020

Dates subject to change

*\*Tentative*

**Deadline Function/Report or Documentation**

August 19, 2019

August 23 - September 13, 2019

August 25, 2019

September 1, 2019

September 5, 2019 TBD

September 25, 2019

October 4, 2019

October 25, 2019 TBD

October 30, 2019

November 5, 2019

November 25, 2019

Graduate Assistant paperwork is due from directors the first day of class to SA Human Resource each semester

Departments to create 1st draft of 2018-19 Effectiveness Reports and submit them to Assessment & Strategic Planning

The Source information is due from support departments to Media & Marketing

Performance Management Plan planning documents due from supervisors to SA Human Resources June, July, and August 2019 Spotlight data for each department is due from departments to Assessment & Strategic Planning

Purchasing card year-end cutoff date for SA Business Manager

The Source information is due from support departments to Media & Marketing

September 2019 Spotlight data for each department is due to Assessment & Strategic Planning The Source information is due from support departments to Media & Marketing

FY 2020 carry-over requests due from directors to SA Business Manager Completed FY 2021 budget forms due from directors to Business Manager

October 2019 Spotlight data for each department is due to Assessment & Strategic Planning The Source information is due from support departments to Media & Marketing

November 14 - November 19, 2019 Departments to proof Annual Report Callout content and return to Media & Marketing

December 5, 2019 November 2019 Spotlight data for each department is due to Assessment & Strategic Planning

January 8, 2020

Graduate Assistant paperwork is due from directors the first day of class to SA Human Resource each semester

January 25, 2020 The Source information is due from support departments to Media & Marketing

February 5, 2020 January 2020 Spotlight data for each department is due to Assessment & Strategic Planning February 25, 2020 The Source information is due from support departments to Media & Marketing

March 5, 2020 February 2020 Spotlight data for each department is due to Assessment & Strategic Planning March 25, 2020 The Source information is due from support departments to Media & Marketing

April 3, 2020 March 2020 Spotlight data for each department is due to Assessment & Strategic Planning April 10, 2020 Job family promotion forms due from supervisors to SA Human Resources

April 10, 2020 Student Affairs Awards nominations due from staff to SA Human Resources April 25, 2020 The Source information is due from support departments to Media & Marketing

May 5, 2020 April 2020 Spotlight data for each department is due to Assessment & Strategic Planning

May 20, 2020

*June 3, 2020\**

Graduate Assistant paperwork is due from directors the first day of class to SA Human Resources each semester

Departments' drafts of 2020-2021 outcomes with action steps and methods due for Assessment &

*June 3 - June 19, 2020\* June 22 - July 10, 2020\**

Strategic Planning June Workshop

June Workshop attendees to share and revise 2020-2021 outcomes, action steps, and methods with dept. colleagues and time for Assessment & Strategic Planning to review first drafts

Departments to meet with Assessment & Strategic Planning about feedback for 2020-2021 outcomes, action steps and methods

July 1, 2020 Annual Reports due from departments to Assessment & Strategic Planning

July 1, 2020 Performance Management Plan evaluations due from supervisors to SA Human Resources

*July 24, 2020\**

Departments to have revised 2020-2021 outcomes and fully established action steps and methods to A&SP in AU Planning

*TBD* Departments to purge files and notify Business Manager when complete

TBD

Notes:

Departments to make changes to 2018-19 Effectiveness Reports based on feedback from Assessment & Strategic Planning

The Source (Staff Newsletter) is distributed the second Tuesday of the month The Spotlight (Monthly Update) is distributed the fourth Tuesday of the month Annual Report Callout is distributed in January

Callout Magazine is distributed in August