

AY 2021-2022 Student Affairs Major Deadlines Annual Calendar

As of 4.19.2021

Dates subject to change

*Tentative

Effectiveness Reports | **Snapshot** | **Strategic Planning** | **Departmental**

Deadline	Project Type	Function/Report or Documentation
Late July/Early August		Time for departments to assemble drafts of Effectiveness Reports in AU Planning
Early August		First drafts of Effectiveness Reports due in AU Planning
Mid-August		A-Team peer review of Effectiveness Reports
		Graduate Assistant paperwork is due from directors the first day of class to SA Human Resource each semester
Late August		Time for Departments to revise Effectiveness Reports based on A-Team feedback
Late August/Early September		Office of Assessment & Strategic Planning to review 2 nd drafts of Effectiveness Reports
		Performance Management Plan planning documents due from supervisors to SA Human Resources (September 1 st)
Early September/Mid-September		Time for Departments to revise Effectiveness Reports based on Office of Assessment & Strategic Planning feedback
		Purchasing card year-end cutoff date for SA Business Manager
Late September		Review of Effectiveness Reports by VP/AVP
Late September/Early October		Time for Departments to revise Effectiveness Reports based on VP/AVP feedback
Early October		Office of Assessment & Strategic Planning to conduct final review of all Effectiveness Reports.
Mid-October		Office of Assessment & Strategic Planning to submit Division's Effectiveness Reports. Due to OIRA: October 15 th
		FY 2020 carry-over requests due from directors to SA Business Manager
Late October		Completed FY 2021 budget forms due from directors to Business Manager
November/December		Update snapshot information/annual report to indicate strategic plan progress of yearly outcomes.
January/February		Reminders to follow through with assessments for current year's outcomes.
		Graduate Assistant paperwork is due from directors the first day of class to SA Human Resource each semester (January 8 th)
April/May		Job family promotion forms due from supervisors to SA Human Resources
		Student Affairs Awards nominations due from staff to SA Human Resources
		Draft next year's strategic plan outcomes in Compliance Assist
		Graduate Assistant paperwork is due from directors the first day of class to SA Human Resources each semester.
May/June		Departments' drafts of 2020-2021 outcomes with action steps and methods due for Assessment & Strategic Planning
		Revise next year's outcomes to include action steps in Compliance Assist.
June		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.
June/July		Departments to meet with Assessment & Strategic Planning about feedback for 2020-2021 outcomes, action steps and methods.
July		Annual Reports due from departments to Assessment & Strategic Planning
		Performance Management Plan evaluations due from supervisors to SA Human Resources
		Departments to have revised 2020-2021 outcomes and fully established action steps and methods to A&SP in AU Planning
		Finalize next year's strategic plan outcomes with action steps and designated forms of measurement in Compliance Assist.
May/June/July		Complete any assessments not already conducted for current academic year, analyze results, use findings to make improvements, document all in Compliance Assist/Baseline