University of Houston-Clear Lake
2020-2021 Academic Affairs Administration Calendar

Deans provide Provost Office with the following information: (1) associate professors going up for promotion to professor, (2) assistant professors going up for promotion and tenure to associate professor (note- assistant professors going up early must request provost approval to go up early, see promotion and tenure policy section 3.3.2), (3) any associate professors or professors going up for tenure and (4) a list of assistant professors requesting a COVID-19 extension of their probationary period. Deans should confirm eligibility of all requests being forwarded	April 30
Provost office approves the final list of candidates going up for P&T in 2020-21 and those assistant professors being granted an additional probationary year due to the COVID-19 pandemic. Candidates requesting the addition of a faculty member from across campus to their committee submits request to dean in writing	May 4
Each college provides provost office a list of PRC committees (members and chairs) and department chair reviewers for each candidate. Dean's decision and justification provided to candidate in writing. Candidate notified in writing of final committee membership	May 18
Each college provides provost office a list of PRC committees (members and chairs) and department chair reviewers for each candidate. Dean's decision and justification provided to candidate in writing. Candidate notified in writing of final committee membership	May 18
Candidates receive access to the 2020-21 P&T workflow. Candidates for Promotion and Tenure submit a list of at least five external reviewers to Department Chair	May 22
Candidates for Promotion and Tenure provides external review packet to the appropriate department chair (HSH, COE) or associate dean (CSE, COB).	June 17
Appropriate department chair or associate dean sends external evaluation file to P&T candidate's outside reviewers	June 19
	August 2020
Last Class Day/Final Exam (8-week Session)	August 1
Priority Application Deadline for International Students for Spring	August 1
Last Day to Drop/Withdraw (4-week Session)	August 3
Faculty Development and Support Fund Proposals Due to Dean of COB	August 5
Last Class Day/Final Exam (4-week Session)	August 8
Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony)	August 8
Grades due by 5 p.m. (4-wk, 8-wk)	August 13
Fall Financial Aid Disbursements Begin	August 17
New Faculty Orientation	August 18
New International Student Orientation for Fall	August 18-21
Student Orientation and Registration	August 19-21
Classes Begin Fall First Class Day (Regular Session and 1st 8-week Session)	August 24
OIE submits graduate-level program reviews to THECB	August 31
Census Date for 1st 8–week Session; Last Day to Drop or Withdraw without receiving a grade	August 31

Fee Payment Deadline for Fall Late Registration, 5 p.m. for all payment methods	September 1
Labor Day Holiday	September 7
Faculty Development & Support Fund Proposals to Associate Dean of HSH	September 7
Faculty Development & Support Fund Proposals Due to Dean of COE	September 8
Official Census Date for Fall; Last Day to Drop or Withdraw without receiving a grade (Regular Session)	September 9
Deadline to submit new online master courses for Winter-Mini Session 2020 for Quality Assurance Review	September 11
Candidates for Promotion and Tenure must submit their Promotion and Tenure document in the 2020-21 P&T workflow. Promotion and Tenure deadline for receipt of outside reviewer evaluations	September 14
CBM003 THECB Fall Supplemental course inventory due to Registrar	September 15
Provost announces number of funded development leaves in each college	September 15
Faculty Research & Support Fund Proposals Due to Sponsored Programs, via email by 5 p.m. Follow format at https://www.uhcl.edu/about/administrative-offices/sponsored-programs/faculty-research-support-funds	September 16
Faculty Development & Support Fund Proposals Due to Dean of CSE	September 17
Deadline for appropriate department chair or associate dean to upload the external review documentation into workflow and submit the candidate's P&T file to the PRC committee. This represents the deadline for external review letters to be received	September 18
Deans send to Provost a list of tenured faculty who received satisfactory or unsatisfactory post-tenure review during the past year	September 21
Post tenure review notification to tenured faculty from the deans for the next year	September 21
Last Day to Apply on time for Fall Semester Graduation on time (30 Days after 1st class day)	September 23
Last Day to Drop/Withdraw (1st 8-week Session)	September 28
October 2020	
Spring Class Schedule Available Online (4 weeks prior to early registration)	October 2
Deadline to submit new online master courses for Spring 2021 for Quality Assurance Review	October 9
Deadline To Submit Application for Dissertation Defense	October 9
Faculty Development Leave (FDL) Applications Due to college FDL Committee	October 15
Last day for Dissertation Defense	October 16
Last Class Day/Final Exam (1st 8-week Session)	October 17
Classes Begin (2nd 8-week Session)	October 19
Fee Payment Deadline for Fall II Registration	October 21
Grades Due by 5 p.m. (1st 8-week Session)	October 22

Deadline for PRC to complete their review, upload their recommendation letter into workflow, record the committee's overall recommendation for teaching, scholarship and service and forward (submit) the candidate's P&T file to the department chair	October 23
Census Date 2nd 8-week Session; Last Day to Drop or Withdraw without receiving a grade	October 26
Programs and Units submit completed assessment plans in the AMS System	October 30
Initial Appointment for Format Check of Dissertations, Theses and Projects at Library	October 30
	November 2020
Freshman Priority Application Deadline – Spring 2021	November 1
CBM-009 Graduation Report Due	November 1
Final Application Deadline for International Students for Spring. (If the program's application deadline is earlier, students should apply by the program's application deadline)	November 1
CBM-011 THECB Facilities Room Inventory Report Due & CBM-014 THECB Facilities Building Inventory Report Due	November 1
Office of Institutional Effectiveness reviews assessment plans and works with plan owners to meet best practices and UHCL assessment standards	November 1-30
Faculty Development & Support Fund Proposals Due to Dean of COB	November 2
Spring Early Registration and Advising (Winter Mini and Spring Regular Session)	November 2-12
Submission of Dissertations to the Dean	November 6
Last Day to Drop/Withdraw (Regular Session)	November 9
Spring Open Registration and Advising ends by 5 p.m. (Winter Mini and Spring Regular Session)	November 13, 2020 - January 15, 2021
Submission of Theses and Projects to Dean for approval	November 15
Faculty Development Leave Committee submits approved proposals to Dean	November 15
CBM-001 Student Report Due & CBM-004 Class Report Due	November 15
CBM-00B Admissions Annual Report Due	November 15
CBM-005 Building and Room Report Due	November 15
Faculty Development & Support Fund Proposals Due to Dean of CSE	November 16
Deadline for new online course requests for Summer and Fall 2021 delivery to be submitted via email to the Support Center. Only limited delegation requests for Spring and Summer 2021 delivery will be accepted after this date	November 20
Last Day to Drop/Withdraw (2nd 8-week Session)	November 23
Deadline for the department chair to complete his/her review, upload the recommendation letter into workflow, record a recommendation for teaching, scholarship and service and forward (submit) the P&T file to the candidate	November 25
Thanksgiving Holidays (Students)	November 25-28
Thanksgiving Holidays (Staff)	November 26-27
Final Approval of Dissertations, Theses, and Projects by Dean	November 27
Initial Electronic Submission (Vireo) of Dissertation, Theses, and Projects to Library	November 27
Annual Course Related Fee Requests and Projected Fee Budgets from Colleges to AVPAA	*TBD

Programs and units submit funding requests to Dean/Division if new funding is needed	*See Planning and Budget Calendar
	December 2020
Freshman Final Application Deadline – Spring 2021	December 1
Deadline for candidate's 5-business days window to review his/her P&T file and add any candidate letter of information/rebuttal, if desired, to the P&T file. P&T file is released to the dean for review.	December 4
Last Class Day for Fall (Regular Session)	December 5
100% Online Courses may schedule finals	December 5
Faculty Development & Support Fund Proposals Due to Dean of COB	December 7
Final Exams (Regular Session)	December 7-12
Deadline for Final Electronic Submission (Vireo) of Dissertations, Theses and Projects to Library	December 11
Last Class Day/Final Exam (2nd 8-week Session)	December 12
Official Closing of the Fall Semester and Degree Conferral Date	December 12
Deans submit internal program review reports to OIE	December 14
Notification of non-reappointment of faculty from Deans to faculty in their second year of employment whose appointment will expire at the end of the academic year	December 14
Classes Begin (Winter Mini Session)	December 14
Grades due by 5 p.m. (Regular and 2nd 8-week Session)	December 15
Census Date (Winter Mini Session)	December 15
Fee Payment deadline noon (Winter Mini Session) - Tentative	December 15
Faculty Development Leave Due to Provost	December 15
Server and Network Upgrades (Students, faculty and staff should expect interruptions of campus networking and computing services)	December 24, 2020- January 1, 2021
Winter Holidays (Students). No classes Winter Mini Session	December 24, 2020- January 1, 2021
	January 2021
Priority Application Deadline for Undergraduate Transfer, all Returning, and all Non-Degree-seeking Undergraduate or Graduate Students. Students who apply after this date must submit all documentation with their paper application in the Office of Admissions and will be processed for Late Registration – Spring 2021	January 5
Final Application Deadline for New Graduate students. Some programs may have earlier deadlines. See Application Deadlines on the program's website	January 5
Deadline for dean to complete his/her review, upload the recommendation letter into workflow, record a recommendation for teaching, scholarship and service and forward (submit) the P&T file to the candidate	January 8
Last Day to Drop/Withdraw (Winter Mini Session)	January 11
Spring Financial Aid Disbursement Begins	January 12
New International Student Orientation for Spring and Summer	TBD
Last Class Day/Final Exam (Winter Mini Session)	January 15
Office of Institutional Effectiveness provides Assessment Plan Review Report to Deans, Divisions/AVPs/Provost, indicating overall status and evaluation of completed assessment plans	January 15

End of Spring Open Registration and Fee Payment Deadline	January 15
Deadline for candidate's 5-business day window to review his/her P&T file and add any candidate letter of information/rebuttal, if desired, to the P&T file. P&T file is released to the University Promotion and Tenure Committee (UPTC) for review	January 15
Final Application and Documents Deadline for Undergraduate Transfer Students, all Returning and all Non-Degree-Seeking Undergraduate or Graduate students – Spring 2021	January 15
Spring Late Registration/Add/Drop	January 16-26
Martin Luther King Holiday	January 18
Spring Classes Begin (First class day for Regular Session and 1st 8-week Session)	January 19
Census Date (1st 8-week Session); Last Day to Drop or Withdraw without receiving a grade	January 26
Fee Payment Deadline for Spring Late Registration by 5 p.m.	January 27
	February 2021
Priority Application Deadline for International students for Summer. (If the program's application deadline is earlier, students should apply by the program's application deadline	February 1
Provost informs colleges of final approval of Faculty Development Leave Applications	February 1
Faculty Development & Support Fund Proposals Due to Dean of CSE	February 3
Official Census Date for Spring (Regular Session); Last Day to Drop or Withdraw without receiving a grade (Regular Session)	February 3
Deadline for University Promotion and Tenure Committee (UPTC) members to submit their pre-meeting votes for P&T cases to the Provost Office	February 5
UPTC meeting to review and vote on P&T cases	February 8
CBM003 Spring Supplemental Course Inventory due to Registrar	February 15
Deadline for provost to provide candidates with UPTC decision letter. Candidate has five business days (deadline 2/22/21) to inform provost of intent to appeal P&T decision of UPTC. P&T files are submitted to President	February 15
Faculty Development & Support Fund Proposals Due to Dean of CSE	February 15
Last Day to Apply for Spring Semester Graduation on time (30 days after 1st class day)	February 18
Deadline to submit new online master courses for Summer and May-Mini 2021 for Quality Assurance review	February 19
Last Day to Drop/Withdraw (1st 8-week Session)	February 23
	March 2021
Freshman Priority Application Deadline – all Summer Sessions	March 1
Submission of Application for Dissertation Defense	March 1
CBM-002 THECB TSI Report Due	March 1
Priority Application Deadline for International Students from institutions inside of the US for Fall. (If the program's application deadline is earlier, students should apply by the program application deadline)	March 1
CBM-008 THECB Faculty Report	March 1
CBM-00S THECB Student Schedule Report Due	March 1
CBM-0E1 THECB Student End of Semester Report Due	March 1
On behalf of the Provost, the Executive Director of Planning and Assessment sends letters to Deans identifying programs due for review.	March 1-15

Faculty Development and Support Fund Proposals Due to Department Chair of COE	March 2
Notification of Non-Reappointment of Faculty from Deans to faculty in first year of employment whose appointment will expire at the end of the academic year	March 2
Summer/Fall Class Schedules Available Online (4 weeks prior to early registration)	March 8
Last Class Day/Final Exam (1st 8-week Session)	March 13
Spring Holidays (Students)	March 15-20
Spring Break (Staff)	March 19
Deadline to submit new online master courses for Fall 2021 for Quality Assurance Review	March 19
Deadline for any University P&T appeals committee to submit its recommendations regarding an appeal case to the president	March 20
Last day for Dissertation Defense	March 22
Classes Begin (2nd 8-week Session)	March 22
Payment Deadline for Spring II Registration	March 24
Grades due by 5 p.m. (1st 8-week Session)	March 25
Census Date (2nd 8-week Session); Last Day to Drop or Withdraw without receiving a grade	March 29
Faculty Development and Support Fund Proposals Due to Associate Dean of HSH	March 29
Deans send names of program review committees to OIE	March 30
	April 2021
Initial Appointment for Format Check of Dissertations, Theses, and Projects at Library	April 2
Provost Sends Update of Faculty to Complete Third- and Sixth-Year Reviews to Deans Along with the Promotion and Tenure Calendar for the Upcoming Academic Year	April 2
Dean's Notification of Reappointment or Non-Reappointment to Non-Tenure Track Faculty	April 2
Faculty Research & Support Fund Proposals Due to Sponsored Programs, via email by 5 p.m. Follow format at https://www.uhcl.edu/about/administrative-offices/sponsored-programs/faculty-research-support-funds	April 5
Faculty Development and Support Fund Proposals Due to Dean of COB	April 5
Summer (including May Mini-Session) and Fall Early Registration and Advising	April 5-15
Deans' Written notification to faculty who will undergo 3rd year review	April 9
Provost Request to Deans for list of reappointments and non-reappointments of Non-Tenure Track Faculty due May 3, 2021	April 9
Last Day to Drop/Withdraw (Regular Session)	April 13
CBM-001 Student Report Due & CBM-004 THECB Class Report Due	April 15
Faculty Development & Support Fund Proposals Due to Dean of CSE	April 15
Deadline for submission of course changes to UHCL Core Curriculum Committee	April 16
Submission of Dissertations, Theses and Projects to Dean	April 16
May Mini-Session Open Registration ends at 6 p.m.	April 16–May 17
Fall Open Registration and Advising ends at 5 p.m.	April 16–August 20

The president's P&T decision letter is forwarded to the University of Houston System for Board of Regents approval	April 20
Final Application Deadline for International Students from institutions outside the US for Summer. (If the program's application deadline is earlier, students should apply by the program's application deadline)	April 20
Last Day to Drop/Withdraw (2nd 8-week Session)	April 26
CBM003 Annual Course Inventory due to Registrar	April 30
Initial Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library	April 30
	May 2021
Summer I and II Priority Application Deadline for Undergraduate Transfer, Returning and Non-Degree seeking Undergraduate/Graduate students. Students who apply after this date must submit all required documentation with their paper application in the Office of Admissions and will be processed for Late registration	May 1
Final Application Deadline for New Freshman – all Summer Sessions	May 1
Assessment Cycle Begins; AMS System is open for results and use of results	May 1
Final Application Deadline for New Graduate Students. Some programs may have earlier deadlines. See Application Deadlines on the program's website - Summer	May 1
100% Online Courses may schedule Final Exams	May 1-10
Faculty Development and Support Fund Proposals Due to Dean of COB	May 3
Deadline for Final Approval of Dissertations, Theses and Projects by Dean	May 3
Deans notification to Provost of status of Non-Tenure Track Faculty	May 3
Notification of non-reappointment of faculty from Deans to faculty in years 3, 4, and 5 whose appointments will expire at the end of May 2021	May 3
Last Class Day of Spring (Regular Session)	May 3
Final Exams Spring (Regular Session)	May 4-10
Official Letter of reappointment sent from President to Non-Tenure Track Faculty	May 10
Deadline for Final Electronic Submission (Vireo) of Dissertations, Theses and Projects to Library	May 14
Final Application deadline for Summer I. Freshmen applying after the online application closes must submit all requirements and a paper application to the Office of Admissions	May 15
Last Class Day/Final Exam (2nd 8-week Session)	May 15
Official Closing of Spring Semester and Degree Conferral Date	May 15
First Class Day May Mini-Session	May 17
May Mini-Session Fee Payment Deadline by noon	May 18
Census Date for May Mini Session	May 18
Grades Due by 5 p.m. (Regular and 2nd 8-week Session)	May 20
Faculty Development & Support Fund Proposals Due to Dean of HSH	May 24
Summer I Final Application Deadline for Undergraduate Transfer, all Returning, and Non-Degree seeking Undergraduate or Graduate students	May 26
Last Day to Drop/Withdraw (May Mini-Session)	May 31
Summer Financial Aid Disbursements Begin	May 31
Memorial Day Holiday	May 31

	June 2021
Final Application Deadline for International Students	June 1
Faculty Development and Support Fund Proposals Due to Dean of COB	June 3
Deadline for new online course requests for Spring 2022 (including Winter Mini Semester 2021) delivery to be submitted via email to the Support Center. Only limited delegation requests for Spring 2022 delivery will be accepted after this date	June 4
Summer Open Registration and Advising ends by 5 p.m.	June 4
Last Class Day/Final Exam May Mini-Session	June 4
End of Summer Open Registration and Fee Payment Deadline	June 4
Summer II Priority Application Deadline for Undergraduate Transfer, Returning and Non-Degree seeking Undergraduate or Graduate students. Students who apply after this date must submit all required documentation with their paper application in the Office of Admissions and will be processed for Late Registration	June 5
Summer Late Registration/Add/Drop	June 5-9
Summer I Classes Begin, (8-week, 5-week Sessions)	June 7
Submission of Application for Dissertation Defense	June 7
Grades Due by 5 p.m. (May Mini-Session)	June 10
Census Date for (5-week Session)	June 10
Fee Payment Deadline for Summer Late Registration by 5 p.m.	June 10
Census Date for 8-week Session	June 14
Official Census Date for Regular 8-week Summer Session; Last Day to Drop or Withdraw a Course without receiving a grade	June 14
Last Day for Dissertation Defense	June 28
Last Day to Drop/Withdraw (5-week Session)	June 28
	July 2021
College Annual Reports due to AVPAA	July 1
Faculty Research & Support Fund Proposals Due to Office of Sponsored Programs, via email by 5 p.m. Follow format at https://www.uhcl.edu/about/administrative-offices/sponsored-programs/faculty-research-support-funds	July 1
Last Day to Apply for Summer Graduation (45 days after first class day of May Mini Session)	July 1
Summer II Final Application Deadline for Undergraduate Transfer, all Returning and all Non-degree-seeking Undergraduate or Graduate students	July 1
Initial Appointment for format Check of Dissertations, Theses and Projects at Library	July 2
Faculty Development and Support Fund Proposals Due to Dean of COB	July 2
Independence Day Holiday	July 5
Last Class Day/Final Exam (5-week Session)	July 10
Classes Begin Summer II (4-week Session)	July 12
Last Day to Drop/Withdraw (8-week Session)	July 12
Summer II Late Registration	July 12-14
Census Date (4-week Session)	July 14
CBM003 Summer Supplemental course inventory file due to Registrar	July 15

Grades Due by 5 p.m. (5-week Session)	July 15
Fee Payment Deadline for Summer II Late Registration – 5 p.m.	July 15
Freshman Priority Application Deadline – Fall 2021	July 15
Submission of Dissertations, Theses, and Projects to the Dean	July 16
Final Approval of Dissertations, Theses, and Projects by Dean	July 26
Initial Electronic Submission (Vireo) of Dissertations, Theses and Projects at Library	July 30
Last Class Day/Final Exam (8-week Session)	July 31
	August 2021
Fall Final Application Deadline for New Graduate Students. Some programs may have earlier deadlines. See Application Deadlines on the program's web site	August 1
Freshman Final Application Deadline – Fall 2021	August 1
Last Day to Drop/Withdraw (4-week Session)	August 2
Faculty Development and Support Fund Proposals Due to Dean of COB	August 5
Deadline for Final Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library	August 6
Last Class Day/Final Exam (4-week Session)	August 7
Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony)	August 7
Grades due by 5 p.m. (4-wk, 8-wk)	August 12
CBM-001 Student Report Due and CBM-004 Class Report Due	August 13
Fall Priority Application Deadline for Undergraduate Transfer, all Returning, and all Non-degree-seeking Undergraduate or Graduate students. Students who apply after this date must submit all required documentation with their paper application in the Office of Admissions and will be processed for Late Registration	August 13
Fall Financial Aid Disbursements Begin	August 16
Fall Final Application Deadline for Undergraduate Transfer, all Returning, and all Non-Degree-seeking Undergraduate or Graduate students. Students who apply after this date must submit all required documentation with their paper application to the Office of Admissions.	August 18
Classes Begin Fall First Class Day (Regular Session and 1st 8-week Session)	August 23