

Division of Student Affairs &
Enrollment Management
Office of the Vice President
Dates and Deadlines FY10



NOTE: Cabinet meetings are the third Tuesday of every month, August – May (except 8/25); AL 315; 9:30 – 11:30 am

August 2009

- 13th: Web site audits due
- 18th: **Graduate Assistant Orientation**; AL 315; 8 am – 4:30 pm (*mandatory* for new GAs only)

September 2009

- 23rd: **Division-wide Professional Development**; am & pm sessions
- 30th: **Graduate Assistant Intake** forms should be completed by all staffs

October 2009

- 1st: **State of the Division**; AL 200; 8:30 – 10 am
- 12th: **Prospective Student Open House**; HSC Regency Room; 8 am – 2:30 pm

November 2009

- 8th – 10th: NASPA IV-E Regional Conference
- 9th: **Faculty Appreciation Nominations Due**
- 11th: **Prospective Student Open House**; HSC Regency Room; 8 am – 2:30 pm

December 2009

- 1st: **Holiday Party**; Neptune Central; 8:30 – 10:30 am
- 3rd: **Graduate Assistant Evaluations** should be completed; notify current GAs if they will not be eligible for employment during the following year
- 18th: Web site audits due

January 2010

- 11th (- Feb. 5th): Open Interview period for 2nd year GAs and/or AHE students currently without an assistantship
- 15th: **Graduate Assistant Commitment** forms are due (returning GAs only)
- 19th: **FY11 Annual Planning Overview & Worksheets Distributed**; at Cabinet Meeting
- 22nd: **FY11 Student Fee Requests Due**; to Georgia Harris by 4:30 pm

February 2010

- 5th – 19th: Offer/Acceptance period for 2nd year GAs and/or AHE students currently without an assistantship
- 15th: **Prospective Student Open House**; HSC Regency Room; 8 am – 2:30 pm
- 19th: Notify Adam in the OVPSA of new GA hires by 4:30 pm
- 22nd: **Student Affairs Awards Nomination Deadline**
- 24th: **Division-wide Professional Development**; am & pm sessions
- 26th: **Draft FY11 Annual Planning Worksheets Due**; to AVPs by 4:30 pm

March 2010

- 1st: **FY11 Budget Worksheet Distributed**
- 6th – 10th: NASPA Annual Meeting & Conference
- 12th – 13th: **GSARP Weekend**; CLB
- 13th – 26th: Offers made to GSARP participants; report to Adam in OVPSA as offers are accepted
- 20th: Minority Reception
- 20th – 24th: ACPA Annual Meeting & Conference
- 22nd: **Draft FY11 Budget Worksheet Due**; to Georgia Harris by 4:30 pm
- 26th: **Final FY11 Annual Planning Worksheets Due**; to AVPs by 4:30 pm
- month end: **PEP Evaluations Distributed**

April 2010

- 2nd: **Prospective Student Open House**; HSC Regency Room; 8 am – 2:30 pm
- 5th: **Faculty Appreciation Nominations Due**
- 5th – 30th: **Budget Review Meetings**
- 9th: **FY11 Annual Planning Worksheets Due**; from AVPs to BHL by 4:30 pm
- 20th: **FY11 Annual Report Template Distributed**
- 27th: Web site audits due
- 30th: **PEP Evaluations Due**; to Joyce by 4:30 pm

May 2010

- 6th: **Annual Recognition Program**; AL 200; 2 – 3:30 pm
- 8th: **Applauding Excellence Leadership Breakfast**; Altgeld 200; 7 – 8 am

June 2010

- 10th: **FY10 Annual Report Due**; to AVPs by 4:30 pm
- 17th: **Executive Group Retreat**; TBD; 8 am – 4:30 pm
- 24th: **FY10 Annual Report Due**; from AVPs to BHL by 4:30 pm

July 2010

- 21st & 22nd: **Cabinet Retreat**; TBD; 8 am – 5 pm
- 29th: **Annual Summer BBQ**; TBD; 11:30 am – 1:30 pm