



THE UNIVERSITY OF TENNESSEE SYSTEM

ACADEMIC AFFAIRS AND STUDENT SUCCESS

2023 Calendar of Key Meetings, Actions, Reports, Data Requests, and Deadlines

MEETING/ ACTION	ASSOCIATED DEADLINES and KEY DATES
January 2023	
THEC Winter Meeting: <i>January 27</i>	Jan. 13: Deadline for campuses to submit final presentations /materials to AA&SS for the Winter THEC meeting
February 2023	
Census Data Due to IE <i>(REMINDER)</i>	Feb. 10: Spring 2023 Census data due (enrollment, extended, applications, and reference data)
UT BOT Winter Meeting <i>February 23-24</i> <i>(Chattanooga)</i>	Jan. 19: Deadline to submit all <u>final</u> BOT materials to AA&SS Mar. 2: AA&SS notifies THEC of UT BOT-approved items and requests final approval for inclusion on the next THEC meeting agenda (in May)
Tennessee Transfer Pathway Meetings <i>February 15-March 2</i>	Apr. 28: Revisions from institutions will be due to TBR for final consideration Nov. 15: THEC and TBR will contact UT CAOs for faculty nominations to participate in next year's review process of Tennessee Transfer Pathways
Student Experience Survey Distribution <i>(REMINDER)</i>	Feb. 15: Deadline to request campus-specific additions/edits to survey Mar. 1: Campuses receive "live" link to prepare for Spring 2023 survey launch Mar. 31: Survey closes for analysis
March 2023	
Promotion and Tenure Reporting Deadlines <i>(REMINDER)*</i>	Mar. 31: List of early and tenure upon appointment names due to AA&SS Apr. 14: Last day to request tenure upon appointment preliminary approval for BOT Apr. 25: Voting spreadsheets due to AA&SS Apr. 25: Early and tenure upon appointment completed files due to AA&SS May 2: Split decision files due to AA&SS
April 2023	
Academic Notifications Due <i>(REMINDER)</i>	Apr. 28: Deadline to submit all THEC academic notifications that need to go into effect for the Spring 2024 term; however, they can be submitted on a rolling basis

May 2023

THEC Post-Approval Monitoring Report Due
May 1

Mar. 15 (approx.): AA&SS staff will request campus data from recently approved academic programs for [THEC's Post-Approval Monitoring Report](#)

Apr. 17 (approx.): Post-Approval Monitoring response to THEC due to AA&SS; do not submit directly to THEC

THEC Mission Profiles
Due May 1

Mar. 15 (approx.): AA&SS will request info for [THEC's Institutional Mission Profiles](#)

Apr. 14: THEC Mission Profiles due to AA&SS (via email); Do not submit directly to THEC

THEC Spring Meeting
May 11

Apr. 27: Deadline for campuses to submit final presentation/materials to AA&SS for the Spring THEC meeting

June 2023

EOT Data Due to IE
(REMINDER)

Jun. 9: Spring 2023 EOT data due (enrollment, extended, and reference data)

UT BOT Summer Meeting
June 29-30 (Memphis)

April 29: Deadline to submit all draft materials to AA&SS for review

May 25: Deadline to submit all final BOT materials to AA&SS

Jul. 7: UT System Office submits notifications of UT BOT approved items to THEC

July 2023

THEC Chairs of Excellence Reports
(REMINDER)

Jul. 1: AA&SS will request updated info for [THEC Chairs of Excellence Report](#)

Aug. 18 (approx.): Updated Chairs of Excellence Reports due to AA&SS; do not submit to THEC

THEC Summer Meeting
July 20

Jul. 6: Deadline for campuses to submit final presentation/materials to AA&SS for the Summer THEC meeting

Academic Notifications Due (REMINDER)

Jul. 15: Deadline to submit all academic notifications that need to go into effect for the Spring 2024 term; however, THEC now accepts these on a rolling basis

August 2023

Student Experience Survey Distribution
(REMINDER)

Aug. 15: Deadline to request campus-specific additions/edits to survey

Aug. 24: Campuses receive “live” link to prepare for Fall 2023 survey launch

Sept. 22: Survey closes for analysis—no exceptions

Annual Reporting for Faculty Evaluations, PPPR, Programs and Athletics** (REMINDER)

Aug. 1 (approx.): AA&SS staff will send spreadsheets and templates to collect annual faculty performance, grievance, and retirement data, as well as athletics reporting and academic program terminations and inactivations

Sept. 1: All completed spreadsheets and templates due to AA&SS

September 2023

Data Reports Due to IE (REMINDER)

Sept. 6 (approx.): 2023 degree completion data due (2022F, 2023S, and 2023U)

Sept. 15 (approx.): Fall 2023 census data due (enrollment, extended, applications, and reference data)

Sept. 29 (approx.): Summer 2023 EOT data due (enrollment, extended, and reference data)

October 2023

UT BOT Fall Meeting October 12-13 (Knoxville)

Aug. 12: Deadline to submit all draft materials to AA&SS for review

Sept. 7: Deadline to submit all final BOT materials to AA&SS

Oct. 20: UT System Office submits notifications of UT BOT-approved items to campuses and THEC

November 2023

Sixth Annual AA&SS Summit (Nashville) November 2-3

Aug. 15 (approx.): Summit registration opens

Oct. 20 (approx.): Summit registration closes

THEC Fall Meeting November 9

Oct. 26: Deadline for campuses to submit final presentation/materials to AA&SS for the Fall THEC meeting

December 2023

Academic Notifications Due (REMINDER)

Dec. 1: Deadline to submit all academic notifications that need to go into effect for the Spring 2024 term; however, THEC now accepts these on a rolling basis.

Reminders for January 2024

Jan. 8: Final materials due to AA&SS for February 29, 2024, board meeting

Jan 15 (approx.): Campus total enrollment targets due to AA&SS

Jan. 15 (approx.): EOT Data due to UTSA Institutional Effectiveness team

Jan. 31: Deadline for campuses to convene faculty to review Tennessee Transfer Pathway information for the 2024 review cycle

* Promotion and tenure documents for the June meeting have separate deadlines established by the VP of AA&SS in conjunction with the CAO on each campus.

** Standard reporting for the October board meeting (i.e., PPPR, annual evaluation and retirement data, academic program terminations, athletics, etc.) have separate deadlines established by the VP of AA&SS in conjunction with the CAO on each campus.

Note: THEC Academic Program Productivity Reporting is typically due on May 1 (along with the Post-Approval Monitoring Report). This report is due every three years and [2021](#) was the last reporting cycle with May 2024 being the next reporting cycle.

NOTES

- Dates listed above do not reflect any campus deadlines or approvals.
- Items requested to appear on the UT Board of Trustees meeting agenda must be received by AA&SS in complete draft form at least **2 months prior** (to the day) of the upcoming BOT meeting.
- The UT System Office of AA&SS must receive all complete and final versions of BOT materials no later than **5 weeks before** the upcoming BOT meeting. Example: For a new academic program, May 25, 2023 is the deadline for UT System staff in AA&SS to receive all completed BOT materials for the June 29, 2023 meeting.
- **Please direct all communications about academic or student affairs issues going before the Board of Trustees to the appropriate ERS committee System Office staff in AA&SS** (i.e., Linda Martin, Bernie Savarese, Jorge Perez, or Karen Etzkorn). Requests are not to be made directly to the system president, a trustee, secretary to the board, or other staff member.
- **Submitting a request before the deadline does not guarantee that the item will appear on the requested Board of Trustees meeting agenda.** All requirements, including responses to external reviewers and final THEC staff approval must be met for an item to proceed to the board agenda.
- THEC policies, checklists, forms, and resources for academic programs and notifications are available [HERE](#).
- Information on THEC Commission meetings is available [HERE](#).
- Information on UT Board of Trustees meetings is available [HERE](#).