

NHS LT Calendar of Important Dates

August	
8	Provost Award for Travel (PAT) Notice of Intent to Apply due
8	Staff Retreat
15	Provost Award for Travel (PAT) due
17	NHS Launch
20	New Faculty Social @ Kamel's House
23	Fall 2023 Classes begin
23	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
25	Spring 2024 Course Schedule Adjustments (before schedule goes live) due to SFSS
25	PCard reviewer deadline
September	
1	Featured Unit: Science Education
1	Facility Inventory: Ross and Gunter Halls
5	Spring 2024 Course Schedule is live on Ursa
15	Experience UNC
18	Deans notify faculty eligible for promotion and/or tenure or required to undergo annual/biennial/triennial and/or comprehensive review. Deans notify faculty eligible for sabbatical
18	Summer 2024 Initial Course Schedule provided to Unit Leaders (based on Summer 2023) from BOM
22	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
25	PCard reviewer deadline
29	Fall NHS Social
30	Schedule FY24 Budget Review with BOM
October	
1	Featured Unit: CDC
5	New Project Proposal Notice of Intent to Apply due
7	Experience UNC
12	New Project Proposal due
13	Summer 2024 Course Schedule due to SFSS/BOM for Banner data entry
14	A.M. & Jo Winchester Distinguished Scholar Applications due
13	NHS Student Research Fund Fall Applications due
24	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
23	NHS Grant-Writing Incentive Program (GRIP) Fall Applications due
26	PCard reviewer deadline
27	STEM & Health at UNC
30	Spring 2024 Final Course Schedule Adjustments (should be minor at this point) due to SFSS
November	
1	Featured Unit: CSD

1	NHS Capital Requests due
1	NHS IM&T Project Requests due
1	November Payroll changes due (PSA's, FOAP changes, WLU changes, hiring, etc.)
3	Experience UNC
6	Spring 2024 Course Registration opens – After this date: Send cap, room, instructor changes to SFSS. Use Schedule Update Form in OnBase to add, cancel, change meeting time or course modality; select Kim Murza as Dean approval)
7	Spring 2024 Faculty Workload/FLAC Templates provided to Unit Leaders from BOM
18	Faculty eligible for sabbatical submit proposals to their chair
20	Deans notify faculty eligible for promotion and/or tenure or required to undergo annual/biennial/triennial and/or comprehensive review. Deans notify faculty eligible for sabbatical
20	Summer 2024 Room Run to assign classrooms
30	Transfer Thursday
TBD	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
TBD	PCard reviewer deadline
December	
1	December Payroll changes due (PSA's, FOAP changes, WLU changes, hiring, etc.)
4	Chair and faculty submit sabbatical recommendations to AD for Research & Faculty Affairs
5	Spring 2024 Faculty Workload/FLAC Templates due to BOM
5	Spring 2024 Overload Requests due via email to Dean (please copy BOM). One faculty request per email with the faculty member's name in the subject line and requests in the body of the email (versus using an attachment). Up to five credits are reviewed and considered by the Dean; those over five credits will route on to the Provost's Office for consideration.
6	Faculty evaluation unit dates and committee assignment information due
6	Spring semester GATA tracker information due
7	NHS Leadership Team Bon Voyage Social
8	Spring 2024 Low-Enrolled Course Petitions due to Dean (copy BOM)
8	Graduate Commencement
9	Undergraduate Commencement
15	Spring 2024 Course Cancellations due in OnBase
16	Dean, chair, and faculty sabbatical recommendations submitted to Provost
20	BOM and AD create Faculty Success workflows for each unit and launch evaluation process
21	Transfer Thursdays
31	Schedule FY24 Budget Review with BOM
TBD	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
TBD	PCard reviewer deadline
January	
1	January Payroll changes due (PSA's, FOAP changes, WLU changes, hiring, etc.)
8	Spring 2024 Classes begin
20	Provost Award for Travel (PAT) Notice of Intent to Apply due

TBD	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
25	Provost Seed Grant (PSG) Notice of Intent to Apply due
25	Transfer Thursdays
TBD	PCard reviewer deadline
26	NHS Academic Scholar Nominations due from Unit Leaders
27	Provost Award for Travel (PAT) due
27	Destination UNC
26	NHS Student Research Fund Spring Applications due - KIM
31	Fund for Faculty Publications Applications due
31	Provost sends sabbatical notifications to faculty, unit leaders, and deans
February	
1	Featured Topic: Faculty Research
1	February Payroll changes due (PSA's, FOAP changes, WLU changes, hiring, etc.)
1	FY25 Budget Requests due to Dean/BOM (state, academic fees, self-supporting, foundation)
19	Discover UNC
20	Provost Seed Grant (PSG) due
20	Summer & Fall 2024 Course Schedule is live on Ursa
21	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
26	PCard reviewer deadline
29	Transfer Thursday
March	
1	Featured Topic: Community Engagement
1	March Payroll changes due (PSA's, FOAP changes, WLU changes, hiring, etc.)
1	Destination UNC
4	NHS DEI Professional Learning Day
18	NHS Faculty/Staff Excellence Award Nominations due
18	NHS Grant-Writing Incentive Program (GRIP) Spring/Summer Applications due
19	Research, Dissemination & Faculty Development (RDFD) Notice of Intent to Apply due
20	NHS Student Research Celebration Poster Presenter Nominations due from Unit Leaders
20	Phelps Family CAP Award Nominations due
21	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
25	PCard reviewer deadline
26	NHS Academic Scholars Award Ceremony
26	Research, Dissemination & Faculty Development (RDFD) Applications due
27	Summer 2024 Course Schedule Corrections/Updates (should be minor at this point) due to SFSS (cap, room, instructor) or BOM (add, cancel, change time or modality)
28	Transfer Thursdays
29	Destination UNC
31	Schedule FY24 Budget Review with BOM
April	
1	Featured Topic: Undergraduate Students

1	April Payroll changes due (PSA's, FOAP changes, WLU changes, hiring, etc.)
1	AY/fall semester GATA tracker entry due
1	Summer 2024 Course Registration opens
2	Summer 2024 Faculty Workload/FLAC Templates provided to Unit Leaders from BOM
5	NHS Student Research Fund Summer Applications due - KIM
11	UNC Research Day
11	NHS Student Research Celebration Campus Commons Multipurpose Room 5-7:30
13	Destination UNC
16	Provost Award for Travel (PAT) Notice of Intent to Apply due
25	NHS Retiree Celebration and End-of-the Semester Social UC 4pm
23	Provost Award for Travel (PAT) due
22	Summer 2024 12-week and first 6-week Session Course Cancellations due in OnBase
22	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
23	Fund for Faculty Publications Notice of Intent to Apply due
29	PCard reviewer deadline
30	Fund for Faculty Publications Applications due
May	
1	May Payroll changes due (PSA's, FOAP changes, WLU changes, hiring, etc.)
3	Graduate Commencement
4	Undergraduate Commencement
13	Summer 2024 8-week Session Course Cancellations due in OnBase
13	Summer 2024 12-week and first 6-week Session Classes begin
21	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
28	PCard reviewer deadline
June	
3	Summer 2024 second 6-week Session Course Cancellations due in OnBase
3	Summer 2024 8-week Session Classes begin
24	Summer 2024 second 6-week Session Classes begin
21	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
24	PCard reviewer deadline
July	
TBA	Cardholder reviews their PCard charges and finalizes reallocating any remaining transactions. They notify their PCard reviewer when they finish their reallocation.
TBA	PCard reviewer deadline
TBA	Fund for Faculty Publications Applications due

NHS Events
NHS Student Funding/ Research Support Opportunities
NHS Student Award Competitions
NHS Faculty Funding/Research Support Opportunities
NHS Faculty Award Competitions
NHS Accounting Deadlines

NHS Budget Deadlines

NHS Course Scheduling Deadlines

NHS Faculty Workload/FLAC Deadlines

NHS HR Deadlines

UNC Deadlines