

January

- New visiting lecture appointments
- Beginning of Spring sabbaticals
- New Spring student appointments
- Budget due (December)
- Phased retirements (transact as signatures are received)
- ILR Employee Service & Faculty Award celebration planning
 - Committee members for recognition
- Outreach Supervisor 360 meetings
- Conduct Outreach Leadership Assessment interviews with employees

February

- Performance Dialogue email (think about goals, 360, etc.)
- Conduct Outreach Leadership Feedback/Development Sessions with outreach supervisors
- New Hire Orientation

March

- SIP guidelines released to Dean's and Directors
- March-April: SIP analysis
 - Call for ratings
 - Receive SIP spreadsheet
- Review union annual increases for 4/1 (Barb Siany) → CWA

April

- PDs complete – attestation roster
- SIP load to workday – add adjustment to metro allowance ees as needed
- Send Summer Salary Request forms to faculty CWA increases effective 4/1

May

- ILR Employee Service & Faculty Award recognition event
- SIP letters (around June 15-20)
- Faculty letters (3rd week in May for Dean's review)
- Summer salary transaction
- End Spring student appointments
- May/June → student summer appointments
- Vacation usage max reminder: Exempt and non-exempt

- End communication for non-union metro allowances (w/ Susan O'Neil)

June

- SIP letters (manager's sign, distribution)
- Faculty letters to distribute
- Start planning faculty and staff orientation
- Academic year changes (end sabbaticals, hire new faculty, extensions, etc.)
- Professor Development email
- Review UAW wage increase for 7/1/17

July

- Phased retirements (transaction in June)
- UAW increases effective 7/1
- Send reminders to people who are over vacation max

August

- End student Summer appointments/ start Fall student appointments
- New Hire Orientation
- Send reminders to people who are over vacation max

September

October

- 10/15 vacation max cleanup
- AIS audit report review and clean up
 - Academic council

November

- Open enrollment email

December

- End fall student appointment
- Prepare/ transaction academic changes (appointments and leaves, etc.)
- Professional Development funds reminder
- Send Outreach Leadership Assessment Survey to employees