

FACULTY DUTY DAY CALENDAR 2017 - 2018

Approved 11/14/16; Rev. 1/23/17

| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | | OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
|------|----|--------|----|----|----|----|--------|----|----|----|----|----|----|-----------|--------|----|----|----|----|----|---------|--------|-----------|----|----|----|----|----------|----|----|----|----|---------|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 |
| 2 | 3 | 4 B | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 H | 5 | 6 | 7 | 8 | 9 | 8 | 9 H | 10 NIW | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 H | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 31 | | | | | | |

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | | |
|---------|---------|---------|---------|---------|---------|----|----------|----|----|----|----|----|----|-------|--------|--------|--------|--------|--------|----|-------|---------|----|----|----|----|----|-----|----------|--------|----|----|----|----|------|----|----|----|----|----|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | 1 H | 2 NI | 3 NI | 4 NI | 5 NI | 6 | | | | | 1 | 2 | 3 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 |
| 7 | 8 * | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 4 | 5 B | 6 B | 7 B | 8 B | 9 B | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 |
| 14 | 15 H | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 6 | 7 NIW | 8 H | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 F | | | | | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | 27 | 28 H | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |

Legend

| | |
|-----|--|
| H | Holiday; non-instruction; non-duty days |
| H | Holiday observed; non-inst; non-duty |
| * | 1st day of term; Instruction day; duty day |
| | Instruction day; duty day |
| NI | Non-instruction duty day |
| NIW | Non-instruction duty day (workshop day) |
| F | Final Exam day; duty day |
| B | Break; non-instruction/non-duty day |

| Fall 2017 | instructional days (includes Final Exam) | non-instructional (excludes Break, Holiday) | Total faculty duty days |
|------------------|--|---|-------------------------|
| August | 9 | 4 | 13 |
| September | 20 | 0 | 20 |
| October | 20 | 1 | 21 |
| November | 18 | 0 | 18 |
| December | 10 | 2 | 12 |
| totals | 77 | 7 | 84 |

| Spring 2018 | instructional days (includes Final Exam) | non-instructional (excludes Break, Holiday) | Total faculty duty days |
|--------------------|--|---|-------------------------|
| January | 17 | 4 | 21 |
| February | 20 | 0 | 20 |
| March | 17 | 0 | 17 |
| April | 21 | 0 | 21 |
| May | 3 | 2 | 5 |
| totals | 78 | 6 | 84 |

1. 168 duty days; 84 in fall & 84 in spring (contractual)

Fall Class Sessions (Includes final exam day)

| M | T | W | Th | F |
|----|----|----|----|----|
| 15 | 16 | 16 | 16 | 14 |

Spring Class Sessions (Includes final exam day)

| M | T | W | Th | F |
|----|----|----|----|----|
| 15 | 16 | 16 | 16 | 15 |

2. Two IFO holidays will be observed on days different from the federal holiday. Columbus Day (IFO only) will be observed on October 9; and Presidents Day will be observed on May 8.

2015-17 IFO Agreement: ARTICLE 10 Workload Section D. Duty Days.

Subd. 1. Duty days shall not be scheduled on New Year’s Day, Martin Luther King Day, Presidents Day*, Memorial Day, Labor Day, Columbus Day*, Veterans Day*, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, and Christmas Day.

*The President may, after meeting and conferring with the Association, designate alternate non-duty days for the observance of these days for academic units when such revisions are in the best interests of the university.

3. Schedule four days for fall convocation; three days for spring convocation (Student Orientation request – fall; President’s Council affirmation)
4. Fall and spring faculty assessment/workshop days are scheduled for October 10 and May 8, respectively.

Notes regarding discussion/decisions:

1. This schedule tried to balance the number of M/T/W/Th/F classes as best as possible.
2. Scheduled the October workshop day on Tuesday to better balance the number of M/T/W/Th/F class sessions.
3. Allowed students/faculty a day of travel before the Thanksgiving holiday.
4. Spring break (3/5-3/9) is at the center point of the semester (8 weeks prior/8 weeks after).
5. Committee approved two recommendations from President’s Council: Classes will not meet on President’s Day; spring workshop will be during the spring semester, but not after commencement. These recommendations were reversed on 11/14/16.