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UNIVERSITY OF WISCONSIN-EAU CLAIRE

JAN 20 2009

NOTIFICATION OF UNIVERSITY SENATE ACTION

Chancellor's Office  
UW Eau Claire

TO: The Chancellor

REFERRAL DATE: December 10, 2008

RE: Senate Action Concerning: Calendar Guidelines

DATE of Senate Action: December 9, 2008

FROM: Susan M. Harrison  
(Signed) University Senate Chair

TEXT OF MOTION:

That the description on Chapter 7, Page 4 in the Faculty and Academic Staff Handbook concerning Scheduling Policies, Academic Calendar Guidelines be changed as shown:

Guidelines for creating Academic Year Calendars are established by the Regents and the University Senate. The Provost's Office has the primary responsibility for developing calendars meeting the guidelines. ~~Once developed, the~~ University Senate Executive Committee ~~will~~ reviews the proposed calendar(s). **Calendars for at least eight years in advance will be made available on the University web site. Suggestions for revising the academic year calendars should be directed to the University Senate Executive Committee. However, calendars for the current academic year and the two subsequent academic years cannot be modified. Upon approval, the calendar(s) will be presented to the University Senate for information. (US 12/08)**

(continued)

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FEB 24 2009

Registrar's Office

*BAF was in mailbox 2/23/09*

IMPLEMENTATION: Upon Approval

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Appropriate response is requested. Please notify the Senate by completing this form and returning the yellow copy to the University Senate Office.

Approved, authorized for implementation

Held for further consideration

Not approved

Received/acknowledged

*Susan M. Harrison*  
Chancellor's Signature

1/26/09  
Date of Response

White copy for Chancellor; Pink copy for Provost/Vice Chancellor; Yellow copy for University Senate Office

rev 10/99

XC: Assoc VC Phillips, Deans Christian, Dock, Seukanec, Zwiggart-Stauffacher,  
Wanda Schulner, Barbara Arnold, 2-18-09

## Calendar Guidelines

### Regent/System Policy or State Stat.:

1. There must be at least 170 days of faculty/student interaction (34 weeks) within an academic year. Faculty and student interactions are defined as *organized services* and include classroom, registration, advising, and exam periods.
2. The faculty contractual period must be 39 weeks in length (273 days).
3. Classes cannot begin before September 2.

### UWEC Guidelines (US 11/05):

1. Academic Year contracts should begin the Monday of the week before the week when classes start except when this causes the May commencement to fall on Memorial Day weekend. In those years, Academic Year contracts should begin on the Monday two weeks before the week when classes start.
2. If there is only 1 day of classes prior to Labor Day, wait until after Labor Day to start classes.
3. If classes begin prior to Labor Day, be sure students can use the previous weekend to move into the dorms.
4. There should be approximately 43 MWF and 29 TTH class days each semester.
5. Semester lengths should be kept as equal as possible.
6. At least 13 full five-day weeks should be included to facilitate lab courses.
7. Finals should be scheduled over 5 days.
8. When finals must stretch over a weekend, a study day should be included prior to the first day of finals.
9. Commencement should fall on Saturday and occur after finals if possible. If the Saturday after finals falls on December 23 or later, the previous Saturday should be used for commencement.
10. Fall semester should end no later than December 22.
11. Winterim should have 14 class days including Saturdays. Classes cannot meet on Sundays.

Note: University Senate action December 9, 2008, and signed by Chancellor 1/26/09.