



## Calendar Committee

### Purpose & Function

The Calendar Committee serves to propose annually by October 31 a basic University calendar, for the academic year three years hence, to the Vice President for Enrollment Services and Student Success who, in turn, will present it with comment to the President of the University for approval. It includes, for example,

- orientation dates,
- starting and ending dates for semesters and sessions,
- breaks and holidays,
- study days and examination dates,
- commencement dates.

### Membership

Vice President for Enrollment Services and Student Success (Co-Chair)

Dean of Students (Co-Chair)

Provost

All academic deans

Registrar

President of the Faculty Senate

Director of Human Resources

Director of Dining Services

Director of Alumni Engagement

Undergraduate student

Graduate student

The undergraduate student is appointed by the Executive Board of the Student Government Association in consultation with the Vice President for Enrollment Services and Student Success.

The graduate student is appointed by the President of the Graduate Student Council in consultation with the Vice President for Enrollment Services and Student Success.

## Term

Students - one year, eligible for reappointment

## Meetings

Meetings are held at least once each Fall Semester. Additional meetings are held throughout the year at the call of the Co-Chairs.

## Reports To

President of the University

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## History

**3-12-2004** Approved by the President of the University as recommended by the Policy Committee of the University

**5-3-2007** Title Director of Alumni Relations changed to Director of Constituency Relations and the Marywood Fund.

**6-30-2007** Membership reduced by one, Dean of School of Continuing Education

**3-1-2008** Title changed from Associate Vice President for Academic Affairs to Vice President for Enrollment Management

**5-2-2008** Title change to Provost and Vice President for Academic Affairs

**7-1-2011** Title changed from Provost and Vice President for Academic Affairs to Vice President for Academic Affairs

**7-1-2013** Title changed from Assistant Vice President for Human Resources to Associate Vice President for Human Resources

**8-1-2014** Title changed from Vice President for Student Life to Vice President for Enrollment Services and Student Success

**8-26-2014** Membership revision to include the Assistant Vice President for Student Life as Co-Chair

**8-26-2014** Membership revision to reflect position change from Director of Constituency Relations and the Marywood Fund to the Director of Alumni Engagement

**7-1-2017** Membership and Description revisions were necessary due to recommendations by the SRA Report: Final 29 November 2016 and the Academic Restructuring, and were approved by the President of the University.

**7-1-2018** Title changed from Associate Vice President for Human Resources to Director of Human Resources.