

Humanities Academic Committee & Divisional Board – 2022 Meeting dates & deadlines

The information below is a summary of key dates relevant to the Humanities Divisional Board. Schools & Programmes also need to be aware of University-wide annual deadlines for academic proposals and plan accordingly. The dates that are highlighted below correspond to key University-wide annual deadlines for academic proposals

All academic proposals should be submitted as electronic WORD documents.

Please email your proposals to the Specialist, Academic Committees and Services (Division of Humanities): carol.forbes@otago.ac.nz

	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August* 2022	September 2022	October 2022	November 2022
Submission deadlines for Academic Proposals	24 Jan	21 Feb	21 March	22 April	30 May	27 June	1 Aug	29 Aug	26 Sept	31 Oct
Academic Committee meeting: <i>Thursdays 9am</i>	3 Feb	3 March	31 March	5 May	9 June	7 July	11 Aug	8 Sept	6 Oct	10 Nov
Divisional Board meeting: <i>Wednesdays 9am</i>	16 Feb	23 March	(Thursday) 14 April	18 May	22 June	20 July	24 Aug	21 Sept	19 Oct	23 Nov
BUGS/BoGS meetings <i>Wed/Thurs 2pm</i>	2/3 Feb	2/3 Feb	6/7 Apr	4/5 May	1/2 June	6/7 July	3/4 Aug	7/8 Sept	5/6 Oct	2/3 Nov
Senate meeting <i>Wed 12:15pm</i>	23 Feb	30 March	27 April	25 May	29 June	27 July	31 Aug	28 Sept	26 Oct	30 Nov

Notes:

- Annual Programme Reports (APR's) – due to July Divisional Board
- Graduating Year Reviews (GYR's) – due to the August Divisional Board
- **NO academic proposals** will be considered at the August Divisional Board meeting (reserved for strategic meeting)
- **NEW papers being introduced in Pre-Christmas Summer School (PXSS) 2022 and/or Summer School (SS) 2023** – due to March Divisional Board
- The Proformas and their Resource documents are found at the following link: <https://www.otago.ac.nz/administration/academiccommittees/proformas.html>