

**CALENDAR OF IMPORTANT EVENTS
FOR CHAIRS, DEANS, & DIRECTORS**

Subscribe to the Faculty Calendar

August

early	● Final grades for July Session classes due ● Transfer Rising Titan advising	Registrar Advising
mid	● non-CDD Faculty contracts begin August 15 ● Registrar provides randomly selected list of names of 15 alumni/ae for each PAT candidate ● All Gateway Syllabi must be submitted to the Writing Program Director ● CDDs workshop ● New faculty orientation workshop	Provost PAT Thorpe Thorpe Thorpe
late	● Turning Titan Orientation ● Last day of Summer internship classes ● ASD/CD/GIP/ID/CPD grant applications due to the Thorpe Center (first review period) ● First day of Fall semester classes ● Final Summer internship classes' grades due in Banner at noon ● Last day to add/drop a Fall semester class	Advising Registrar Thorpe Registrar Registrar Registrar

September

early	● Random list of alumni/ae signed by faculty member (PAT candidate) and returned to Provost/Dean, with up to five names deleted; also at this time the faculty member provides the Provost/Dean with the names of five alumni/ae to whom we will also send standardized letters and questionnaires. ● Self-evaluations for faculty being considered for tenure and/or promotion are due to the supervisor. ● Verify StrAP is on file	PAT PAT Assessment
mid	● Last day to withdraw from a 1st, 7-week, Fall semester class ● External letters (for PAT candidates) are due in the Office of the Provost ● Revisions to spring/summer course schedule due ● Course Fee Requests for the upcoming Spring, May Term, and Summer semesters/sessions are due to the Thorpe Center	Registrar PAT Registrar Thorpe

late		
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October

early	- Proposals for Faculty reading groups (Fall semester), Faculty Scholarship Circles (Fall semester), and the Faculty Colloquium Series (Spring semester) due to the Thorpe Center - Proposals for courses to be considered for inclusion in the Spring Semester web-based list of courses are due to the Curriculum Council - Supervisor's letter is due to the candidate being considered for tenure and/or promotion - Mid-semester grades due 1st, 7-week, Fall semester session ends - Homecoming	Thorpe CC PAT Registrar Registrar Alumni
mid	- Fall Open House I 2nd, 7-week, Fall semester session begins - All recommendations, evaluations, responses, and supplemental material for promotion and tenure candidates are due in the Office of the Provost. Candidates for tenure and promotion are responsible for checking to see that their files are complete. Faculty are directed to submit electronic copies of their CV and self-evaluation to the Provost's Office, and supervisors are directed to submit electronic copies of their letter electronically as well. - Sabbatical & Pre-Tenure Leave applications for leaves that will occur in the following academic year are due to the applicant's supervisor	Admissions Registrar PAT PAT
late	- ASD/CD/GIP/ID/CPD grant applications due to the Thorpe Center (second review period) - last day to add/drop a 2nd, 7-week, Fall semester class - Academic Advising for Spring/Summer terms - Last day to withdraw from a full-Fall semester class	Thorpe Registrar Advising Registrar

November

early	- Scheduled yearly self-evaluations from probationary faculty are due to supervisors - Academic Advising for Spring/Summer terms (continued) - Sabbatical/Pre-Tenure Leave applications for leaves that will occur in the following academic year due to FDC - Reports for all ASD grants and faculty leaves from previous year due to the Thorpe Center - Submissions for new or significantly revised majors, minors,	PAT Advising FDC Thorpe CC
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	- or concentrations are due to the Curriculum Council - Last day to withdraw from a 2nd, 7-week, Fall semester class - Instructions for requesting contingent faculty is sent by the Provost's Office - Fall Open House II	Registrar Provost Admissions
mid	Class registration for Spring semester	Registrar
late	Class registration for Summer sessions	Registrar

December

early	Scheduled yearly self-evaluations and supervisor's evaluations of probationary faculty are due to the Office of the Provost.	PAT
mid	Final grades due	Registrar
late		

January

early	- Self-evaluations for faculty members submitting files for Major Pre-Tenure Review are due to the supervisor - Proposals for contingent faculty (VAP) hires for the following year are due	PAT CUPP
mid	- Last day to add/drop a Spring semester class - CUPP makes recommendations about VAP proposals to the Provost (results sent from the Provost within two weeks) - Submit new StrAP, if applicable	Registrar CUPP Assessment
late	1st, 7-week, Spring semester session ends - Requests for adjunct faculty hires due to the Associate Provost - First draft of course schedule for the following year due - All recommendations, evaluations, responses and supplemental materials for faculty members undergoing Major Pre-Tenure Review are due in the Office of the Provost	Registrar Associate Provost Registrar PAT

February

early	• Nominations for new Curriculum Council representatives are due to the Curriculum Council • Proposals for Faculty reading groups & Scholarship Circles (Spring semester) due to the Thorpe Center • Proposals for courses to be considered for inclusion in the Fall Semester web-based list of courses are due to the Curriculum Council • Departmental commitments of faculty resources to teach Gateway Colloquia (for the next academic year) are due to the Dean of Curricular & Faculty Development • Provost sends a call for non-contingent faculty lines	CC Thorpe CC Thorpe Provost
mid	• ASD/CD/GIP/ID/CPD grant applications due to the Thorpe Center (third review period) • Next year's Curriculum Council nominees will be announced in academic units that need to elect a new representative – additions / deletions to this roster are due within two (2) days to the current committee	Thorpe CC
late	• Mid-semester grades due • Course Fee Requests for the upcoming Fall semester are due to the Thorpe Center • Official voting deadline for new Curriculum Council representatives (in academic units who are electing a new representative) • 2nd, 7-week, Spring semester session begins • Last day to withdraw from a 1st, 7-week, Spring semester class • Second draft of course schedule for the following year due	Registrar Thorpe CC Registrar Registrar Registrar

March

early	• Provost sends email to faculty notifying them that they are scheduled to come up for tenure or major pre-tenure review in the next academic year. • Spring Open House • Nominations for this year's Thorpe Awards due to the Thorpe Center	PAT Admissions Thorpe
mid	• Last day to withdraw from a Spring semester class • Non-contingent faculty line requests due to CUPP	Registrar CUPP
late	• ASD/CD/GIP/ID/CPD grant applications due to the Thorpe Center (fourth review period) • Academic Advising for Fall semester • Proposals for the Faculty Colloquium Series (Fall semester) due to the Thorpe Center	Thorpe Advising Thorpe

April

early	● Academic Advising for Fall semester (continued) ● Intentions to apply for Sabbatical/Pre-Tenure Leaves (including Sabbatical deferrals) are due to the Thorpe Center ● Deadline for department chairs to notify Provost/Dean of faculty they wish to support for promotion in the next academic year ● Class registration for Fall semester ● Notify Assessment of assessment liaison	Advising Thorpe Provost Registrar Assessment
mid	● John Wesley Powell Undergraduate Student Research Conference ● CUPP makes recommendations to the Provost about proposals non-contingent faculty lines ● Kemp Foundation's Teaching Excellence Award Ceremony	URAC CUPP Provost
late	● Final grades due at noon for seniors and graduate candidates ● Final Gateway Colloquium course descriptions for the next academic year are due to the Dean of Curricular & Faculty Development ● Proposals for Faculty Scholarship Circles (Summer semesters) due to the Thorpe Center	Registrar Thorpe Thorpe

May

early	● Commencement ● First day of Summer semester internship classes ● All remaining final grades for Spring semester due at noon ● First day of May/May-June Session classes ● Last day to add/drop a summer internship class or a May Session class ● BOT votes on Provost's recommendations for non-contingent faculty line hires ● CDDs workshop	Provost Registrar Registrar Registrar Registrar Provost Provost/ Thorpe
mid	● non-CDD Faculty contracts end May 15 ● Last day to add/drop May-June Session classes ● Submit Yearly Update or Assessment Report	Provost Registrar Assessment
late	● Last day of May Session classes ● Last day to withdraw from May-June Session classes ● Final examinations for May Session classes ● Summer Rising Titan advisor training	Registrar Registrar Registrar Advising

June

early	● First day of June Session's classes ● Final grades for May Session's classes due at noon ● Last day to withdraw from June Session classes ● Rising Titan advising sessions	Registrar Registrar Registrar Advising
mid	● Rising Titan advising sessions ● Arrangements for reimbursements that cross fiscal years are due to the Dean of Curricular and Faculty Development for approval ● Faculty members (PAT candidates) send the names and contact information of external referees to the Office of the Provost	Advising Thorpe Provost
late	● Last day to withdraw from summer internship class ● Last day of May-June Session classes ● Last day of June Session classes ● Final examinations for May-June Session classes ● Final examinations for June Session classes ● Final grades for May-June/June Session classes due	Registrar Registrar Registrar Registrar Registrar Registrar

July

early	● First day of July Session classes ● Last day to add/drop July Session classes ● The office of the Provost sends a request for a letter to the external referees of all faculty coming up for tenure and/or promotion ● Last day to submit requests relating to stipends to the Thorpe Center to be paid from the current fiscal year's funds	Registrar Registrar Provost Thorpe
mid	● Last day to submit expense vouchers or reimbursement requests to the Thorpe Center to be paid from the current fiscal year's funds ● Last day to withdraw from July Session classes	Thorpe Registrar
late	● Last day of July Session classes ● Current fiscal year ends	Registrar Provost