Faculty Important Dates to Remember, 2017-2018*

*Please also see the Registrar’s Calendar
*Please also see Chaplain’s Office Calendar of Religious Holy Days
Materials are due by 5:00 PM unless otherwise noted.

**Deadlines reflected are subject to change.** For current information, please refer to the Dean’s Office Intranet.

*Dates in red italics have not been confirmed.*

FALL 2017

**AUGUST 2017**

4 Harris Fellowship Proposals due in Dean’s Office
4 Course Reserve (physical, electronic, audio) requests due
15 Preferred date to request a Faculty Study in Burling Library (fall semester)
18 Assistant Professors notify Dean’s Office and Department Chair of intent to submit application for Research Leave
18 NEH Summer Stipend Proposals due (internal competition) to Dean
18-23 New Student Orientation
23 Faculty Meeting, 9:00 AM, Sebring-Lewis Hall (NOTE start time and location)
23 Department Chairs’ Retreat, 11:00
23 All student work due for internships, directed summer research, including 499 (MAP)
24 Classes begin

**SEPTEMBER**

1 Summer 299 and 499 (MAP) reports due from faculty
1 Final Grades for Summer Research due by 5:00 p.m.
1 Department Chairs submit New Course proposals and course changes for spring schedules to division chair
1 Final applications for Spring 297, 299, 387, 397, 399, 499 independent studies due from students off campus or continuing MAP work from the previous semester.
4 Course-embedded Student Research requests due
4 Proposals for Curricular Development, Fall Faculty-Faculty Tutorial, Course-Related Field Trip, Classroom Visitors, Teaching & Learning Discussion Group, Faculty Weekend Seminar, Proposals for workshops, courses, and seminars to develop new teaching competencies, and Faculty Travel requests for professional meetings relating to teaching due (ISC/AssocDean)
8 Last day to add a course/audit, drop a course without transcript entry, change to or from S/D/F grade, change audit/credit status
11 Division Meetings, Noon (Humanities: BCA 152)
11 Division Meetings, Noon (Social Studies: ARH 120)
11 Division Meeting, Noon (Science: SCI 220)
11-Nov 3 Course may be withdrawn with a W transcript entry
18 Faculty Meeting, 4:00 PM, Sebring-Lewis, Election of members (3) of Personnel Appeals Board: 2 Year Term (At first regular Faculty meeting, Fall semester)
22 Draft Spring course schedules go to department/concentration chairs for review (from Registrar)
22 Division Chairs notify Registrar/Dean of New Course proposals and course changes
22 Department Chairs submit special topic proposals for spring term to Registrar’s Office
22-24 Family Weekend
27 NEH Summer Stipend final applications due (to NEH)
27 ACLS Fellowship applications due (to ACLS)
29 Last day to add a “plus-2”

**OCTOBER**

1 Term Faculty Staffing Proposals due in Dean’s Office
1 Mellon PostDoc Proposals due in Dean’s Office
2 Faculty Meeting, 4:00 PM, Sebring-Lewis
9 Departments submit corrected spring schedule to Registrar
9 Last day to declare a major before preregistration
Division Meetings, Noon (Social Studies: ARH 120)
Division Meeting, Noon (Science: SCI 2022)
Division Meetings, Noon (Humanities: BCA 152)
Midterm assessments due (Registrar)
Fall Interim Review Dossiers due (from Dept. Chairs) in Dean's Office
Last day to drop credits in excess of 18 without paying overload fees
Fall Break

Alumni Scholars nominations due (R. Wolf)
Fall Complete Review Dossiers due (from Dept. Chairs) in Dean's Office
Deadline to apply for a Spring Writing Mentor (J. Carl)
Pre-registration information sent to academic advisers (Registrar's Office)

NOVEMBER
Last day to withdraw from a course with W transcript entry
Faculty Meeting, 4:00 PM, Sebring-Lewis
Winter Break Faculty-Faculty Tutorial applications due (ISC/AssocDean)
Course-embedded Student Research requests due
Curricular Development proposals, Faculty Travel requests for professional meetings relating to teaching, Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/AssocDean)
Convocation proposals due (Conference Operations)
Preregistration
Tenure Review Dossiers due (from Dept. Chairs) in Dean's Office
Research Leave proposals for 2018-19 due
Sabbatical Leave proposals for 2018-19 due
Division Meeting, Noon (Social Studies: ARH 120)
Division Meeting, Noon (Science: SCI 2022)
Division Meetings, Noon (Humanities: BCA 152)
Faculty Meeting, 4:00 PM, Sebring-Lewis
Final student applications for Spring 297, 299, 387, 397, 399, 499 (MAP) independent study
Thanksgiving Break

DECEMBER
Competitive Grant applications due (Dean’s Office)
Faculty Salary Reviews due (from Dept. Chairs) in Dean's Office
Faculty Meeting, 4:00 PM, Sebring-Lewis
Last day of classes
Last day to request an Incomplete
Division Meetings, Noon (Social Studies: ARH 120)
Division Meetings, Noon (Humanities: BCA 152)
Division Meeting, Noon (Science: SCI 2022)
Final Exams for first semester
Preferred date to request a Faculty Study in Burling Library (spring semester)
Grades for Fall semester due in Registrar's Office by 12:00 NOON
SPRING and SUMMER 2018

Deadlines reflected are subject to change. For current information, please refer to the Dean’s Office Intranet.

JANUARY 2018

1  Fall 2017 499 (MAP) / 299 Reports due from faculty
10  Promotion to Professor Review Dossiers due (from Dept. Chairs) in Dean's Office
22  First day of classes, spring semester
26  SFS Proposals due in Dean’s Office
26  Final applications for Spring 297, 299, 387, 397, 399, 499 independent studies due from students off campus or continuing MAP work from the previous semester.
26  Department Chairs submit new course proposals and course changes to Division Chair
26  Grinnell-in-London faculty applications due

FEBRUARY

2  Last day to add a course/audit, drop a course without transcript entry, change to or from S/D/F grade, change audit/credit status
2  Registrar sends schedule to department chairs
2  Summer CSFS 499 MAP funding requests due from faculty
5  Course-embedded Student Research requests due
5  Proposals for Curricular Development, Spring Faculty-Faculty Tutorial, Course-Related Field Trip, Classroom Visitors, Teaching and Learning Discussion Groups, and Faculty Weekend Seminar applications, Faculty Travel requests for professional meetings relating to teaching, Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/AssocDean)
5  On-campus Summer Workshop proposals due (CTLA)
5  Faculty Meeting, 4:00 PM, Sebring-Lewis
   - Chair of Faculty election
X  Election occurring between first and second February Faculty Meetings:
   - Division chair (SCI: Even years; SST & HUM: Odd years) - 2 year term
   - Divisional representatives to Personnel Committee: (SCI and SST: odd years; HUM: even years) - 2 year term;
   - Divisional representative to Curriculum Committee: (SCI: Even years; SST & HUM: Odd years) - 2 year term
5-April 6  Course may be withdrawn with a W transcript entry
9  Alumni Scholars nominations due (R. Wolf)
12  Division Meetings, Noon (Social Studies: ARH 120)
12  Division Meeting, Noon (Science: SCI 2022)
12  Division Meetings, Noon (Humanities: BCA 152)
12  Department Chairs submit special topic proposals to Registrar's Office
14  Spring Interim Review Dossiers due (from Dept. Chairs) in Dean's Office
14  Div. Chairs notify Registrar of new course proposals and course changes for course schedule
16  Department Chairs submit course schedule to Registrar's Office
19  Faculty Meeting, 4:00 PM, Sebring-Lewis
   Election of At-Large member of Executive Council and At-Large member of Personnel Committee: 2 year term
   (At second February Faculty Meeting)
X  Election of Department Chair for each department: 1 year term with understanding that a second year of service will normally follow. (After second February Faculty Meeting and before spring break.)
23  CFD Fellow Proposals due in Dean's Office
23  Last day to add a “plus-2”

MARCH

1  Spring Complete Review Dossiers due (from Dept. Chairs) in Dean's Office
5  Faculty Meeting, 4:00 PM, Sebring-Lewis
6  Midterm assessments due (Registrar)
9  Last day to drop credits in excess of 18 without paying overload fees
12  Division Meetings, Noon (Humanities: BCA 152)
12  Division Meetings, Noon (Social Studies: ARH 120)
12  Division Meeting, Noon (Science: SCI 2022)
16-Apr 2  Spring Break
Departments/Concentrations receive schedule from Registrar's Office to proof

**APRIL**

1. Tenure review external reviewer list due in Dean’s Office
2. Promotion review external reviewer list due in Dean’s Office
3. Senior Lecturer proposals due
4. Deadline to apply for a Fall Writing Mentor (J. Carl)
5. Tenure-track staffing proposals due in Dean’s Office
6. Preregistration information sent to academic advisers (Registrar’s Office)
7. Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/AssocDean)
8. Faculty Travel requests for professional meetings relating to teaching due (ISC/AssocDean)
9. Summer Curricular Development proposals due (ISC/AssocDean)
10. Faculty Meeting, 4:00 PM, Sebring-Lewis, Election of Chair and members of FOC: 1 year term. (At first faculty meeting following spring break.)
11. Summer Faculty-Faculty Tutorial and Off-Campus Summer Study/Workshop applications due (ISC/AssocDean)
12. Last day to declare major before preregistration
13. Department Chairs submit final corrections of schedule to Registrar’s Office
14. Last day to withdraw from a course with W transcript entry
15. Division Meetings, Noon (Social Studies: ARH 120)
16. Division Meeting, Noon (Science: SCI 2022)
17. Division Meetings, Noon (Humanities: BCA 152)
18. NEH Fellowship applications due (to NEH)
19. Faculty Meeting, 4:00 PM, Sebring-Lewis
20. Undergraduate Research Symposium
21. Preregistration for Fall Classes
22. Final student applications for Fall 297, 299, 387, 397, 399, 499 (MAP) independent study (Registrar)

**MAY**

1. Preferred date to request a Faculty Study in Burling Library (summer)
2. Tutorial Titles and Descriptions due (Associate Deans’ Office)
3. Academic Equipment Requests due (from Dept. Chairs)
4. Last day to request approval of summer school courses
5. Faculty Meeting, 4:00 PM, Sebring-Lewis
6. Election of members of faculty committees, and, if appropriate year, College Marshal, 3 yr. term (FOC to present nominations at a regular faculty meeting in May)
7. Part A of summer MAP/499 applications due to Registrar’s Office
8. Last day of classes
9. Last day to request an Incomplete
10. Division Meetings, Noon (Social Studies: ARH 120) (tentative)
11. Division Meeting, Noon (Science: SCI 2022) (tentative)
12. Division Meetings, Noon (Humanities: BCA 152) (tentative)
13. Final Exam Week
14. Senior grade reports due in Registrar’s Office **by 12:00 NOON**
15. Commencement, 10:00 AM
16. Spring 2018 499 (MAP) / 299 Reports due from faculty
17. Grades for Spring semester due in Registrar’s Office **by 12:00 NOON**

**JUNE**

4. Final student applications for summer research 299, 399, 499 (MAP, Part B) due (Registrar)

**JULY**

1. Tenure and Promotion scholarship materials due in Dean’s Office (R. Kelley)
2. Faculty Activity Report information for 2017-18 due
3. Senior Faculty Status Annual Reports due (Sedona)

**AUGUST 2018**

3. Harris Fellowship Proposals due in Dean’s Office
Student projects due for Directed Summer Research and Internships