SPRING and SUMMER 2021

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.

JANUARY 2021
4 Grades for Fall 2 due in Registrar’s Office by 12:00 NOON
4 Fall 2020 499 (MAP) / 299 Reports due from faculty
8 Course Reserve (physical, electronic, audio) requests for Spring 1 due
8 Last day to submit In-Person Response Form
11 Academic affairs budgets due (to R. Kelley)
15 Promotion to Professor Review Dossiers due (from Dept. Chairs to T. Phipps)
15 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.

FEBRUARY
1 First day of Spring 1 classes
1 Course-embedded Student Research requests due
1 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)
1-8 Spring 1 Add/Drop period (via email)
2 Faculty Meeting, 11:25 a.m.
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
3 Department Chairs submit new course proposals and course changes to Division Chair
4 The Grinnell Lecture, Noon, Webex
Honored Lecturer: Jin Feng
5 Summer CSFS 499 MAP / 299 DR funding requests due from faculty
5 Academic Equipment Requests due (from Dept. Chairs)
8 Registrar sends schedule to department chairs (via email)
8 Last day to add a course/audit, drop a course without transcript entry, change audit/credit status
8 Last day to request a term load below 6 credits for Spring 1
9 Division Meetings, 11:25
9-26 Course may be withdrawn with a W transcript entry or changed to/from S/D/F grade for term 1
14 Off-Campus Study (OCS) 2021-2022 final deadline for student applications
16 Faculty Meeting, 11:25 a.m., 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: The chair ordinarily should be elected or appointed for one year with the understanding that the chair will be re-elected or re-appointed for two additional one-year terms. (After second February Faculty Meeting and before spring break.)
19 Deadline to nominate students for the Writing Mentors program (T. Turk)
22 Div. Chairs notify Registrar of new course proposals and course changes for course schedule
26 Department Chairs submit course schedule to Registrar’s Office
26 Spring Interim Review Dossiers due (from Dept. Chairs to T. Phipps)
26 SFS Proposals due (to R. Kelley)
26 CFD Fellow Proposals due in Dean’s Office
26 Last day to withdraw from a course for Spring term 1 or change to or from S/D/F grading

MARCH
2 Faculty Meeting, 11:25 a.m.
5 Spring Complete Review Dossiers due (from Dept. Chairs to T. Phipps)
5 Course Reserve (physical, electronic, audio) requests for Spring 2 due
9 Division Meetings, 11:25
12 Deadline to submit Writing Mentor recommendations (T. Turk)
15 Department Chairs submit special topic proposals to Registrar’s Office
15 Last day to declare major before Fall 2021 preregistration
16 Faculty Meeting, 11:25 a.m.
19 Last day of Spring 1 classes
20 Proposals to teach on Grinnell-in-London (GIL) due
20 Global Learning Program (GLP) proposals due
20 Course-embedded travel (CET) proposals due
22 Finals Reading Day
23-24 Final exams
24 Departments/Concentrations receive schedule from Registrar’s Office to proof
24 Last day of the Spring 1 Term
24 Last day to request an Incomplete for spring 1
25-31 Spring term transition – no classes
31 Spring 1 grades due to the Registrar’s Office by 12:00 Noon

APRIL
1 First day of Spring 2 classes
1 Preregistration information sent to academic advisers (Registrar’s Office)
1 Tenure review external reviewer list due (to T. Phipps)
1 Promotion review external reviewer list due (to T. Phipps)
1 Senior Lecturer proposals due (to R. Kelley)
1 Tenure-track staffing proposals due (to R. Kelley)
1-9 Spring 2 Add/Drop period (via email)
5 Department Chairs submit final corrections of schedule to Registrar’s Office
5 On-campus Summer Workshop proposals due (CTLA)
5 Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/AssocDean)
5 Faculty Travel requests for professional meetings relating to teaching due (ISC/AssocDean)
5 Summer Curricular Development proposals due (ISC/AssocDean)
5 Summer Faculty-Faculty Tutorial and Off-Campus Summer Study/Workshop applications due (ISC/AssocDean)
6 Faculty Meeting, 11:25 a.m., Election of Chair and members of FOC: 1 year term. (At first faculty meeting following spring break.)
9 Last day to add a full term Spring 2 course or an audit, drop a full term course w/o transcript entry, and change full term course credit/audit status
9 Last day to request a term load below 6 credits for Spring 2
10-30 Full term Spring 2 courses may be withdrawn with a “W” transcript entry
13 Division Meetings, 11:25
14 NEH Fellowship applications due (to NEH)
15-23 Preregistration for Fall 2020-2021 Classes
16 Deadline to request Writing Mentors for fall semester courses (T. Turk)
20 Faculty Meeting, 11:25 a.m.
26 Final student applications for Fall 297, 299, 387, 397, 399, 499 (MAP) independent study (Registrar)
30 Last day to withdraw from a full term Spring 2 course with a “W” transcript entry
30 Last day to elect S/D/F grading for a full term Spring 2 course

MAY
1 Preferred date to request a Faculty Study in Burling Library (summer)
1 Tutorial Titles and Descriptions due (T. Phipps)
1 Last day to request approval of summer school courses
4 Faculty Meeting, 11:25 a.m., 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)
4 Part A of summer MAP/499 applications due to Registrar’s Office
11 Division Meetings, 11:25
15 Summer Workshop sign-up due (CTLA)
18 Faculty Meeting, 11:25 a.m.
20 Last day of Spring 2 classes
21 Finals Reading Day
24-25  Final Exams
25     Last Day of Spring 2 term
25     Last day to request an Incomplete for spring 2
26     Senior grade reports due in Registrar’s Office by **12:00 NOON**
28     Commencement, 10:00 AM

**JUNE**
1     Final student applications for summer research 299, 399, 499 (MAP, Part B) due (Registrar)
5     Spring 2 grades due in Registrar’s Office by **12:00 NOON**
5     Spring 2021 499 (MAP) / 299 Reports due from faculty

**JULY**
1     **Tenure and Promotion scholarship materials due (to T. Phipps)**
1     Faculty Activity Report information for 2020-2021 due
1     Senior Faculty Status Annual Reports due
1     Sabbatical and Research Leave Reports due (to R. Kelley)

**AUGUST**
6     Harris Fellowship Proposals due in Dean’s Office (J. Bryngelson)
27    Student projects due for Directed Summer Research and Internships