Faculty Important Dates to Remember, 2018-2019*

*Please also see the Registrar’s Calendar and the 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 2018**

**AUGUST 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Course Reserve (physical, electronic, audio) requests due</td>
</tr>
<tr>
<td>3</td>
<td>Harris Fellowship Proposals due in Dean’s Office</td>
</tr>
<tr>
<td>8-9</td>
<td>New Faculty Orientation</td>
</tr>
<tr>
<td>15</td>
<td>Preferred date to request a Faculty Study in Burling Library (fall semester)</td>
</tr>
<tr>
<td>17</td>
<td>Assistant Professors notify Dean’s Office and Department Chair of intent to submit application for Research Leave</td>
</tr>
<tr>
<td>17</td>
<td>NEH Summer Stipend Proposals due (internal competition) to Dean</td>
</tr>
<tr>
<td>17</td>
<td>Mellon New Directions Proposals due (internal competition) to Dean</td>
</tr>
<tr>
<td>22</td>
<td>Department Chairs’ Retreat</td>
</tr>
<tr>
<td>24-29</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>29</td>
<td>Faculty Meeting, 9:00 AM, JRC 101 (NOTE start time and location)</td>
</tr>
<tr>
<td>29</td>
<td>All student work due for internships, directed summer research, including 499 (MAP)</td>
</tr>
<tr>
<td>30</td>
<td>Classes begin</td>
</tr>
</tbody>
</table>

**SEPTEMBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summer 299 and 499 (MAP) reports due from faculty</td>
</tr>
<tr>
<td>3</td>
<td>Course-embedded Student Research requests due</td>
</tr>
<tr>
<td>3</td>
<td>Proposals for Curricular Development, Fall Faculty-Faculty Tutorial, Course-Related Field Trip, Classroom Visitors, Teaching &amp; 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)</td>
</tr>
<tr>
<td>7</td>
<td>Final Grades for Summer Research due by 5:00 p.m.</td>
</tr>
<tr>
<td>7</td>
<td>Department Chairs submit New Course proposals and course changes for spring schedules to division chair</td>
</tr>
<tr>
<td>7</td>
<td>Final applications for Fall 297, 299, 387, 397, 399, 499 independent studies due from students off campus or continuing MAP work from the previous semester.</td>
</tr>
<tr>
<td>10</td>
<td>Division Meetings, Noon (Humanities: BCA 152)</td>
</tr>
<tr>
<td>10</td>
<td>Division Meetings, Noon (Social Studies: JRC 209)</td>
</tr>
<tr>
<td>10</td>
<td>Division Meeting, Noon (Science: SCI 2022)</td>
</tr>
<tr>
<td>14</td>
<td>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</td>
</tr>
<tr>
<td>17-Nov 9</td>
<td>Course may be withdrawn with a W transcript entry</td>
</tr>
<tr>
<td>17</td>
<td>Faculty Meeting, 4:00 PM, JRC 101, Election of members (3) of Personnel Appeals Board: 2 Year Term (At first regular Faculty meeting, Fall semester)</td>
</tr>
<tr>
<td>21</td>
<td>Draft Spring course schedules go to department/concentration chairs for review (from Registrar)</td>
</tr>
<tr>
<td>21</td>
<td>Division Chairs notify Registrar/Dean of New Course proposals and course changes</td>
</tr>
<tr>
<td>21</td>
<td>Department Chairs submit special topic proposals for spring term to Registrar’s Office</td>
</tr>
<tr>
<td>26</td>
<td>NEH Summer Stipend final applications due (to NEH)</td>
</tr>
<tr>
<td>26</td>
<td>ACLS Fellowship applications due (to ACLS)</td>
</tr>
<tr>
<td>28-30</td>
<td>Family Weekend</td>
</tr>
</tbody>
</table>

**OCTOBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Term Faculty Staffing Proposals due in Dean's Office</td>
</tr>
<tr>
<td>1</td>
<td>Faculty Meeting, 4:00 PM, JRC 101</td>
</tr>
<tr>
<td>4</td>
<td>Fall Interim Review Dossiers due (from Dept. Chairs) in Dean’s Office</td>
</tr>
<tr>
<td>5</td>
<td>Last day to add a “plus-2”</td>
</tr>
<tr>
<td>8</td>
<td>Departments submit corrected spring schedule to Registrar</td>
</tr>
<tr>
<td>8</td>
<td>Division Meetings, Noon (Social Studies: JRC 209)</td>
</tr>
</tbody>
</table>
8 Division Meeting, Noon (Science: SCI 2022)
8 Division Meetings, Noon (Humanities: BCA 152)
10 Last day to drop credits in excess of 18 without paying overload fees
15 Faculty Meeting, 4:00 PM, JRC 101
15 Last day to declare a major before preregistration
16 Midterm assessments due (Registrar)
18 **Alumni Scholars nominations due (R. Wolf)**
20-28 Fall Break
23 Deadline to apply for a Spring Writing Mentor (T. Turk)
29 Fall Complete Review Dossiers due (from Dept. Chairs) in Dean's Office
29 Pre-registration information sent to academic advisers (Registrar's Office)

**NOVEMBER**

5 Faculty Meeting, 4:00 PM, JRC 101
5 Faculty Salary Review materials due to Dept Chairs
5 Winter Break Faculty-Faculty Tutorial applications due (ISC/AssocDean)
5 Course-embedded Student Research requests due
5 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)
5-15 Preregistration
5 **Convocation proposals due (Conference Operations)**
9 Tenure Review Dossiers due (from Dept. Chairs) in Dean's Office
9 Last day to withdraw from a course with W transcript entry
9 Research Leave proposals for 2019-20 due
9 Sabbatical Leave proposals for 2019-20 due
12 Division Meeting, Noon (Social Studies: JRC 209)
12 Division Meeting, Noon (Science: SCI 2022)
12 Division Meetings, Noon (Humanities: BCA 152)
19 Faculty Meeting, 4:00 PM, JRC 101
19 Final student applications for Spring 297, 299, 387, 397, 399, 499 (MAP) independent study
22-23 Thanksgiving Break

**DECEMBER**

1 Competitive Grant applications due (Dean’s Office)
3 Faculty Salary Reviews due (from Dept. Chairs) in Dean’s Office
3 Faculty Meeting, 4:00 PM, JRC 101
10 Division Meetings, Noon (Social Studies: JRC 209)
10 Division Meetings, Noon (Humanities: BCA 152)
10 Division Meeting, Noon (Science: SCI 2022)
14 Last day of classes
14 Last day to request an Incomplete
15 Preferred date to request a Faculty Study in Burling Library (spring semester)
17-21 Final Exams for first semester
28 Grades for Fall semester due in Registrar's Office **by 12:00 NOON**
SPRING and SUMMER 2019

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

JANUARY 2019

1  Fall 2018 499 (MAP) / 299 Reports due from faculty
11  SFS Proposals due in Dean’s Office
11  Promotion to Professor Review Dossiers due (from Dept. Chairs) in Dean’s Office
22  First day of classes, spring semester
25  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.
25  Department Chairs submit new course proposals and course changes to Division Chair
26  *Grinnell-in-London faculty applications due*

FEBRUARY

1  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
1  Summer CSFS 499 MAP / 299 DR funding requests due from faculty
4  Course-embedded Student Research requests due
4  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)
4  On-campus Summer Workshop proposals due (CTLA)
4  Faculty Meeting, 4:00 PM, JRC 101
- 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
4-April 5  Course may be withdrawn with a W transcript entry
7  Registrar sends schedule to department chairs (via email)
8  *Alumni Scholars nominations due (R. Wolf)*
11  Division Meetings, Noon (Social Studies: JRC 209)
11  Division Meeting, Noon (Science: SCI 2022)
11  Division Meetings, Noon (Humanities: BCA 152)
11  Department Chairs submit special topic proposals to Registrar’s Office
13  Spring Interim Review Dossiers due (from Dept. Chairs) in Dean's Office
13  Div. Chairs notify Registrar of new course proposals and course changes for course schedule
18  Faculty Meeting, 4:00 PM, JRC 101
  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.)
21  Department Chairs submit course schedule to Registrar's Office
22  Last day to add a “plus-2”
22  *CFD Fellow Proposals due in Dean's Office*

MARCH

4  Last day to drop credits in excess of 18 without paying overload fees
4  Faculty Meeting, 4:00 PM, JRC 101
5  Midterm assessments due (Registrar)
7  Spring Complete Review Dossiers due (from Dept. Chairs) in Dean's Office
11  Division Meetings, Noon (Humanities: BCA 152)
11  Division Meetings, Noon (Social Studies: JRC 209)
11  Division Meeting, Noon (Science: SCI 2022)
16-31  Spring Break
20  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. Tenure-track staffing proposals due in Dean’s Office
5. Preregistration information sent to academic advisers (Registrar’s Office)
6. Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/AssocDean)
7. Faculty Travel requests for professional meetings relating to teaching due (ISC/AssocDean)
8. Summer Curricular Development proposals due (ISC/AssocDean)
9. Faculty Meeting, 4:00 PM, JRC 101, Election of Chair and members of FOC: 1 year term. (At first faculty meeting following spring break.)
10. Summer Faculty-Faculty Tutorial and Off-Campus Summer Study/Workshop applications due (ISC/AssocDean)
11. Last day to declare major before preregistration
12. Faculty Meeting, 4:00 PM, JRC 101
13. Summer Faculty Workshop registration due (CTLA)
14. Deadline to apply for a Fall Writing Mentor (T. Turk)
15. Department Chairs submit final corrections of schedule to Registrar’s Office
16. Last day to withdraw from a course with W transcript entry
17. Division Meetings, Noon (Social Studies: JRC 209)
18. Division Meeting, Noon (Science: SCI 2022)
19. Division Meetings, Noon (Humanities: BCA 152)
20. NEH Fellowship applications due (to NEH)
21. Faculty Meeting, 4:00 PM, JRC 101
22. Undergraduate Research Symposium
23. Preregistration for Fall Classes
24. 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. Last day to request approval of summer school courses
4. Faculty Meeting, 4:00 PM, JRC 101
5. 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)
6. Part A of summer MAP/499 applications due to Registrar’s Office
10. Last day of classes
11. Last day to request an Incomplete
12. Division Meetings, Noon (Social Studies: JRC 209) (tentative)
13. Division Meeting, Noon (Science: SCI 2022) (tentative)
14. Division Meetings, Noon (Humanities: BCA 152) (tentative)
15-17 Final Exam Week
15. **Academic Equipment Requests due (from Dept. Chairs) (prev. May 1)**
16. Senior grade reports due in Registrar’s Office by **12:00 NOON**
20. Commencement, 10:00 AM
28. Spring 2019 499 (MAP) / 299 Reports due from faculty
28. Grades for Spring semester due in Registrar’s Office by **12:00 NOON**

**JUNE**

3. 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 2018-19 due
3. Senior Faculty Status Annual Reports due (Sedona)
4. Sabbatical and Research Leave Reports due in Dean’s Office

**AUGUST 2019**

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