### Faculty Important Dates to Remember, 2021-2022*

*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.** Updates will be reflected in the Faculty News Digest. **Dates in red italics have not been confirmed.**

#### FALL 2021

##### AUGUST 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>6</td>
<td>Harris Fellowship Proposals due in Dean’s Office (J. Bryngelson)</td>
</tr>
<tr>
<td>6</td>
<td>Course Reserve (electronic, audio, video) requests due</td>
</tr>
<tr>
<td>9-10</td>
<td>New Faculty Orientation</td>
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<tr>
<td>13</td>
<td>Course Reserve (physical) requests due</td>
</tr>
<tr>
<td>15</td>
<td>Faculty Activity Report information for 2020-2021 due</td>
</tr>
<tr>
<td>18</td>
<td>Chairs Retreat</td>
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<tr>
<td>20</td>
<td>Last day for students to submit graded work for Summer Research projects</td>
</tr>
<tr>
<td>20</td>
<td>NEH Summer Stipend proposals due (to M. Baker)</td>
</tr>
<tr>
<td>25</td>
<td>First faculty meeting, 9:00</td>
</tr>
<tr>
<td>26</td>
<td>First Day of Classes</td>
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<tr>
<td>27</td>
<td>Grades due for summer projects</td>
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##### SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1</td>
<td>Summer 299 and 499 (MAP) reports due from faculty</td>
</tr>
<tr>
<td>3</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>3</td>
<td>Department Chairs submit New Course proposals and course changes for spring schedules to division chair</td>
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<tr>
<td>6</td>
<td>Course-embedded Student Research requests due</td>
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<tr>
<td>6</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>
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<tr>
<td>10</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>
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<tr>
<td>13</td>
<td>Division Meetings, Noon (Humanities: HSSC*S3118)</td>
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<tr>
<td>13</td>
<td>Division Meetings, Noon (Social Studies: HSSC*N3325)</td>
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<tr>
<td>13</td>
<td>Division Meeting, Noon (Science: SCI 2022)</td>
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<tr>
<td>13-Nov 5</td>
<td>Course may be withdrawn with a W transcript entry</td>
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<tr>
<td>16</td>
<td>Fulbright Scholar Program applications due (to Fulbright)</td>
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<tr>
<td>17</td>
<td>Division Chairs notify Registrar/Dean of New Course proposals and course changes</td>
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<tr>
<td>17</td>
<td>Department Chairs submit special topic proposals for spring term to Registrar’s Office</td>
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<tr>
<td>20</td>
<td>Faculty Meeting, 4:00 PM, Election of members (3) of Personnel Appeals Board: 2 Year Term (At first regular Faculty meeting, Fall semester)</td>
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<tr>
<td>24</td>
<td>Draft Spring course schedules go to department/concentration chairs for review (from Registrar)</td>
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<tr>
<td>25</td>
<td>NEH Summer Stipend final applications due (to NEH)</td>
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<tr>
<td>25</td>
<td>ACLS Fellowship applications due (to ACLS)</td>
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<tr>
<td>27</td>
<td>Department Chairs Meeting, 4:00 PM</td>
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<tr>
<td>24-26</td>
<td>Family Weekend</td>
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<tr>
<td>30</td>
<td>Endowed Chairs ceremony</td>
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##### OCTOBER

<table>
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<tbody>
<tr>
<td>1</td>
<td>Term Faculty Staffing Proposals due (to R. Kelley)</td>
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<tr>
<td>1</td>
<td>Last day to add a “plus-2”</td>
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<tr>
<td>1</td>
<td>Fall Interim Review Dossiers due (from Review Chairs to T. Phipps)</td>
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<tr>
<td>4</td>
<td>Faculty Meeting, 4:00 PM</td>
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<tr>
<td>6</td>
<td>Last day to drop credits in excess of 18 without paying overload fees</td>
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<tr>
<td>11</td>
<td>Departments submit corrected spring schedule to Registrar</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<td>-------</td>
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<tr>
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<td>Division Meetings, Noon (Social Studies: HSSC*N3325)</td>
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<td>Division Meeting, Noon (Science: SCI 2022)</td>
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<tr>
<td>11</td>
<td>Division Meetings, Noon (Humanities: HSSC*S3118)</td>
</tr>
<tr>
<td>11</td>
<td>Last day to declare a major before preregistration</td>
</tr>
<tr>
<td>12</td>
<td>Midterm assessments for first-years due – tentative (Registrar)</td>
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<tr>
<td>16-24</td>
<td>Fall Break</td>
</tr>
<tr>
<td>25</td>
<td>Department Chairs Meeting, 4:00 PM</td>
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<td>25</td>
<td>Pre-registration information sent to academic advisers (Registrar's Office)</td>
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**NOVEMBER**

1. Faculty Meeting, 4:00 PM
2. Fall Complete Review Dossiers due (from Review Chairs to T. Phipps)
3. 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)
4. Winter Break Faculty-Faculty Tutorial applications due (ISC/AssocDean)
5. Deadline to apply for Writing Mentors for spring semester courses (T. Turk)
6. Course-embedded Student Research requests due
7. Last day to withdraw from a course with W transcript entry
8. Convocation proposals due (Conference Operations)
9. Faculty Salary Review materials due to Dept Chairs
10. Research Leave proposals for 2022-23 due (to R. Kelley)
11. Sabbatical Leave proposals for 2022-23 due (to R. Kelley)
12. Division Meeting, Noon (Social Studies: HSSC*N3325)
13. Division Meeting, Noon (Science: SCI 2022)
14. Division Meetings, Noon (Humanities: HSSC*S3118)
15. Preregistration
16. Tenure Review Dossiers due (from Review Chairs to T. Phipps)
17. Faculty Meeting, 4:00 PM
18. Department Chairs Meeting, 4:00 PM
19. Final student applications for Spring 297, 299, 387, 397, 399, 499 (MAP) independent study
20. Thanksgiving Break

**DECEMBER**

1. Competitive Grant applications due (Dean’s Office)
2. Faculty Meeting, 4:00 PM
3. Faculty Salary Reviews due (from Dept. Chairs to R. Kelley)
4. Last day of classes
5. Division Meetings, Noon (Social Studies: HSSC*N3325)
6. Division Meetings, Noon (Humanities: HSSC*S3118)
7. Division Meeting, Noon (Science: SCI 2022)
8. Last day to request an Incomplete
9. Final Exams for first semester
10. Grades for Fall semester due in Registrar's Office **by 12:00 NOON**
SPRING and SUMMER 2022

Deadlines reflected are subject to change. Updates will be reflected in the Faculty News Digest.

JANUARY 2022

1  Fall 2021 499 (MAP) / 299 Reports due from faculty
2  Course Reserve (physical, electronic, audio) requests due
10  SFS Proposals due (to R. Kelley)
15  Academic Equipment Requests due (from Dept. Chairs)
24  First day of classes, spring semester
24  Department Chairs Meeting, 4:00 PM
31  Faculty-led Learning across the Globe (FLAG) and Grinnell-in-London (GIL) faculty proposals due
28  Department Chairs submit new course proposals and course changes to Division Chair
28  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  Department Chairs submit special topic proposals to Registrar's Office
4  Last day to add a course/audit, drop a course without transcript entry, change to/from S/D/F grade, change audit/credit status
4  Summer CSFS 499 MAP / 299 DR funding requests due from faculty
4  Registrar sends schedule to department chairs (via email)
7  Course-embedded Student Research requests due
7  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)
7  Faculty Meeting, 4:00 PM, 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
7-April 8  Course may be withdrawn with a W transcript entry
14  Division Meetings, Noon (Social Studies: HSSC*N3325)
14  Division Meeting, Noon (Science: SCI 2022)
14  Division Meetings, Noon (Humanities: HSSC*S3118)
15  Promotion to Professor Review Dossiers due (from Review Chairs to T. Phipps)
15  Spring Interim Review Dossiers due (from Review Chairs to T. Phipps)
15  Spring Complete Review Dossiers due (from Review Chairs to T. Phipps)
16  Div. Chairs notify Registrar of new course proposals and course changes for course schedule
17  Department Chairs submit course schedule to Registrar's Office
14  Deadline to nominate students for the Writing Mentors program (T. Turk)
21  Faculty Meeting, 4:00 PM, 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  CFD Fellow Proposals due in Dean's Office
25  Last day to add a “plus-2”
28  Department Chairs Meeting, 4:00 PM

MARCH

1  Midterm assessments for first-years due – tentative (Registrar)
5  Last day to drop credits in excess of 18 without paying overload fees
7  Faculty Meeting, 4:00 PM
14  Division Meetings, Noon (Humanities: HSSC*S3118)
14  Division Meetings, Noon (Social Studies: HSSC*N3325)
14  Division Meeting, Noon (Science: SCI 2022)
23  Departments/Concentrations receive schedule from Registrar's Office to proof
19-Apr 3  Spring Break
18  Last day to declare major before preregistration
28  Department Chairs Meeting, 4:00 PM

APRIL
1  Senior Lecturer proposals due (to R. Kelley)
1  Tenure-track staffing proposals due (to R. Kelley)
3  Deadline to apply for Writing Mentors for fall semester courses (T. Turk)
4  Preregistration information sent to academic advisers (Registrar’s Office)
4  Faculty Meeting, 4:00 PM, Election of Chair and members of FOC: 1 year term. (At first faculty meeting following spring break.)
4  Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/AssocDean)
4  Faculty Travel requests for professional meetings relating to teaching due (ISC/AssocDean)
4  Summer Curricular Development proposals due (ISC/AssocDean)
4  Summer Faculty-Faculty Tutorial and Off-Campus Summer Study/Workshop applications due (ISC/AssocDean)
6  Department Chairs submit final corrections of schedule to Registrar's Office
8  Last day to withdraw from a course with W transcript entry
8  NEH Fellowship applications due (to NEH)
11  Division Meetings, Noon (Social Studies: HSSC*N3325)
11  Division Meeting, Noon (Science: SCI 2022)
11  Division Meetings, Noon (Humanities: HSSC*S3118)
14-21  Preregistration for Fall Classes
18  Faculty Meeting, 4:00 PM
25  Department Chairs Meeting, 4:00 PM
25  Final student applications for Fall 297, 299, 387, 397, 399, 499 (MAP) independent study (Registrar)
TBD  Undergraduate Research Symposium

MAY
1  Tutorial Titles and Descriptions due (T. Phipps)
2  Faculty Meeting, 4:00 PM, 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  Last day to request approval of summer school courses
9  Part A of summer MAP/499 applications due to Registrar's Office
9  Division Meetings, Noon (Social Studies: HSSC*N3325) (tentative)
9  Division Meeting, Noon (Science: SCI 2022) (tentative)
9  Division Meetings, Noon (Humanities: HSSC*S3118) (tentative)
13  Last day of classes
15  Tenure review external reviewer list due (to T. Phipps)
15  Promotion review external reviewer list due (to T. Phipps)
16-20  Final Exam Week
20  Last day to request an Incomplete
21  Senior grade reports due in Registrar's Office by 12:00 NOON
23  Commencement, 10:00 AM
31  Spring 2022 499 (MAP) / 299 Reports due from faculty
31  Grades for Spring semester due in Registrar’s Office by 12:00 NOON

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

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 2022
5  Harris Fellowship Proposals due in Dean’s Office (J. Bryngelson)
24  Student projects due for Directed Summer Research and Internships