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**

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

**SEPTEMBER**

1  Summer 299 and 499 (MAP) reports due from faculty
3  Course-embedded Student Research requests due
3  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)
7  Final Grades for Summer Research due by 5:00 p.m.
7  Department Chairs submit New Course proposals and course changes for spring schedules to division chair
7  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.
10  Division Meetings, Noon (Humanities: BCA 152)
10  Division Meetings, Noon (Social Studies: JRC 209)
10  Division Meeting, Noon (Science: SCI 202)
14  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
17-Nov 9  Course may be withdrawn with a W transcript entry
17  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)
21  Draft Spring course schedules go to department/concentration chairs for review (from Registrar)
21  Division Chairs notify Registrar/Dean of New Course proposals and course changes
21  Department Chairs submit special topic proposals for spring term to Registrar’s Office
26  NEH Summer Stipend final applications due (to NEH)
26  ACLS Fellowship applications due (to ACLS)
28-30  Family Weekend

**OCTOBER**

1  Term Faculty Staffing Proposals due in Dean's Office
1  Faculty Meeting, 4:00 PM, JRC 101
4  Fall Interim Review Dossiers due (from Dept. Chairs) in Dean's Office
5  Last day to add a “plus-2”
8  Departments submit corrected spring schedule to Registrar
8  Division Meetings, Noon (Social Studies: JRC 209)
Division Meeting, Noon (Science: SCI 2022)
Division Meetings, Noon (Humanities: BCA 152)
Last day to drop credits in excess of 18 without paying overload fees
Faculty Meeting, 4:00 PM, JRC 101
Last day to declare a major before preregistration
Midterm assessments due (Registrar)
18 alumni Scholars nominations due (R. Wolf)

Fall Break
Deadline to apply for a Spring Writing Mentor (T. Turk)
Fall Complete Review Dossiers due (from Dept. Chairs) in Dean's Office
Pre-registration information sent to academic advisers (Registrar's Office)

NOVEMBER

Faculty Meeting, 4:00 PM, JRC 101
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)
Preregistration
Convocation proposals due (Conference Operations)
Tenure Review Dossiers due (from Dept. Chairs) in Dean's Office
Last day to withdraw from a course with W transcript entry
Research Leave proposals for 2019-20 due
Sabbatical Leave proposals for 2019-20 due
Division Meeting, Noon (Social Studies: JRC 209)
Division Meeting, Noon (Science: SCI 2022)
Division Meetings, Noon (Humanities: BCA 152)
Faculty Meeting, 4:00 PM, JRC 101
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, JRC 101
Division Meetings, Noon (Social Studies: JRC 209)
Division Meetings, Noon (Humanities: BCA 152)
Division Meeting, Noon (Science: SCI 2022)
Last day of classes
Last day to request an Incomplete
Preferred date to request a Faculty Study in Burling Library (spring semester)
Final Exams for first semester
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 Registrar sends schedule to department chairs
1 Summer CSFS 499 MAP 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
8 Alumni Scholars nominations due (R. Wolf)
11 Division Meetings, Noon (Social Studies: JRC 209)
11 Division Meeting, Noon (Science: SCI 202)
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
15 Department Chairs submit course schedule to Registrar's Office
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.)
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 202)
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
1 Promotion review external reviewer list due in Dean’s Office
1 Senior Lecturer proposals due
1 Tenure-track staffing proposals due in Dean’s Office
1 Preregistration information sent to academic advisers (Registrar’s Office)
1 Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/AssocDean)
1 Faculty Travel requests for professional meetings relating to teaching due (ISC/AssocDean)
1 Summer Curricular Development proposals due (ISC/AssocDean)
1 Faculty Meeting, 4:00 PM, JRC 101, Election of Chair and members of FOC: 1 year term. (At first faculty meeting following spring break.)
1 Summer Faculty-Faculty Tutorial and Off-Campus Summer Study/Workshop applications due (ISC/AssocDean)
1 Last day to declare major before preregistration
1 Summer Faculty Workshop registration due (CTLA)
2 Deadline to apply for a Fall Writing Mentor (T. Turk)
3 Department Chairs submit final corrections of schedule to Registrar’s Office
5 Last day to withdraw from a course with W transcript entry
8 Division Meetings, Noon (Social Studies: JRC 209)
8 Division Meeting, Noon (Science: SCI 2022)
8 Division Meetings, Noon (Humanities: BCA 152)
10 NEH Fellowship applications due (to NEH)
15 Faculty Meeting, 4:00 PM, JRC 101
15-18 Undergraduate Research Symposium
15-25 Preregistration for Fall Classes
29 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)
1 Tutorial Titles and Descriptions due (Associate Deans’ Office)
3 Last day to request approval of summer school courses
6 Faculty Meeting, 4:00 PM, JRC 101
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)
6 Part A of summer MAP/499 applications due to Registrar’s Office
10 Last day of classes
10 Last day to request an Incomplete
13 Division Meetings, Noon (Social Studies: JRC 209) (tentative)
13 Division Meeting, Noon (Science: SCI 2022) (tentative)
13 Division Meetings, Noon (Humanities: BCA 152) (tentative)
13-17 Final Exam Week
15 Academic Equipment Requests due (from Dept. Chairs) (prev. May 1)
18 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)
1 Faculty Activity Report information for 2018-19 due
1 Senior Faculty Status Annual Reports due (Sedona)
1 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