Faculty Important Dates to Remember, 2022-2023*

*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 2022

AUGUST 2022

5  Harris Fellowship Proposals due in Dean’s Office (R. Kelley)
5  Last day for students to submit graded work for Summer Research projects
5  Course Reserve (electronic, audio, video) requests due
9-10 New Faculty Orientation
12  Course Reserve (physical) requests due
16  Grades due for summer projects
17  Department Chairs Retreat
19  NEH Summer Stipend internal competition proposals due
24  First faculty meeting, 9:00
25  Scholar’s Convocation, 11:00, JRC 101
                  President Anne Harris
25  First Day of Classes

SEPTEMBER

1  Summer 299 and 499 (MAP) reports due from faculty
2  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.
2  Department Chairs submit New Course proposals and course changes for spring schedules to division chair
5  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)
5  Course-embedded Student Research requests due
8  Scholar’s Convocation, 11:00, JRC 101
      Professor Tyler Roberts Memorial
9  Last day to add a course/audit, drop a course without transcript entry, change audit/credit status
12  Division Meetings, Noon (Humanities: HSSC*A1231)
12  Division Meetings, Noon (Social Studies: HSSC*S3325)
12  Division Meeting, Noon (Science: SCI 2022)
12-Nov 4 Course may be withdrawn with a W transcript entry
15  Fulbright Scholar Program applications due (to Fulbright)
15  Interim Review materials due from candidate (Interfolio)
15  Scholar’s Convocation, 11:00, JRC 101
      Dawn Porter
16  Division Chairs notify Registrar/Dean of New Course proposals and course changes
16  Department Chairs submit special topic proposals for spring term to Registrar’s Office
16  Guggenheim Fellowship proposals due
19  Faculty Meeting, 4:00 PM, Election of members (3) of Personnel Appeals Board: 2 Year Term (At first regular Faculty meeting, Fall semester)
21  NEH Summer Stipend proposals due
22  Scholar’s Convocation, 11:00, JRC 101
      Center for Humanities: Dr. Moya Bailey
23  Draft Spring course schedules go to department/concentration chairs for review (from Registrar)
26 Department Chairs Meeting, 4:00 PM, HSSC*A1231
28 ACLS Fellowship applications due (to ACLS)
29 Scholar’s Convocation, 11:00, JRC 101
   Nathan Grawe
30 Last day to add a “plus-2”
30-Oct 1 HSSC Building Dedication

OCTOBER
1 Fall Interim Review Dossiers due (from Review Chairs in Interfolio)
3 Faculty Meeting, 4:00 PM
5 Last day to drop credits in excess of 18 without paying overload fees
6 Scholar’s Convocation, 11:00, JRC 101
   Nicol Turner Lee  Postponed until spring
10 Division Meetings, Noon (Social Studies: HSSC*S3325)
10 Division Meeting, Noon (Science: SCI 2022)
10 Division Meetings, Noon (Humanities: HSSC*A1231)
10 Last day to declare a major before preregistration
11 Midterm assessments for first-years due (Registrar)
13 Scholar’s Convocation, 11:00, JRC 101
   Paul Miller
14 Term Faculty Staffing Proposals due
15 Complete Review materials due from candidate (Interfolio)
15 Tenure Review materials due from candidate (Interfolio)
15-23 Fall Break
24-Nov 4 Registration Advising Season (approve 6-8 courses for advisees)
24 Department Chairs Meeting, 4:00 PM, HSSC*A1231
31 Writing Mentor requests for spring semester due (T. Turk)

NOVEMBER
1 Fall Complete Review Dossiers due from Review Chairs (Interfolio)
2-16 Preregistration
   2-5 Round 1 (up to 9 credits registered)
   7-10 Round 2 (only students cut from Round 1 classes, up to 9 credits registered)
   11-16 Round 3
3 Scholar’s Convocation, 11:00, JRC 101
   Gates Lecture: Judith Weisenfeld
4 Faculty Salary Review packets due from candidates in Interfolio
4 Last day to withdraw from a course with W transcript entry and change course to or from S/D/F
4-6 Family Weekend
7 Faculty Meeting, 4:00 PM
7 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)
7 Winter Break Faculty-Faculty Tutorial applications due (ISC/AssocDean)
7 Course-embedded Student Research requests due
10 Scholar’s Convocation, 11:00, JRC 101
   Tim Hurson
11 Research Leave proposals for 2023-24 due (Guidelines)
11 Sabbatical Leave proposals for 2023-24 due (Guidelines)
14 Division Meeting, Noon (Social Studies: HSSC*S3325)
14 Division Meeting, Noon (Science: SCI 2022)
14 Division Meetings, Noon (Humanities: HSSC*A1231)
15 Tenure Review Dossiers due from Review Chairs (Interfolio)
17 Scholar’s Convocation, 11:00, JRC 101
Convocation proposals due (Conference Operations)
Faculty Meeting, 4:00 PM
Final student applications for Spring 297, 299, 387, 397, 399, 499 (MAP) independent study
Thanksgiving Break
Department Chairs Meeting, 4:00 PM, HSSC*A1231
Open add/drop registration for spring 2023

DECEMBER
Competitive Grant applications due (Dean’s Office)
Promotion Review materials due from candidate (Interfolio)
Spring Personnel Review materials due from candidate (Interfolio)
Faculty Salary Reviews due from Dept. Chairs in Interfolio
Faculty Meeting, 4:00 PM
Last day of classes
Division Meetings, Noon (Social Studies: HSSC*S3325)
Division Meetings, Noon (Humanities: HSSC*A1231)
Division Meeting, Noon (Science: SCI 2022)
Last day to request an Incomplete
Final Exams for first semester
Grades for Fall semester due in Registrar’s Office by 12:00 NOON
SPRING and SUMMER 2023

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

JANUARY 2023
1 Fall 2022 499 (MAP) / 299 Reports due from faculty
3 Course Reserve (physical, electronic, audio) requests due
15 Promotion Reviews due from Department Chairs (Interfolio)
23 First day of classes, spring semester
23 Department Chairs Meeting, 4:00 PM
27 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.
28 Department Chairs submit new course proposals and course changes to Division Chair

FEBRUARY
1 SFS Proposals due (Guidelines)
1 Spring Interim/Complete Review Dossiers due from Review Chairs (Interfolio)
2-4 Board of Trustees meeting
3 Last day to add a course or an audit, drop a course without transcript entry, and change a course from credit to audit or audit to credit.
3 Last day for a student to submit a grade appeal from Fall 2022 courses
3 Summer CSFS 499 MAP / 299 DR funding requests due from faculty
3 Registrar sends schedule to department chairs (via email)
6 Course-embedded Student Research requests due
6 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)
6 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
6-April 7 Course may be withdrawn with a W transcript entry
9 Scholar's Convocation, 11:00, JRC 101
10 Writing Mentor nominations due (T. Turk)
13 Division Meetings, Noon (Social Studies: HSSC*S3325 or webex)
13 Division Meeting, Noon (Science: SCI 2022 or webex)
13 Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room or webex)
16 Div. Chairs notify Registrar of new course proposals and course changes for course schedule
16 Department Chairs submit special topic proposals to Registrar's Office
16 Scholar's Convocation, 11:00, JRC 101
17 Department Chairs submit course schedule to Registrar's Office
20 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
23 Scholar's Convocation, 11:00, JRC 101
24 Last day to add a “plus-2”
27 Department Chairs Meeting, 4:00 PM

MARCH
2 Working Differently Day
2 Scholar's Convocation, 11:00, JRC 101
3 Last day to drop credits in excess of 18 without paying overload fees
Faculty Meeting, 4:00 PM
Midterm assessments for first-years due – tentative (Registrar)
Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room or webex)
Division Meetings, Noon (Social Studies: HSSC*S3325 or webex)
Division Meeting, Noon (Science: SCI 2022 or webex)
Last day for second semester, second-year students to declare major before preregistration
Spring Break
Departments/Concentrations receive schedule from Registrar's Office to proof

APRIL
Senior Lecturer proposals due
Tenure-track staffing proposals due
Preregistration information sent to academic advisers (Registrar’s Office)
Faculty Meeting, 4:00 PM, Election of Chair and members of FOC: 1 year term. (At first faculty meeting following spring break.)
Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/AssocDean)
Faculty Travel requests for professional meetings relating to teaching due (ISC/AssocDean)
Summer Curricular Development proposals due (ISC/AssocDean)
Summer Faculty-Faculty Tutorial and Off-Campus Summer Study/Workshop applications due (ISC/AssocDean)
Department Chairs submit final corrections of schedule to Registrar's Office
Scholar's Convocation, 11:00, JRC 101
Last day to withdraw from a course with W transcript entry or change to/from S/D/F grade
Academic Equipment Requests due (from Dept. Chairs)
Division Meetings, Noon (Social Studies: HSSC*S3325 or webex)
Division Meeting, Noon (Science: SCI 2022 or webex)
Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room or webex)
Writing Mentor requests for fall semester due (T. Turk)
NEH Fellowship applications due (to NEH)
Preregistration for Fall Classes (tentative dates)
Scholar's Convocation, 11:00, JRC 101
Faculty Meeting, 4:00 PM
Scholar’s Convocation, 11:00, JRC 101
Department Chairs Meeting, 4:00 PM
Final student applications for Fall 297, 299, 387, 397, 399, 499 (MAP) independent study (Registrar)
Working Differently Day
TBD Undergraduate Research Symposium

MAY
Tutorial Titles and Descriptions due (T. Phipps)
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)
Scholar’s Convocation, 11:00, JRC 101
Phi Beta Kappa
Last day to request approval of summer school courses
Part A of summer MAP/499 applications due to Registrar's Office
Division Meetings, Noon (Social Studies: HSSC*S3325 or webex) (tentative)
Division Meeting, Noon (Science: SCI 2022 or webex) (tentative)
Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room or webex) (tentative)
Last day of classes
Tenure review external reviewer list due (to T. Phipps)
Promotion review external reviewer list due (to T. Phipps)
Faculty Meeting, 4:00 p.m. (tentative)
15-19   Final Exam Week
15    Last day to request an Incomplete
20    Senior grade reports due in Registrar's Office by **12:00 NOON**
22    Commencement, 10:00 AM
30    Grades for Spring semester due in Registrar's Office by **12:00 NOON**
30    *Summer research projects begin*
31    Spring 2023 499 (MAP) / 299 Reports due from faculty

**JUNE**
5    Final student applications for summer research 299, 399, 499 (MAP, Part B) due (Registrar)
9    Last day to add/drop a 299 or 499.

**JULY**
1    Tenure and Promotion scholarship materials due (to T. Phipps)
1    Faculty Activity Report information due (Interfolio)
1    Senior Faculty Status Annual Reports due (to R. Kelley)
1    Sabbatical and Research Leave Reports due (to R. Kelley)
10   Last day to withdraw from an independent study (299/499) with a W transcript entry

**AUGUST 2023**
4    *Harris Fellowship Proposals* due in Dean’s Office (R. Kelley)
4    Student projects due for Directed Summer Research and credit-bearing research
4    All work due for internships and non-credit summer research