Faculty Important Dates to Remember, 2016-2017*

*Please also see the Registrar’s Calendar at: http://www.grinnell.edu/about/offices-services/registrar/resources
*Please also see Chaplain’s Office Calendar of Religious Holy Days, at: http://www.grinnell.edu/documents/70

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 italics have not been confirmed.**

### FALL 2016

#### AUGUST 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>5</td>
<td>Harris Fellowship Proposals due</td>
</tr>
<tr>
<td>15</td>
<td>Preferred date to request a Faculty Study in Burling Library (fall semester)</td>
</tr>
<tr>
<td>19</td>
<td>Assistant Professors notify Dean’s Office and Department Chair of intent to submit application for Research Leave</td>
</tr>
<tr>
<td>19</td>
<td>NEH Summer Stipend Proposals due (internal competition) to Dean</td>
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<tr>
<td>19</td>
<td>Mellon New Directions proposals due (internal competition) to Dean</td>
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<tr>
<td>19-24</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>24</td>
<td>Faculty Meeting, 9:30 AM, ARH 302</td>
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<tr>
<td>24</td>
<td>All student work due for internships, directed summer research, including 499 (MAP)</td>
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<tr>
<td>25</td>
<td>Classes begin</td>
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#### SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Summer 299 and 499 (MAP) reports due from faculty</td>
</tr>
<tr>
<td>1</td>
<td>Final Grades for Summer Research Due by 5:00 p.m.</td>
</tr>
<tr>
<td>2</td>
<td>Department Chairs submit New Course proposals and course changes for spring schedules to division chair</td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
</tr>
<tr>
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<td>Summer grades due</td>
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<tr>
<td>5</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>9</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>12</td>
<td>Division Meetings, Noon (Humanities: BCA 152)</td>
</tr>
<tr>
<td>12</td>
<td>Division Meetings, Noon (Social Studies: ARH 102)</td>
</tr>
<tr>
<td>12</td>
<td>Division Meeting, Noon (Science: SCI 2022)</td>
</tr>
<tr>
<td>12-Nov 4</td>
<td>Course may be withdrawn with a W transcript entry</td>
</tr>
<tr>
<td>16-18</td>
<td>Family Weekend</td>
</tr>
<tr>
<td>19</td>
<td>Faculty Meeting, 4:00 PM, ARH 302 Election of members (3) of Personnel Appeals Board: 2 Year Term (At first regular Faculty meeting, Fall semester)</td>
</tr>
<tr>
<td>27</td>
<td>Tutorial Reunions for 2nd-year students</td>
</tr>
<tr>
<td>23</td>
<td>Draft Spring course schedules go to department/concentration chairs for review (from Registrar)</td>
</tr>
<tr>
<td>23</td>
<td>Division Chairs notify Registrar/Dean of New Course proposals and course changes</td>
</tr>
<tr>
<td>23</td>
<td>Department Chairs submit special topic proposals for spring term to Registrar’s Office</td>
</tr>
<tr>
<td>29</td>
<td>NEH Summer Stipend final applications due (to NEH)</td>
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<tr>
<td>30</td>
<td>Last day to add a “plus-2”</td>
</tr>
</tbody>
</table>

#### OCTOBER

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<tr>
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<tbody>
<tr>
<td>3</td>
<td>Faculty Meeting, 4:00 PM, ARH 302</td>
</tr>
<tr>
<td>10</td>
<td>Departments submit corrected spring schedule to Registrar</td>
</tr>
<tr>
<td>10</td>
<td>Last day to declare a major before preregistration</td>
</tr>
<tr>
<td>10</td>
<td>Division Meetings, Noon (Social Studies: ARH 102)</td>
</tr>
<tr>
<td>10</td>
<td>Division Meeting, Noon (Science: SCI 2022)</td>
</tr>
</tbody>
</table>
10 Division Meetings, Noon (Humanities: BCA 152)
11 Midterm assessments due (Registrar)
12 Fall Interim Review Dossiers due (from Dept. Chairs) in Dean's Office
14 Term Faculty Staffing Proposals due in Dean's Office
14 Last day to drop credits in excess of 18 without paying overload fees
18 **Alumni Scholars nominations due (R. Wolf)**
19 Fall Complete Review Dossiers due (from Dept. Chairs) in Dean's Office
23 **Deadline to apply for a Spring Writing Mentor (J. Carl)**
15-23 Fall Break

**NOVEMBER**

2 Pre-registration information sent to academic advisers (Registrar's Office)
4 Last day to withdraw from a course with W transcript entry
6 Grinnell-in-London **faculty applications** due
7 Faculty Meeting, 4:00 PM, ARH 302
7 Winter Break Faculty-Faculty Tutorial applications due (ISC/AssocDean)
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)
7-17 Preregistration
9 Tenure Review Dossiers due (from Dept. Chairs) in Dean's Office
11 **Research Leave proposals** for 2017-18 due
11 Convocation proposals due (Conference Operations)
14 Division Meeting, Noon (Social Studies: ARH 102)
14 Division Meeting, Noon (Science: SCI 202)
14 Division Meetings, Noon (Humanities: BCA 152)
15 **Sabbatical Leave proposals** for 2017-18 due
21 Faculty Meeting, 4:00 PM, ARH 302
21 Final student applications for Spring 297, 299, 387, 397, 399, 499 (MAP) independent study
24-25 Thanksgiving Break

**DECEMBER**

1 Competitive Grant applications due (Dean’s Office)
2 Faculty Salary Reviews due (from Dept. Chairs) in Dean's Office
5 Faculty Meeting, 4:00 PM, ARH 302
9 Last day of classes
9 Last day to request an Incomplete
12 Division Meetings, Noon (Social Studies: ARH 102)
12 Division Meetings, Noon (Humanities: BCA 152)
12 Division Meeting, Noon (Science: SCI 202)
12-16 Final Exams for first semester
15 Preferred date to request a **Faculty Study in Burling Library** (spring semester)
27 Grades for Fall semester due in Registrar’s Office by **12:00 NOON**
SPRING and SUMMER 2017

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

JANUARY 2017

1
Fall 2016 499 (MAP) / 299 Reports due from faculty

23
First day of classes, spring semester

26
SFS Proposals due in Dean’s Office

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.

27
Department Chairs submit new course proposals and course changes to Division Chair

FEBRUARY

3
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

3
Registrar sends 2017-18 schedule to department chairs

3
Summer CSFS 499 MAP funding requests due from faculty

6
Faculty Meeting, 4:00 PM, ARH 302

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
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
On-campus Summer Workshop proposals due (ISC/AssocDean)

7
Alumni Scholars nominations due (R. Wolf)

6-April 7
Course may be withdrawn with a W transcript entry

13
Division Meetings, Noon (Social Studies: ARH 305)

13
Division Meeting, Noon (Science: SCI 2022)

13
Division Meetings, Noon (Humanities: BCA 152)

13
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
Promotion to Professor Review Dossiers due (from Dept. Chairs) in Dean's Office

17
Department Chairs submit course schedule to Registrar's Office

20
Faculty Meeting, 4:00 PM, ARH 302

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

24
Last day to add a “plus-2”

MARCH

6
Spring Complete Review Dossiers due (from Dept. Chairs) in Dean's Office

6
Faculty Meeting, 4:00 PM, ARH 302

7
Midterm assessments due (Registrar)

10
Last day to drop credits in excess of 18 without paying overload fees

13
Division Meetings, Noon (Humanities: BCA 152)

13
Division Meetings, Noon (Social Studies: ARH 305)

13
Division Meeting, Noon (Science: SCI 2022)

18-Apr 2
Spring Break

22
Departments/Concentrations receive schedule from Registrar’s Office to proof
APRIL
1 Tenure-track staffing proposals due in Dean's Office
1 Tenure review external reviewer list due in Dean's Office
1 Promotion review external reviewer list due in Dean's Office
1 Deadline to apply for a Fall Writing Mentor (J. Carl)
1 Senior Lecturer proposals due
3 Preregistration information sent to academic advisers (Registrar’s Office)
3 Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/AssocDean)
3 Faculty Travel requests for professional meetings relating to teaching due (ISC/AssocDean)
3 Summer Curricular Development proposals due (ISC/AssocDean)
3 Faculty Meeting, 4:00 PM, ARH 302 Election of Chair and members of FOC: 1 year term. (At first faculty meeting following spring break.)
3 Summer Faculty-Faculty Tutorial and Off-Campus Summer Study/Workshop applications due (ISC/AssocDean)
3 Summer Faculty Workshop registration due (ISC/AssocDean)
5 Last day to declare major before preregistration
6 Department Chairs submit final corrections of schedule to Registrar’s Office
6 Last day to withdraw from a course with W transcript entry
10 Division Meetings, Noon (Social Studies: ARH 305)
10 Division Meeting, Noon (Science: SCI 2022)
10 Division Meetings, Noon (Humanities: BCA 152)
11-14 Undergraduate Research Symposium
17-27 Preregistration for Fall Classes
17 Faculty Meeting, 4:00 PM, ARH 302
26 NEH Fellowship applications due (to NEH)

MAY
1 Academic Equipment Requests due (from Dept. Chairs)
1 Final student applications for Fall 297, 299, 387, 397, 399, 499 (MAP) independent study (Registrar)
1 Faculty Meeting, 4:00 PM, ARH 302
1 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)
1 Preferred date to request a Faculty Study in Burling Library (summer)
1 Tutorial Titles and Descriptions due (Associate Deans’ Office)
5 Last day to request approval of summer school courses
8 Part A of summer MAP/499 applications due to Registrar's Office
8 Division Meetings, Noon (Social Studies: ARH 305) (tentative)
8 Division Meeting, Noon (Science: SCI 2022) (tentative)
8 Division Meetings, Noon (Humanities: BCA 152) (tentative)
12 Last day of classes
12 Last day to request an Incomplete
15 Faculty Meeting, 4:00 PM, ARH 302 (tentative)
15-19 Final Exam Week
20 Senior grade reports due in Registrar’s Office by 12:00 NOON
22 Commencement, 10:00 AM
29 Spring 2017 499 (MAP) / 299 Reports due from faculty
30 Grades for Spring semester due in Registrar’s Office by 12:00 NOON

JUNE
5 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 2016-17 due
1 Senior Faculty Status Annual Reports due (Sedona)

AUGUST 2017
4 Harris Fellowship Proposals due in Dean’s Office
Student projects due for Directed Summer Research and Internships