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**

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

**SEPTEMBER**

1  Summer 299 and 499 (MAP) reports due from faculty
3  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.
3  Department Chairs submit New Course proposals and course changes for spring schedules to division chair
6  Course-embedded Student Research requests due
6  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)
10  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
13  Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room)
13  Division Meetings, Noon (Social Studies: HSSC*S3325)
13  Division Meeting, Noon (Science: SCI 2022)
13-Nov 5  Course may be withdrawn with a W transcript entry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)
17  Division Chairs notify Registrar/Dean of New Course proposals and course changes
17  Department Chairs submit special topic proposals for spring term to Registrar’s Office
20  Faculty Meeting, 4:00 PM, Election of members (3) of Personnel Appeals Board: 2 Year Term (At first regular Faculty meeting, Fall semester)
22  NEH Summer Stipend proposals due
23  Scholar’s Convocation, 11:00, JRC 101
24  Jarvis Givens
24  Draft Spring course schedules go to department/concentration chairs for review (from Registrar)
25  ACLS Fellowship applications due (to ACLS)
27  Department Chairs Meeting, 4:00 PM
24-26  Family Weekend
30  Endowed Chairs ceremony

**OCTOBER**

1  Last day to add a “plus-2”
1  Fall Interim Review Dossiers due (from Review Chairs in Interfolio)
4  Faculty Meeting, 4:00 PM
Last day to drop credits in excess of 18 without paying overload fees

Scholar's Convocation, 11:00, JRC 101

Writers @ Grinnell: Greg Duncan

Departments submit corrected spring schedule to Registrar
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)
Last day to declare a major before preregistration
Midterm assessments for first-years due (Registrar)
Term Faculty Staffing Proposals due
Complete Review materials due from candidate (Interfolio)
Tenure Review materials due from candidate (Interfolio)

Fall Break
Department Chairs Meeting, 4:00 PM
Pre-registration information sent to academic advisers (Registrar's Office)
Deadline to apply for Writing Mentors for spring semester courses (T. Turk)

NOVEMBER

Faculty Meeting, 4:00 PM
Fall Complete Review Dossiers due from Review Chairs (Interfolio)
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)
Winter Break Faculty-Faculty Tutorial applications due (ISC/AssocDean)
Course-embedded Student Research requests due

Scholar's Convocation, 11:00, JRC 101
Rosenfield Program: Lara Janson '05

Last day to withdraw from a course with W transcript entry and change course to or from S/D/F
Faculty Salary Review materials due to Dept Chairs
Division Meeting, 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)

Preregistration
Research Leave proposals for 2022-23 due
Sabbatical Leave proposals for 2022-23 due
Tenure Review Dossiers due from Review Chairs (Interfolio)
Faculty Meeting, 4:00 PM
Convocation proposals due (Conference Operations)
Department Chairs Meeting, 4:00 PM
Final student applications for Spring 297, 299, 387, 397, 399, 499 (MAP) independent study

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
Faculty Meeting, 4:00 PM
Last day of classes
Division Meetings, Noon (Social Studies: HSSC*S3325 or webex)
Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room or webex)
Division Meeting, Noon (Science: SCI 2022 or webex)
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 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
3. Course Reserve (physical, electronic, audio) requests due
15. **Academic Equipment Requests due (from Dept. Chairs)**
15. Promotion Reviews due from Department Chairs (Interfolio)
24. First day of classes, spring semester
24. Department Chairs Meeting, 4:00 PM
27. **Scholar's Convocation, 11:00, JRC 101**
   Nicol Turner-Lee
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. **SFS Proposals** due (Guidelines)
3. Last day for a student to submit a grade appeal from Fall 2021 courses
3-5. Board of Trustees meeting
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. Department Chairs submit special topic proposals to Registrar’s Office
14. Division Meetings, Noon (Social Studies: HSSC*S3325 or webex)
14. Division Meeting, Noon (Science: SCI 2022 or webex)
14. Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room or webex)
15. Spring Interim Review Dossiers due from Review Chairs (Interfolio)
15. Spring Complete Review Dossiers due from Review Chairs (Interfolio)
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*A1231, multi-purpose room or webex)
14. Division Meetings, Noon (Social Studies: HSSC*S3325 or webex)
14. Division Meeting, Noon (Science: SCI 2022 or webex)
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
1 Tenure-track staffing proposals due
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 Last day to add a course/audit, drop a course without transcript entry, change to/from S/D/F grade, change audit/credit status
8 NEH Fellowship applications due (to NEH)
11 Division Meetings, Noon (Social Studies: HSSC*S3325 or webex)
11 Division Meeting, Noon (Science: SCI 2022 or webex)
11 Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room or webex)
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*S3325 or webex) (tentative)
9 Division Meeting, Noon (Science: SCI 2022 or webex) (tentative)
9 Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room or webex) (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 (R. Kelley)
24 Student projects due for Directed Summer Research and Internships