Faculty Important Dates to Remember, 2019-2020*

*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 2019

#### AUGUST 2019

- 2  Course Reserve (physical, electronic, audio) requests due
- 2  Harris Fellowship Proposals due in Dean’s Office (D. Dorothy)
- 7-8  New Faculty Orientation
- 15  Preferred date to request a Faculty Study in Burling Library (fall semester)
- 16  NEH Summer Stipend Proposals due (internal competition) to Dean

**17** Assistant Professors notify Dean’s Office and Department Chair of intent to submit application for Research Leave

- 21  Department Chairs’ Retreat
- 23-28  New Student Orientation
- 28  Faculty Meeting, 9:00 AM, JRC 101 *(NOTE start time and location)*
- 28  All student work due for internships, directed summer research, including 499 (MAP)
- 29  Classes begin

#### SEPTEMBER

- 1  Summer 299 and 499 (MAP) reports due from faculty
- 2  Course-embedded Student Research requests due
- 2  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)
- 6  Final Grades for Summer Research due by 5:00 p.m.
- 6  Department Chairs submit New Course proposals and course changes for spring schedules to division chair
- 6  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.
- 9  Division Meetings, Noon (Humanities: HSSC*S3325)
- 9  Division Meetings, Noon (Social Studies: HSSC*N3118)
- 9  Division Meeting, Noon (Science: SCI 2022)
- 13  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
- 16  Course may be withdrawn with a W transcript entry
- 16  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)
- 16  Fulbright Scholar Program applications due (to Fulbright)
- 20  Draft Spring course schedules go to department/concentration chairs for review (from Registrar)
- 20  Division Chairs notify Registrar/Dean of New Course proposals and course changes
- 20  Department Chairs submit special topic proposals for spring term to Registrar’s Office
- 25  NEH Summer Stipend final applications due (to NEH)
- 25  ACLS Fellowship applications due (to ACLS)
- 27-29  Family Weekend

#### OCTOBER

- 1  Term Faculty Staffing Proposals due (to R. Kelley)
- 3  Fall Interim Review Dossiers due (from Dept. Chairs to R. Kelley)
- 7  Faculty Meeting, 4:00 PM, JRC 101
- 4  Last day to add a “plus-2”
- 7  Departments submit corrected spring schedule to Registrar
- 14  Division Meetings, Noon  (Social Studies: HSSC*N3118)
Division Meeting, Noon (Science: SCI 2022)
Division Meetings, Noon (Humanities: HSSC*S3325)
Last day to drop credits in excess of 18 without paying overload fees
Last day to declare a major before preregistration
Midterm assessments due (Registrar)
Alumni Scholars nominations due (R. Wolf)
Fall Break
Fall Complete Review Dossiers due (from Dept. Chairs to R. Kelley)
Pre-registration information sent to academic advisers (Registrar’s Office)

NOVEMBER
1   Deadline to apply for Writing Mentors for spring semester courses (T. Turk)
4   Faculty Meeting, 4:00 PM, JRC 101
4   Winter Break Faculty-Faculty Tutorial applications due (ISC/AssocDean)
4   Course-embedded Student Research requests due
4   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)
4-14  Preregistration
5   Convocation proposals due (Conference Operations)
5   Faculty Salary Review materials due to Dept Chairs
8   Last day to withdraw from a course with W transcript entry
8   Tenure Review Dossiers due (from Dept. Chairs to R. Kelley)
8   Research Leave proposals for 2020-21 due (to R. Kelley)
8   Sabbatical Leave proposals for 2020-21 due (to R. Kelley)
11  Division Meeting, Noon (Social Studies: HSSC*N3118)
11  Division Meeting, Noon (Science: SCI 2022)
11  Division Meetings, Noon (Humanities: HSSC*S3325)
18  Faculty Meeting, 4:00 PM, JRC 101
18  Final student applications for Spring 297, 299, 387, 397, 399, 499 (MAP) independent study
28-29  Thanksgiving Break

DECEMBER
1   Competitive Grant applications due (Dean’s Office)
2   Faculty Meeting, 4:00 PM, JRC 101
6   Faculty Salary Reviews due (from Dept. Chairs to R. Kelley)
9   Division Meetings, Noon (Social Studies: HSSC*N3118)
9   Division Meetings, Noon (Humanities: HSSC*S3325)
9   Division Meeting, Noon (Science: SCI 2022)
13  Last day of classes
13  Last day to request an Incomplete
15  Preferred date to request a Faculty Study in Burling Library (spring semester)
16-20  Final Exams for first semester
31  Grades for Fall semester due in Registrar's Office by 12:00 NOON
SPRING and SUMMER 2020

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

**JANUARY 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fall 2019 499 (MAP) / 299 Reports due from faculty</td>
</tr>
<tr>
<td>2</td>
<td>Course Reserve (physical, electronic, audio) requests due</td>
</tr>
<tr>
<td>10</td>
<td>SFS Proposals due (to R. Kelley)</td>
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<tr>
<td>10</td>
<td>Promotion to Professor Review Dossiers due (from Dept. Chairs to R. Kelley)</td>
</tr>
<tr>
<td>21</td>
<td>First day of classes, spring semester</td>
</tr>
<tr>
<td>24</td>
<td>Department Chairs submit new course proposals and course changes to Division Chair</td>
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<tr>
<td>26</td>
<td>Grinnell-in-London faculty applications due</td>
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</table>

**FEBRUARY**

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<tr>
<td>3</td>
<td>Course-embedded Student Research requests due</td>
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<td>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)</td>
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<tr>
<td>3</td>
<td>On-campus Summer Workshop proposals due (CTLA)</td>
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<tr>
<td>3</td>
<td>Faculty Meeting, 4:00 PM, JRC 101, Chair of Faculty election</td>
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<tr>
<td>X</td>
<td>Election occurring between first and second February Faculty Meetings:</td>
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<tr>
<td></td>
<td>- Division chair (SCI: Even years; SST &amp; HUM: Odd years) - 2 year term</td>
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<tr>
<td></td>
<td>- Divisional representatives to Personnel Committee: (SCI and SST: odd years; HUM: even years) - 2 year term;</td>
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<tr>
<td></td>
<td>- Divisional representative to Curriculum Committee: (SCI: Even years; SST &amp; HUM: Odd years) - 2 year term</td>
</tr>
<tr>
<td>3-April 3</td>
<td>Course may be withdrawn with a W transcript entry</td>
</tr>
<tr>
<td>6</td>
<td>Registrar sends schedule to department chairs (via email)</td>
</tr>
<tr>
<td>7</td>
<td>Summer CSFS 499 MAP / 299 DR funding requests due from faculty</td>
</tr>
<tr>
<td>8</td>
<td>Alumni Scholars nominations due (R. Wolf)</td>
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<td>Division Meetings, Noon (Social Studies: HSSC*N3118)</td>
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<td>Division Meetings, Noon (Humanities: HSSC*S3325)</td>
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<td>10</td>
<td>Department Chairs submit special topic proposals to Registrar’s Office</td>
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<tr>
<td>12</td>
<td>Spring Interim Review Dossiers due (from Dept. Chairs to R. Kelley)</td>
</tr>
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<td>12</td>
<td>Div. Chairs notify Registrar of new course proposals and course changes for course schedule</td>
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<tr>
<td>14</td>
<td>Deadline to nominate students for the Writing Mentors program (T. Turk)</td>
</tr>
<tr>
<td>17</td>
<td>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)</td>
</tr>
<tr>
<td>X</td>
<td>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.)</td>
</tr>
<tr>
<td>21</td>
<td>Department Chairs submit course schedule to Registrar's Office</td>
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<tr>
<td>21</td>
<td>Last day to add a “plus-2”</td>
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**MARCH**

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<td>2</td>
<td>Last day to drop credits in excess of 18 without paying overload fees</td>
</tr>
<tr>
<td>2</td>
<td>Faculty Meeting, 4:00 PM, JRC 101</td>
</tr>
<tr>
<td>3</td>
<td>Midterm assessments due (Registrar)</td>
</tr>
<tr>
<td>5</td>
<td>Spring Complete Review Dossiers due (from Dept. Chairs to R. Kelley)</td>
</tr>
<tr>
<td>9</td>
<td>Division Meetings, Noon (Humanities: HSSC*S3325)</td>
</tr>
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<td>9</td>
<td>Division Meetings, Noon (Social Studies: HSSC*N3118)</td>
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<tr>
<td>9</td>
<td>Division Meeting, Noon (Science: SCI 2022)</td>
</tr>
<tr>
<td>14-29</td>
<td>Spring Break</td>
</tr>
<tr>
<td>18</td>
<td>Departments/Concentrations receive schedule from Registrar's Office to proof</td>
</tr>
</tbody>
</table>
30 Preregistration information sent to academic advisers (Registrar’s Office)
30 Last day to declare major before preregistration

APRIL
1 Department Chairs submit final corrections of schedule to Registrar’s Office
1 Tenure review external reviewer list due (to R. Kelley)
1 Promotion review external reviewer list due (to R. Kelley)
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)
3 Last day to withdraw from a course with W transcript entry
6 Faculty Meeting, 4:00 PM, JRC 101, Election of Chair and members of FOC: 1 year term. (At first faculty meeting following spring break.)
6 Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/AssocDean)
6 Faculty Travel requests for professional meetings relating to teaching due (ISC/AssocDean)
6 Summer Curricular Development proposals due (ISC/AssocDean)
6 Summer Faculty-Faculty Tutorial and Off-Campus Summer Study/Workshop applications due (ISC/AssocDean)
6 Summer Workshop sign-up due (CTLA)
8 NEH Fellowship applications due (to NEH)
13 Division Meetings, Noon (Social Studies: HSSC*N3118)
13 Division Meeting, Noon (Science: SCI 2022)
13 Division Meetings, Noon (Humanities: HSSC*S3325)
13-17 Undergraduate Research Symposium
13-23 Preregistration for Fall Classes
20 Faculty Meeting, 4:00 PM, JRC 101
27 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 (T. Phipps)
1 Last day to request approval of summer school courses
4 Faculty Meeting, 4:00 PM, JRC 101, 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)
4 Part A of summer MAP/499 applications due to Registrar’s Office
8 Last day of classes
8 Last day to request an Incomplete
11 Division Meetings, Noon (Social Studies: HSSC*N3118) (tentative)
11 Division Meeting, Noon (Science: SCI 2022) (tentative)
11 Division Meetings, Noon (Humanities: HSSC*S3325) (tentative)
11-15 Final Exam Week
15 Academic Equipment Requests due (from Dept. Chairs)
16 Senior grade reports due in Registrar’s Office by 12:00 NOON
18 Commencement, 10:00 AM
26 Spring 2020 499 (MAP) / 299 Reports due from faculty
26 Grades for Spring semester due in Registrar’s Office by 12:00 NOON

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

JULY
1 Tenure and Promotion scholarship materials due (to R. Kelley)
1 Faculty Activity Report information for 2019-20 due
1 Senior Faculty Status Annual Reports due (Sedona)
1 Sabbatical and Research Leave Reports due (to R. Kelley)

AUGUST 2020
7 Harris Fellowship Proposals due in Dean’s Office (D. Dorothy)
26 Student projects due for Directed Summer Research and Internships