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13-Nov 5 Course may be withdrawn with a W transcript entry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
6  Last day to drop credits in excess of 18 without paying overload fees
7  **Scholar’s Convocation**, 11:00, JRC 101
   **Writers @ Grinnell: Greg Duncan**
11  Departments submit corrected spring schedule to Registrar
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)
11  Last day to declare a major before preregistration
12  Midterm assessments for first-years due (Registrar)
15  **Term Faculty** Staffing Proposals due
15  Complete Review materials due from candidate (Interfolio)
15  Tenure Review materials due from candidate (Interfolio)
16-24  Fall Break
25  Department Chairs Meeting, 4:00 PM
25  Pre-registration information sent to academic advisers (Registrar’s Office)
29  Deadline to apply for **Writing Mentors** for spring semester courses (T. Turk)

NOVEMBER
1  Faculty Meeting, 4:00 PM
1  Fall Complete Review Dossiers due from Review Chairs (Interfolio)
1  **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)
1  Winter Break **Faculty-Faculty Tutorial** applications due (ISC/AssocDean)
1  **Course-embedded Student Research** requests due
4  **Scholar’s Convocation**, 11:00, JRC 101
   **Rosenfield Program: Lara Janson ’05**
5  Last day to withdraw from a course with W transcript entry and change course to or from S/D/F
5  Faculty Salary Review materials due to Dept Chairs
8  Division Meeting, Noon (Social Studies: HSSC*S3325 or webex)
8  Division Meeting, Noon (Science: SCI 2022 or webex)
8  Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room or webex)
11-18  Preregistration
12  **Research Leave proposals** for 2022-23 due
12  **Sabbatical Leave proposals** for 2022-23 due
15  Tenure Review Dossiers due from Review Chairs (Interfolio)
15  Faculty Meeting, 4:00 PM
19  **Convocation proposals** due (Conference Operations)
22  Department Chairs Meeting, 4:00 PM
22  Final student applications for Spring 297, 299, 387, 397, 399, 499 (MAP) independent study
25-28  Thanksgiving Break

DECEMBER
1  Competitive Grant applications due (Dean’s Office)
1  Promotion Review materials due from candidate (Interfolio)
1  Spring Personnel Review materials due from candidate (Interfolio)
3  Faculty Salary Reviews due from Dept. Chairs
6  Faculty Meeting, 4:00 PM
10  Last day of classes
13  Division Meetings, Noon (Social Studies: HSSC*S3325 or webex)
13 Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room or webex)
13 Division Meeting, Noon (Science: SCI 2022 or webex)
17 Last day to request an Incomplete
13-17 Final Exams for first semester
28 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
2. **Course Reserve (physical, electronic, audio)** requests due
3. **Promotion Reviews** due from Department Chairs (Interfolio)
4. **First day of classes, spring semester**
5. **Department Chairs Meeting, 4:00 PM**
6. **Scholar’s Convocation, 11:00, JRC 101**
7. Nicol Turner-Lee
8. **Department Chairs submit new course proposals and course changes to Division Chair**
9. **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)
2. **Last day for a student to submit a grade appeal from Fall 2021 courses**
3. **Board of Trustees meeting**
4. **Summer CSFS 499 MAP / 299 DR funding requests** due from faculty
5. **Registrar sends schedule to department chairs (via email)**
6. **Working Differently Day**
7. **Course-embedded Student Research requests due**
8. **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)
9. **Faculty Meeting, 4:00 PM, Chair of Faculty election**
10. **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
11. **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)**
12. **Department Chairs submit special topic proposals to Registrar’s Office**
13. **Division Meetings, Noon (Social Studies: HSSC*S3325 or webex)**
14. **Division Meeting, Noon (Science: SCI 2022 or webex)**
15. **Division Meetings, Noon (Humanities: HSSC*A1231, multi-purpose room or webex)**
16. **Spring Interim Review Dossiers due from Review Chairs (Interfolio)**
17. **Spring Complete Review Dossiers due from Review Chairs (Interfolio)**
18. **Div. Chairs notify Registrar of new course proposals and course changes for course schedule**
19. **Department Chairs submit course schedule to Registrar’s Office**
20. **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)**
22. **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.)**
23. **CFD Fellow Proposals due in Dean’s Office**
24. **Last day to add a “plus-2”**
25. **Department Chairs Meeting, 4:00 PM**

### MARCH

1. **Working Differently Day**
2. **Midterm assessments for first-years due – tentative (Registrar)**
3. **Last day to drop credits in excess of 18 without paying overload fees**
4. **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)
18 Last day to declare major before preregistration
19-Apr 3 Spring Break
23 Departments/Concentrations receive schedule from Registrar's Office to proof

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  Academic Equipment Requests due (from Dept. Chairs)
8  Last day to withdraw from a course with W transcript entry or change to/from S/D/F grade
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)
13 NEH Fellowship applications due (to NEH)
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)
27 Working Differently Day
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
31 Summer research projects begin
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)
5 Student projects due for Directed Summer Research and Internships