

Faculty Important Dates to Remember, 2011-2012*

*Please also see the Registrar's Calendar at: <http://www.grinnell.edu/offices/registrar/faculty>

*Please also see Chaplain's Office Calendar of Religious Holy Days, at: <http://www.grinnell.edu/offices/chaplain/calendar>

Materials are due by 5:00 PM unless otherwise noted.

Deadlines reflected are subject to change. For current information, please refer to the [Faculty News Digest](#).

FALL 2011

AUGUST 2011

- 5 Harris Fellowship Proposals for 2012-2013 academic year due
- 19 Academic year CSFS faculty research/scholarship grant requests due (first deadline)
- 19 Faculty Study Leave proposals from individuals due
- 19 NEH Summer '12 Stipend Proposals due (internal competition) to Dean
- 19 Applications for Academic Enterprise Leaves for tenured faculty due
- 20-24 New Student Orientation
- 24 Faculty Meeting, 9:30 AM, ARH 302
- 24 Registration
- 24 All work due for internships, directed summer research, including 499 (MAP)
- 25 Classes begin
- 29 Faculty Office Hours and Class Schedules due
- 30 Department Chairs submit New Course proposals and course changes for spring schedules to division chair

SEPTEMBER

- 1 Summer 299 and 499 (MAP) reports due
- 1 Summer CSFS Faculty Research/Scholarship Reports due
- 2 Summer grades due
- 2 499 (MAP) applications for students off-campus the previous semester or who are continuing a 499 (MAP)
- 5 Fall Faculty-Faculty Tutorial, Course-Related Field Trip, Teaching & Learning Discussion Group, Faculty Weekend Seminar applications due (ISC/ASO Deans Office)
- 12 Division Meetings, Noon (Social Studies: ARH 305)
- 12 Division Meeting, Noon (Science: SCI 2022)
- 12 Division Meetings, Noon (Humanities: ARH 302)
- 15 Faculty Travel requests for additional professional meetings due (first deadline)
- 15 Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/ASO)
- 15 Faculty Travel requests for professional meetings relating to teaching due (ISC/ASO)
- 15 Curricular Development proposals due (ISC/ASO)
- 16 Academic year CSFS faculty research/scholarship grant requests due (second deadline)
- 19 Faculty Meeting, 4:15 PM, ARH 302 Election of members (3) of Personnel Appeals Board: 2 Year Term (At first regular Faculty meeting, Fall semester)
- 23 Draft Spring course schedules go to department/concentration chairs for review (from Registrar)
- 23 Division Chairs notify Registrar/Dean of New Course proposals and course changes
- 23 Department Chairs submit special topic proposals for spring term to Registrar's Office
- 23-25 Family Weekend
- 29 NEH Summer '12 Stipend final applications due (to NEH)
- 30 Mellon Post-Doc Position Proposals due in Dean's Office
- 30 Statement of Departmental and Institutional Planning due

OCTOBER

- 3 Fall Interim Review Dossiers due (from Dept. Chairs) in Dean's Office
- 3 Faculty Meeting, 4:15 PM, ARH 302
- 7 Departments submit corrected spring schedule to Registrar
- 10 Fall Complete Review Dossiers due (from Dept. Chairs) in Dean's Office
- 10 Division Meeting, Noon (Social Studies: ARH 305)
- 10 Division Meeting, Noon (Science: SCI 2022)
- 10 Division Meeting, Noon (Humanities: ARH 302)
- 14 Term Faculty Staffing Proposals due in Dean's Office
- 15-24 Fall Break
- 24 Deadline to apply for a Fall 2012 Writing Mentor (J. Hunter)
- 24 Pre-registration materials sent to academic advisers (Registrar's Office)
- 24 Grinnell-in-London/Grinnell-in-Washington applications, part 1 due
- 28 Context statements due from faculty with salary reviews (to Department Chairs)
- 28 Budget Requests for 12-13 from Departments and Programs due in Treasurer's Office (K. Voss)
- 31-Nov. 10 Pre-registration for Spring 2012

NOVEMBER

- 1 Last date to submit Faculty Travel Requests for first meetings
- 7 Faculty Meeting, 4:15 PM, ARH 302
- 7 Winter Break Faculty-Faculty Tutorial applications due (ISC/ASO Deans Office)
- 9 Tenure Review Dossiers due (from Dept. Chairs) in Dean's Office
- 11 Research Leave proposals for 2012-13 due
- 11 Sabbatical Leave proposals for 2012-13 due
- 14 Final applications for 297, 299, 387, 397, 399, 499 (MAP) independent study
- 14 Division Meeting, Noon (Science: SCI 2022)
- 14 Division Meeting, Noon (Humanities: ARH 302)
- 14 Division Meeting, Noon (Social Studies: ARH 305)
- 15 Faculty Travel requests for additional professional meetings due (second deadline)
- 15 Faculty Travel requests for professional meetings relating to teaching due (ISC/ASO)
- 15 Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/ASO)
- 15 Curricular Development proposals due (ISC/ASO)
- 15 Convocation proposals for 2012-2013 due
- 21 Faculty Meeting, 4:15 PM, ARH 302
- 24-25 Thanksgiving Break

DECEMBER

- 5 Faculty Meeting, 4:15 PM, ARH 302
- 5 Faculty Salary Reviews due (from Dept. Chairs) in Dean's Office
- 9 Last day of classes, first semester
- 12 Division Meeting, Noon (Social Studies: ARH 305)
- 12 Division Meeting, Noon (Science: SCI 2022)
- 12 Division Meeting, Noon (Humanities: ARH 302)
- 12-16 Final Exams for first semester
- 28 Grades for Fall semester due in Registrar's Office **by 12:00 NOON**

SPRING and SUMMER 2012

Deadlines reflected are subject to change. For current information, please refer to the [Faculty News Digest](#).

JANUARY

- 20 Departments receive schedule materials from Registrar's Office
- 23 First day of classes, spring semester
- 27 499 (MAP) applications for students off-campus the previous semester or who are continuing a 499 (MAP)
- 27 Fall 2011 499 (MAP) / 299 Reports due

FEBRUARY

- 1 Faculty Leave Reports for Fall 2011 due (Dean's Office)
- 3 Summer CSFS 499 MAP funding requests due
- 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
- 3 Department Chairs submit new course proposals and course changes to Division Chair
- 6 Faculty Meeting, 4:15 PM, ARH 302
- 6 Spring Faculty-Faculty Tutorial, Course-Related Field Trip, Teaching and Learning Discussion Groups, and Faculty Weekend Seminar applications due (ISC/ASO Deans Office)
- 6 On-campus Summer Workshop proposals due (ISC/ASO Deans Office)
- 9 CFD Fellow Proposals due in Dean's Office
- 13 Spring Interim Review Dossiers due (from Dept. Chairs) in Dean's Office
- 13 Division Meeting, Noon (Humanities: ARH 302)
- 13 Division Meeting, Noon (Science: SCI 2022)
- 13 Division Meeting, Noon (Social Studies: ARH 305)
- 13 Div. Chairs notify Registrar of new course proposals and course changes for course schedule
- 13 Department Chairs submit special topic proposals to Registrar's Office
- 15 Curricular Development proposals due (ISC/ASO)
- 15 Faculty Travel requests for professional meetings relating to teaching due (ISC/ASO)
- 15 Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/ASO)
- 15 Faculty Travel requests for additional professional meetings due (third deadline)
- 17 Summer CSFS faculty research/scholarship grant requests due
- 17 Department Chairs submit 2011-12 schedule to Registrar's Office
- 20 Faculty Meeting, 4:15 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.)

MARCH

- 5 Faculty Meeting, 4:15 PM, ARH 302
- 12 Spring Complete Review Dossiers due (from Dept. Chairs) in Dean's Office
- 12 Promotion to Professor Review Dossiers due (from Dept. Chairs) in Dean's Office
- 12 Division Meeting, Noon (Humanities: ARH 302)
- 12 Division Meeting, Noon (Science: SCI 2022)
- 12 Division Meeting, Noon (Social Studies: ARH 305)
- 17-April 2 Spring Break
- 21 Departments/Concentrations receive schedule from Registrar's Office to proof

APRIL

- 2 Tenure-track staffing proposals for searches in 2012-13 due in Dean's Office
- 2 Proposals for workshops, courses, and seminars to develop new teaching competencies due (ISC/ASO)
- 2 Faculty Meeting, 4:15 PM, ARH 302 Election of Chair and members of FOC: 1 year term. (At first faculty meeting following spring break.)
- 2 Summer Faculty-Faculty Tutorial and Off-Campus Summer Study/Workshop applications due (ISC/ASO Deans Office)
- 3 Faculty Travel requests for professional meetings relating to teaching due (ISC/ASO)
- 3 Summer Curricular Development proposals due (ISC/ASO Deans Office)
- 4 Department Chairs submit final corrections of schedule to Registrar's Office
- 9 Preregistration materials distributed
- 9 Division Meeting, Noon (Humanities: ARH 302)
- 9 Division Meeting, Noon (Science: SCI 2022)
- 9 Division Meeting, Noon (Social Studies: ARH 305)
- 16 Faculty Meeting, 4:15 PM, ARH 302
- 16-26 Pre-registration for Fall Classes
- 30 Final applications for 297, 299, 387, 397, 399, 499 (MAP) independent study (Registrar)

MAY

- 1 Faculty Travel requests for additional professional meetings due (fourth deadline)
- 2 Academic Equipment Requests due (from Dept. Chairs)
- 7 Faculty Meeting, 4:15 PM, ARH 302
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)
- 7 Summer 499 (MAP) Application Part A due to Registrar's Office
- 11 Last Day of Classes
- 14 Division Meeting, Noon (Humanities: ARH 302) (tentative)
- 14 Division Meeting, Noon (Science: SCI 2022) (tentative)
- 14 Division Meeting, Noon (Social Studies: ARH 305) (tentative)
- 14-18 Final Exam Week
- 19 Grades for Seniors due in Registrar's Office **by 12:00 NOON**
- 21 Commencement, 10:00 AM
- 29 Grades for Spring semester due in Registrar's Office **by 12:00 NOON**

JUNE

- 4 Final applications for summer research 299, 399, 499 (MAP, Part B) due (Registrar)
- 29 Spring 2012 499 (MAP) / 299 Reports due

JULY

- 1 Faculty Activity Report for 2011-12 and Curriculum Vitae due (Dean's Office)
- 1 Faculty Leave Reports for Spring 2012 due (Dean's Office)
- 1 Senior Faculty Status Annual Reports due (Dean's Office)

AUGUST 2012

- 3 Harris Fellowship Proposals due for 2013-14
- 17 Academic year CSFS faculty research/scholarship grant requests due (first deadline)
- 17 Study Leave Proposals due for 2012-13
- 22 Projects due for Directed Summer Research and Internships