

# 2024-2025 Faculty and Dept Chair Important Dates

## AUGUST 2024

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- AUG 14** New Faculty Orientation (AM)  
**14** Explorations workshop (**New** 8:30AM-12:00PM/  
**All** 1:00PM-4:30PM)  
**15** Chairs Workshop  
**15** Murphy Staff Retreat & Orientation (9:00AM-3:00PM)  
**15-16** Council of New Student Advisors (CSNA) Workshop  
(8:30 AM-12:00PM)  
**16** The Engaged Citizen (TEC) workshop (1:00PM-5:00PM)  
**19-20** Fall Faculty Conference (1/2 day on the 20th)  
**20** New Student Convocation  
**22-23** Dept chairs: on call for registration questions  
**26** Dept Chairs: On Call for New Student drop/add (8:00 AM  
to 1:00PM) AND Returning Students drop/add (2:00PM)  
**27** First day of classes  
**29** Distinguished Professor Convocation

## SEPTEMBER 2024

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22	23	24	25	26	27	28
29	30					

- SEP 2** Labor Day  
**3** Chairs meeting 12:10-1:00 PM  
**5** Murphy and Odyssey funding and professorship workshops  
**11** **ALL faculty evaluation folders due**  
**23** Odyssey Professorship apps due  
**26** Curricular proposals due to area chairs  
**27-29** Family Weekend

## OCTOBER 2024

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- OCT 1** Odyssey winter break/spring apps due  
**1** HDX-Murphy proposals due  
**1** Chairs meeting 12:10-1:00 PM  
**2** 25-26 sabbatical requests due  
**2** Dept chairs: Letters due for faculty evaluations to area chairs  
**3** Study Abroad Fair  
**3** Area curricular meetings  
**17-18** Fall Break  
**21** Dept Chairs: 25-26 Adjunct &Term requests due  
AND 26-27 Tenure track & Term requests due

## NOVEMBER 2024





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- NOV 4** Study abroad apps due for Summer '25  
AND competitive UK programs  
**5** Chairs meeting 12:10-1:00 PM  
**27-29** Thanksgiving Break

## DECEMBER 2024

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- DEC 5** Fall Students Away Orientation  
**6** Last day of classes  
**11** Dept Chairs: Deadline to reassign advisees  
for spring sabbaticals  
**13** Dept Chairs: 25-26 Budget and Capital requests due  
**18** Student Winter Break Begins

 Chairs Meetings	 No classes -Reading Day
 Chairs Deadlines/on call	 Holiday/Breaks
 Convocations Commencement	

# 2024-2025 Faculty and Dept Chair Important Dates

## JANUARY 2025

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19	20	21	22	23	24	25
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- JAN 14** HDX-Murphy ENGL, LANG, TADA tutorial course proposals due  
**15-17** Career Term  
**20** Martin Luther King Day (no classes)  
**22** Study Abroad Apps due for Fall '25 and Spring '26  
**23** Murphy and Odyssey funding workshop  
**24** Dept chairs: Course schedules due to Area Assistants  
**27** Schedule building by area assistants begins

## FEBRUARY 2025

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- FEB 1** Project grant apps due  
**3** HDX-Murphy proposals due  
**3** Odyssey summer funding deadline  
**3** Staff turn in annual evaluations  
**4** Chairs meeting 12:10-1:00 PM  
**7** Schedule building by area assistants ends  
**7** Murphy Scholar Program applications due  
**14** Dept Chairs: Schedule available for changes  
**17** No classes  
**21** Dept chairs: Last day to make schedule changes  
**27** Dept Chairs: Majors Fair

## MARCH 2025

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23	24	25	26	27	28	29
30	31					

- MAR 3** Faculty annual reviews due to both area chairs and department chairs  
**4** Chairs meeting 12:10-1:00 PM  
**14** Dept Chairs: Respond to faculty annual reviews  
**24-28** Spring Break  
**31** Deadline for Methodist Exemplary Teacher nominations AND Distinguished Professorship nominations

## APRIL 2025

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30	31						

- APR 1** HDX-Murphy proposals due  
**1** Odyssey deadline for summer, fall and winter break projects and summer internships  
**4** Dept chairs: Rolling deadline for edits to Guide and Catalog  
**4-6** Alumni Weekend  
**8** Chairs meeting 12:10-1:00 PM  
**11** Honors day student award names and distinctions due  
**17** Honors day tangible awards due  
**18** Dept chairs: Office and lab space needs due  
**24** Honors Convocation

## MAY 2025

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- MAY 1** Spring Students Away Orientation  
**1** Email sent to faculty with scheduled evaluations for 25-26  
**2** Dept chairs: deadline to reassign advisees for fall sabbaticals  
**12** Reports for 24-25 Faculty Project Grants Due  
**17** Commencement  
**31** End of fiscal year

	Chairs Meetings		No classes -Reading Day
	Chairs Deadlines / On Call		Holiday / Breaks