

# 2025-2026 Faculty and Dept Chair Important Dates

## AUGUST 2025

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- AUG**
- 11** Chairs Workshop
  - 12** Art and Science Presentations Findings
  - 13** Art and Science Presentations Recommendations
  - 14** CNSA Workshop (all-day)
  - 14** Murphy Staff Orientation/Retreat (all-day)
  - 15** HIP Workshop (all-day)
  - 15** New Faculty Orientation
  - 15** Adjunct Faculty Orientation
  - 18-19** Fall Conference (1/2 day on the 19th)
  - 19** New Student Convocation
  - 21-22** Dept chairs: on call for registration questions
  - 25** Dept Chairs: On Call for New Student drop/add (8:00 AM to 1:00PM) AND Returning Students drop/add (2:00PM)
  - 26** First day of classes

## SEPTEMBER 2025

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- SEP**
- 1** Labor Day
  - 2** Chairs meeting 12:10-1:00 PM - SLTC Campbell
  - 4** Murphy and Odyssey funding and professorship workshops
  - 10** **ALL faculty evaluation folders due**
  - 18** Curricular proposals due to area chairs
  - 22** Odyssey Professorship apps due

## OCTOBER 2025

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- OCT**
- 1** Odyssey/HDX-Murphy proposals due
  - 1** 26-27 sabbatical requests due
  - 1** Dept chairs: Letters due for faculty evaluations to area chairs
  - 2** Study Abroad Fair
  - 2** Area curricular meetings
  - 7** Chairs meeting 12:10-1:00 PM - SLTC Campbell
  - 10-12** Homecoming/Family Weekend
  - 16-17** Fall Break
  - 20** Dept Chairs: 26-27 Adjunct & Term requests due AND 27-28 Tenure track & Term requests due

## NOVEMBER 2025

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- NOV**
- 3** Study abroad apps due for Summer '26 AND competitive UK programs
  - 4** Chairs meeting 12:10-1:00 PM - SLTC 105
  - 26-28** Thanksgiving Break

## DECEMBER 2025

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- DEC**
- 2** Chairs meeting 12:10-1:00 PM - SLTC Campbell
  - 4** Fall Students Away Orientation
  - 5** Last day of classes
  - 10** Dept Chairs: Deadline to reassign advisees for spring sabbaticals
  - 12** Dept Chairs: 26-27 Budget and Capital requests due
  - 17** Student Winter Break Begins

<span style="background-color: #008000; width: 20px; height: 10px; display: inline-block;"></span> Chairs Meetings	<span style="background-color: #ffff00; width: 20px; height: 10px; display: inline-block;"></span> No classes -Reading Day
<span style="background-color: #ff00ff; width: 20px; height: 10px; display: inline-block;"></span> Chairs Deadlines/on call	<span style="background-color: #ffa500; width: 20px; height: 10px; display: inline-block;"></span> Holiday/Breaks
<span style="background-color: #00bfff; width: 20px; height: 10px; display: inline-block;"></span> Convocations Commencement	

# 2025-2026 Faculty and Dept Chair Important Dates

## JANUARY 2026

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- JAN** 13 HDX-Murphy ENGL, LANG, TADA tutorial course proposals due  
 14-16 Career Term  
 19 Martin Luther King Day (no classes)  
 21 Study Abroad Apps due for Fall '26 and Spring '27  
 23 Dept chairs: Course schedules due to Area Assistants  
 26 Schedule building by area assistants begins  
 29 Murphy and Odyssey funding workshop

## FEBRUARY 2026

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- FEB** 1 Project grant apps due  
 2 HDX-Murphy proposals due  
 2 Odyssey summer funding deadline  
 2 Staff turn in annual evaluations  
 3 Chairs meeting 12:10-1:00 PM - SLTC Campbell  
 6 Schedule building by area assistants ends  
 6 Murphy Scholar Program applications due  
 12 Dept Chairs: Majors Fair  
 13 Dept Chairs: Schedule available for changes  
 16 No classes  
 20 Dept chairs: Last day to make schedule changes

## MARCH 2026

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- MAR** 2 Faculty annual reviews due to both area chairs and department chairs  
 3 Chairs meeting 12:10-1:00 PM - SLTC Campbell  
 13 Dept Chairs: Respond to faculty annual reviews  
 23-27 Spring Break  
 31 Deadline for Methodist Exemplary Teacher nominations AND Distinguished Professorship nominations

## APRIL 2026

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- APR** 1 HDX-Murphy proposals due  
 1 Odyssey deadline for summer, fall and winter break projects and summer internships  
 3 Dept chairs: Rolling deadline for edits to Guide and Catalog  
 7 Chairs meeting 12:10-1:00 PM - SLTC Campbell  
 10 Honors day student award names and distinctions due  
 16 Honors day tangible awards due  
 17 Dept chairs: Office and lab space needs due  
 17-19 Alumni Weekend  
 23 Honors Convocation

## MAY 2026

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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  
 11 Reports for 25-26 Faculty Project Grants Due  
 16 Commencement  
 31 End of fiscal year

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