## 2025-2026 Faculty and Dept Chair Important Dates



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**JANUARY 2026** 

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# JAN 13 HDX-Murphy ENGL, LANG, TADA tutorial course proposals due14-16 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
- 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

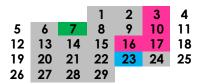
#### **MARCH 2026**

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8	9	10	11	12	13	14
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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**



### 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**



- 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