2019-2020 Faculty & Dept/Prog Chair Meetings & Deadlines

	August 2019							
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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		

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August

- 12 Chairs orientation and workshop
- 13 The Engaged Citizen (TEC) workshop
- 14-15 Explorations workshop
 - 15 Adjunct Orientation
- 15-16 Council of New Student Advisors (CNSA)
 - 16 New Faculty Orientation (NFO)
- 19-20 Fall Faculty Conference
 - 20 New Student Convocation
 - 21 New Student placement tests
 - 21 Dept chairs: on call for CNSA individual advising
 - 22 Murphy Fellows workshop
 - 23 Dept chairs: on call for student enrollment check
 - Dept chairs: on call all day for drop/add
 - 29 Distinguished Professorship Convocation

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22	23	24	25	26	27	28
29	30					

October 2019

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September

- 2 Labor Day (no classes)
- 5 Odyssey funding and professorship workshops
- 10 Chairs meeting
- 11 ALL Faculty evaluation folders due
- 27-29 Family Weekend

October

- 1 Odyssey winter break/spring apps due
- 1 HDX-Murphy proposals due
- 2 Dept chairs: Letters due for faculty evaluations to area chairs
- 4 20-21 Sabbatical requests due
- 8 Chairs meeting
- 17-18 Fall Break
 - 21 Dept Chairs: Adjunct & Term requests for 20-21
 - 24 Curricular proposals due to Area Chairs
 - 28 Odyssey Professorship apps due

November 2019

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3	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

November

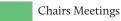
- 7 Area curricular meetings
- 11 Study abroad apps due
- 12 Chairs Meeting
- 27-29 Thanksgiving Break

December

- 6 Inter Library Loan deadline for fall semester requests
- 10 Chairs meeting
- 13 Mellon Course Development Grant apps due
- 18 Deadline to reassign advisees for spring sabbaticals
- 19 Winter break begins

December 2019

1	2	3	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							



Chairs deadlines/on call

Convocations/Commencement

2019-2020 Faculty & Dept/Prog Chair Meetings & Deadlines

INIE	etings & Deadin	162		
5 12 19	January 2020 1 2 3 4 6 7 8 9 10 11 13 14 15 16 17 18 20 21 22 23 24 25	January February	 21 HDX-Murphy ENGL, LANG, TADA tutorial cours proposals due 23 Odyssey funding workshop 29 Mellon Departmental Initiative Grant apps du 30 Reports for Course Development Grants for facourses due 31 Dept chairs: Course schedules due to Area Assistants 3 Project grant apps due 	e
26	27 28 29 30 31 February 2020	, edi dai y	3 Murphy Scholar Program applications due 3 HDX-Murphy proposals due 3 Odyssey summer funding deadline 3 Staff turn in annual evaluations	
	1		3 Deadline for Methodist Exemplary Teacher	
2 9 16 23	3 4 5 6 7 8 10 11 12 13 14 15 17 18 19 20 21 22 24 25 26 27 28 29		nominations 3 Dept chairs: Budget and capital requests due 3-14 Schedule building by area assistants 11 Chairs meeting 21 Schedule changes available to chairs for chan 27 Majors Fair	
1 8 15 22 29	March 2020 2	March	 2 Faculty annual reviews due to both area chair and department chairs 2 Dept Chairs: Last day to make schedule changed the Herrick nominations due 9 Dept Chairs: Tenure track requests for 21-22 of the Chairs meeting 13 Dept Chairs: Respond to faculty annual review 23-27 Spring Break 30 Deadline for Distinguished Professorships nominations 	ges due
	April 2020		31 Dept Chairs: Rolling deadline for edits to Guid	de
5 12 19 26	1 2 3 4 6 7 8 9 10 11 13 14 15 16 17 18 20 21 22 23 24 25 27 28 29 30	April	 and Catalog start 1 HDX-Murphy proposals due 1 Odyssey deadline for fall and winter break projects and summer internships 10 Dept Chairs: Office and lab space needs due 14 Chairs meeting 17 Honors day student award names and distinct due 	cions
	May 2020 1 2		17-20 Alumni Weekend 24 Honors day tangible awards due 30 Honors convocation	
3 10 17 24 31	4 5 6 7 8 9 11 12 13 14 15 16 18 19 20 21 22 23 25 26 27 28 29 30 Chairs Meetings	May	 Email sent to faculty with scheduled evaluati Dept Chairs: deadline to reassign advisees for sabbaticals Reports for Course Development Grants for space courses due Reports for Faculty Project Grants and Facult Sabbatical grants due Commencement 	r fall oring
	Chairs deadlines/on call	J	31 End of fiscal year	
	Convocations/Commencement	June	15 Faculty reappointment letters sent	