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

	August 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	

3 10 17 24 31

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

Dept chairs: on call for CNSA individual advising

22 Murphy Fellows workshop

23 Dept chairs: on call for student enrollment check

26 Dept chairs: on call all day for drop/add

29 Distinguished Professorship Convocation

Septe	ember	201	9

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					

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 2019

Occober 2017							
		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			

October

1 Odyssey winter break/spring apps due

1 HDX-Murphy proposals due

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

					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

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

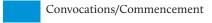
19 Winter break begins

December 2019

2 0 0 0 1 1 1 2 0 1 7							
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



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

HDX-Murphy ENGL, LANG, TADA tutorial course proposals due Odyssey funding workshop January 2020 29 Mellon Departmental Initiative Grant apps due 30 Reports for Course Development Grants for fall courses due Dept chairs: Course schedules due to Area **Assistants February** 3 Project grant apps due 3 Murphy Scholar Program applications due 3 HDX-Murphy proposals due 3 Odyssey summer funding deadline February 2020 3 Staff turn in annual evaluations 3 Deadline for Methodist Exemplary Teacher nominations Dept chairs: Budget and capital requests due 3-14 Schedule building by area assistants 11 Chairs meeting Schedule changes available to chairs for changes Majors Fair March 2020 March 2 Faculty annual reviews due to both area chairs and department chairs Dept Chairs: Last day to make schedule changes 6 Herrick nominations due Dept Chairs: Tenure track requests for 21-22 due 10 Chairs meeting 13 Dept Chairs: Respond to faculty annual reviews 23-27 Spring Break 30 Deadline for Distinguished Professorships nominations Dept Chairs: Rolling deadline for edits to Guide April 2020 and Catalog start April HDX-Murphy proposals due Odyssey deadline for fall and winter break projects and summer internships Dept Chairs: Office and lab space needs due Chairs meeting Honors day student award names and distinctions due 17-20 Alumni Weekend May 2020 Honors day tangible awards due Honors convocation 1 Email sent to faculty with scheduled evaluations May 15 Dept Chairs: deadline to reassign advisees for fall sabbaticals Reports for Course Development Grants for spring courses due Reports for Faculty Project Grants and Faculty Sabbatical grants due Chairs Meetings 16 Commencement End of fiscal year Chairs deadlines/on call 15 Faculty reappointment letters sent June Convocations/Commencement