

# 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

## September 2019

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29	30					

## October 2019

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## November 2019

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## December 2019

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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
- 22 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

### 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 due
- 24 Curricular proposals due to Area Chairs
- 28 Odyssey Professorship apps due

### 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

- Chairs Meetings
- Chairs deadlines/on call
- Convocations/Commencement

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

January

- 21 HDX-Murphy ENGL, LANG, TADA tutorial course proposals due
- 23 Odyssey funding workshop
- 29 Mellon Departmental Initiative Grant apps due
- 30 Reports for Course Development Grants for fall courses due
- 31 Dept chairs: Course schedules due to Area Assistants

## January 2020

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February

- 3 Project grant apps due
- 3 Murphy Scholar Program applications due
- 3 HDX-Murphy proposals due
- 3 Odyssey summer funding deadline
- 3 Staff turn in annual evaluations
- 3 Deadline for Methodist Exemplary Teacher 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 changes
- 27 Majors Fair

## February 2020

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March

- 2 Faculty annual reviews due to both area chairs and department chairs
- 2 Dept Chairs: Last day to make schedule changes
- 6 Herrick nominations due
- 9 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
- 31 Dept Chairs: Rolling deadline for edits to Guide and Catalog start

## March 2020

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April

- 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 distinctions due
- 17-20 Alumni Weekend
- 24 Honors day tangible awards due
- 30 Honors convocation

## April 2020

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May

- 1 Email sent to faculty with scheduled evaluations
- 15 Dept Chairs: deadline to reassign advisees for fall sabbaticals
- 15 Reports for Course Development Grants for spring courses due
- 15 Reports for Faculty Project Grants and Faculty Sabbatical grants due
- 16 Commencement
- 31 End of fiscal year

## May 2020

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June

- 15 Faculty reappointment letters sent

- Chairs Meetings
- Chairs deadlines/on call
- Convocations/Commencement