

2020-2021 Faculty and Dept Chair Important Dates

AUGUST 2020

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- AUG**
- 3-4** Council of New Student Advisors (CSNA)
 - 5** New student placement tests
 - 6-7** Dept chairs: on call for CNSA individual advising
 - 8-9** Dept chairs: on call for student enrollment checks
 - 11** The Engaged Citizen (TEC) workshop
 - 12-13** Explorations workshop
 - 14** Chairs orientation and workshop
 - 17** Fall Faculty Activities
 - 18** Dept chairs: on call all day for drop/add
 - 20** First day of classes
 - 20** Murphy fellows workshop

SEPTEMBER 2020

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- SEP**
- 3** Odyssey funding and professorship workshops
 - 8** Chairs meeting
 - 16** **ALL faculty evaluation folders due**
 - 28** Odyssey Professorship apps due

OCTOBER 2020

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- OCT**
- 1** Odyssey winter break/spring apps due
 - 1** HDX-Murphy proposals due
 - 2** Dept chairs: Letters due for faculty evaluations to area chairs
 - 5** 21-22 sabbatical requests due
 - 6** Chairs meeting
 - 8** Curricular proposals due to area chairs
 - 8** Study Abroad Fair
 - 19** Dept Chairs: Adjunct & Term requests for 21&22 and Tenure track requests
 - 29** Area curricular meetings

NOVEMBER 2020




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- NOV**
- 9** Study abroad apps due
 - 10** Chairs meeting
 - 24** Last day of Classes
 - 25-27** *Thanksgiving Break*

DECEMBER 2020

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- DEC**
- 1** Language House proposal deadline
 - 4** Interlibrary Loan deadline for fall semester book requests
 - 8** Chairs meeting
 - 9** Dept Chairs: Deadline to reassign advisees for for spring
 - 11** Dept Chairs: Budget and Capital requests due
 - 15** Interlibrary Loan deadline for fall semester article request

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

2020-2021 Faculty and Dept Chair Important Dates

JANUARY 2021

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- JAN**
- 18 Martin Luther King Birthday (no classes)
 - 19 HDX-Murphy ENGL, LANG, TADA tutorial course proposals due
 - 21 Odyssey funding workshop
 - 28 Reports for Course schedules due to Area chairs
 - 29 Dept chairs: Course schedules due to Area Assistants

FEBRUARY 2021

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- FEB**
- 1 Project grant apps due
 - 1 Murphy Scholar Program applications due
 - 1 HDX-Murphy proposals due
 - 1 Odyssey summer funding deadline
 - 1 Staff turn in annual evaluations
 - 5 No classes
 - 10 Deadline for Methodist Exemplary Teacher nominations
 - 1-12 Schedule building by area assistants
 - 9 Chairs meeting
 - 19 Dept Chairs: Schedule available for changes
 - 23 No classes
 - 25 Dept Chairs: Majors Fair
 - 26 Dept chairs: Last day to make schedule changes

MARCH 2021

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- MAR**
- 1 Faculty annual reviews due to both area chairs and department chairs
 - 9 Chairs Meeting
 - 12 Dept chairs: Respond to faculty annual reviews
 - 24 No classes
 - 29 Deadline for Distinguished Professorship nominations
 - 30 Dept chairs: Rolling deadline for edits to Guide and Catalog start

APRIL 2021

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- APR**
- 1 No classes
 - 1 HDX-Murphy proposals due
 - 1 Odyssey deadline for fall and winter break projects and summer internships
 - 9 Dept chairs: Office and lab space needs due
 - 13 Chairs meeting
 - 16 Honors day student award names and distinctions due
 - 16-18 Alumni Weekend
 - 22 Honors day tangible awards due
 - 23 No classes
 - 29 Honors Convocation

MAY 2021

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- MAY**
- 1 Email sent to faculty with scheduled evaluations
 - 7 Dept chairs: deadline to reassign advisees for fall sabbaticals
 - 14 Reports for Course Development Grants for spring courses due
 - 14 Reports for Faculty Project Grants and Faculty Sabbatical grants due
 - 15 Commencement
 - 28 Summer Language Program proposal deadline
 - 31 End of fiscal year

- JUN**
- 15 Faculty reappointment letters sent

	Chairs Meetings
	Chairs Deadlines/on call
	Convocations
	Commencement