

# 2022-2023 Faculty and Dept Chair Important Dates

## AUGUST 2022

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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 2022

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## OCTOBER 2022

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## NOVEMBER 2022

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## DECEMBER 2022

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## AUG

[Check Faculty Workshop Schedule for August Online](#)

- 18-19 Dept chairs: on call for CNSA individual advising
- 19 Dept chairs: on call for student enrollment checks
- 15-16 Fall Faculty Conference (1/2 day on 16th)
- 16 New student convocation
- 22 New Student drop/add (8-1) Dept Chairs: on call
- 22 Returning students drop/add (opens 2pm)
- 23 First day of classes

## SEP

- 1 Odyssey funding and professorship workshops
- 5 Labor Day
- 6 Chairs meeting
- 14 ALL faculty evaluation folders due
- 23-25 Family Weekend
- 26 Odyssey Professorship apps due
- 29 Study Abroad Fair
- 29 Curricular proposals due to area chairs

## OCT

- 3 HLC Assurance Lock Date
- 3 HDX-Murphy proposals due
- 3 Odyssey winter break/spring apps due
- 4 23-24 sabbatical requests due
- 4 Chairs meeting
- 5 Dept chairs: Letters due for faculty evaluations to area chairs
- 6 Area curricular meetings
- 13-14 Fall Break
- 17 Dept Chairs: Faculty position requests for 23-24 and beyond

## NOV

- 7 Study abroad apps due (for 23-24)
- 8 Chairs meeting
- 23-25 Thanksgiving Break

## DEC

- 1 Fall Students Away Orientation
- 2 Last day of classes
- 7 Dept Chairs: Deadline to reassign advisees for for spring
- 9 Dept Chairs: 23-24 Budget and Capital requests due
- 12/14- Winter Break
- 1/16

<span style="display: inline-block; width: 15px; height: 15px; background-color: #008000; border: 1px solid black;"></span> Chairs Meetings	<span style="display: inline-block; width: 15px; height: 15px; background-color: #ffff00; border: 1px solid black;"></span> No classes Reading Day
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ff00ff; border: 1px solid black;"></span> Chairs Deadlines/on call	<span style="display: inline-block; width: 15px; height: 15px; background-color: #ffa500; border: 1px solid black;"></span> Holiday/Breaks
<span style="display: inline-block; width: 15px; height: 15px; background-color: #00bfff; border: 1px solid black;"></span> Convocations Commencement	

# 2022-2023 Faculty and Dept Chair Important Dates

## JANUARY 2023

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- JAN 11-13** Career Term
- 16** Martin Luther King Birthday (no classes)
- 17** HDX-Murphy ENGL, LANG, TADA tutorial course proposals due
- 19** Odyssey funding workshop
- 27** Dept chairs: Course schedules due to Area Assistants
- Jan 30-** Schedule building by area assistants
- Feb 10**

## FEBRUARY 2023

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- FEB 1** Project grant apps due
- 1** HDX-Murphy proposals due
- 1** Odyssey summer funding deadline
- 1** Study abroad apps due (Spring '24 only)
- 1** Staff turn in annual evaluations
- 3** Murphy Scholar Program applications due
- 7** Chairs meeting
- 17** Dept Chairs: Schedule available for changes
- 20** No classes
- 23** Dept Chairs: Majors Fair
- 24** Dept chairs: Last day to make schedule changes

## MARCH 2023

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- MAR 1** Faculty annual reviews due to both area chairs and department chairs
- 7** Chairs Meeting
- 10** Dept chairs: Respond to faculty annual reviews
- 10** Deadline for Methodist Exemplary Teacher nominations
- 20-24** *Spring Break*
- 30** Dept chairs: Rolling deadline for edits to Guide and Catalog
- 31** Deadline for Distinguished Professorship nominations

## APRIL 2023

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- APR 3** HDX-Murphy proposals due
- 3** Odyssey deadline for summer, fall and winter break projects and summer internships
- 11** Chairs meeting
- 14** Honors day student award names and distinctions due
- 20** Dept chairs: Office and lab space needs due
- 21** Honors day tangible awards due
- 21-23** Alumni Weekend
- 27** Honors Convocation

## MAY 2023

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- MAY 1** Email sent to faculty with scheduled evaluations
- 5** Dept chairs: deadline to reassign advisees for fall sabbaticals
- 12** Reports for Faculty Project Grants and Faculty Sabbatical grants due
- 13** Commencement
- 31** End of fiscal year

 Chairs Meetings	 No classes Reading Day
 Chairs Deadlines/on call	 Holiday/Breaks
 Convocations Commencement	