

DEAN, DEPARTMENT CHAIR AND PROGRAM DIRECTOR
DUE DATES AND EVENTS
FALL 2009

Fall 2009	Request/Event
<i>September 1</i>	New Faculty Orientation
<i>September 2</i>	Faculty Development Day
<i>September 8</i>	Classes begin
<i>September 15</i>	Last day to register or add full term courses
<i>September 21</i>	Course offerings for Spring 2010 Semester due to Registrar
<i>September 28</i>	Travel requests for Fall Semester due
<i>September 30</i>	Requests for consideration for a final exam room change or a common final due to Registrar
<i>October 2</i>	Course syllabi due to Provost
<i>October 3</i>	Two-year schedule revisions and updates of Student Curriculum Planners due in Office of Academic Affairs
<i>October 15</i>	Promotion and Tenure dossier due to Department Chair
<i>November 2</i>	Sabbatical requests for the 2010-11 academic year due to Provost Department recommendation for tenure and promotion due to Dean
<i>November 15</i>	Dean's recommendations for tenure and promotion due to Provost
<i>November 16-20</i>	Course Registration for Spring 2010 semester
<i>December 1</i>	Position requests due to Strategic Review Committee
<i>December 11</i>	Last Day of Classes Coffee Hour
<i>December 21</i>	Final Grades for Fall 2009 classes due at 12:00 Noon

DEAN, DEPARTMENT CHAIR AND PROGRAM DIRECTOR
DUE DATES AND EVENTS
Spring 2010

<i>Spring 2010</i>	Request/Event
<i>January 19</i>	Requests for Summer and Fall 2010 Course offering materials sent to Chairs
<i>January 22</i>	Travel requests for Spring due
<i>January 30</i>	Summer 2010 course offerings due to Registrar
<i>February 5</i>	Requests for consideration for a final exam room change or a common final due to Registrar
<i>February 8</i>	Course offerings for Summer and Fall 2010 Semester due to Registrar (Tentative) Faculty self evaluations and materials due to Chairs
<i>February 26</i>	Course syllabi due to Provost Nominations for Trustees Award for Distinguished Scholarly Achievement due
<i>March 5</i>	Faculty evaluations completed by Chairs forwarded to Deans
<i>March 8</i>	Updated Graduate Catalog copy due to Registrar
<i>March 15</i>	Updated Undergraduate Catalog copy due to Joannie Fraver
<i>March 22</i>	Faculty evaluations completed by Deans forwarded to Provost Faculty Development Grants Requests due Travel requests for Summer due
<i>March 29</i>	Request for nominations for graduating senior awards due
<i>Mid-April</i>	Course Registration for Summer 2010
<i>Mid-April</i>	Course Registration for Fall 2010 Semester
<i>April 23</i>	Last Day of Classes Coffee Hour
<i>May 1</i>	Department budget closed
<i>May 3</i>	Final Grades for Spring 2010 for all students in all classes due at 12:00 noon
<i>May 8</i>	Commencement
<i>May 15</i>	Faculty contracts due to Provost