

2008-09

CALENDAR OF ANNUAL FACULTY DEADLINES

*Dates are Subject to Change
Asterisks Identify Department Heads' Responsibilities*

September

- 9/03 Departmental brochure updating process begins (through academic year).
- 9/03 Faculty intending to retire at the end of AY 2008-09 provide written notification to the Provost.
- 9/03 Faculty return participation surveys to the Office of Admissions.
- 9/03 Faculty submit requests to teach on-campus and off-campus (e.g., New York) Interim Session courses to the Provost for approval (Provost will forward requests to the Dean of the College) (see Chapter XIII in *Department Heads Handbook*).
- 9/05 Faculty send Academic Research Committee applications for review in September to the Director of Research Services.
- * 9/05 Department Heads submit preliminary requests for overload and part-time faculty for spring semester day and Evening courses to the Provost (see "Miscellaneous" Item B in *Department Heads Handbook*).
- 9/05 Faculty submit copies of course syllabi, to include attendance and academic dishonesty policies, to the Dean of the College.
- * 9/05 Department Heads send tenure and promotion reviews and materials to the Provost.
- * 9/05 Department Heads submit Capital Projects requests to the Associate Provost for Academic Operations for consideration for the 2009-10 budget. (Note: capital project requests should be a minimum of \$5,000.)
- 9/12 Faculty send tentative plans for faculty travel, together with Department Head's endorsement, to the Associate Provost for Academic Operations.
- * 9/15 Department Heads send Proposed Course Offerings form for spring for both day and Evening courses to the Registrar, with a copy to the Provost. VAST and INDS courses to be taught by departmental faculty should be included.

October

- * 10/01 Department Heads submit letters of support and recommendations concerning course coverage for faculty requesting 2008-10 leaves to the Provost.
- 10/01 Faculty submit proposals for Sabbatical Leaves and Leaves of Absence without Pay for AY 2009-10 to the Provost.
- 10/01 Recipients of 2008 Summer Research Fellowships submit interim reports to the Associate Provost for Academic Operations.
- * 10/01 Department Heads send proposals for new spring semester courses to the Chair of the Curriculum and Educational Policy Committee, with a copy to the Registrar.
- 10/01 Faculty send Academic Research Committee applications for review in October to the Director of Research Services.
- * 10/06 Department Heads send to the Provost reappointment/nonreappointment recommendations for Instructors and Assistant Professors who will have completed two years of service by June 2009.
- 10/06-07 Fall break.
- * 10/15 Department Heads send promotion to Professor reviews and materials to the Provost.
- 10/17 Faculty send mid-term grades to the Registrar.
- 10/24 Provost's Office sends instructions to Department Heads for preparing following year Budget Requests (pending release of materials by the Treasurer on or about 10/17).
- 10/31 Last day for Faculty to apply to the Director of Research Services for Interim Session Excel Research Assistants.
- 10/31 Faculty send Academic Research Committee applications for review in November to the Director of Research Services.

November

- * 11/03 Department Heads submit changes for admissions acceptance packet to Public Information Office.
- 11/03 Spring registration begins (through 11/14).
- 11/03 Faculty send textbook orders for Interim Session and spring semester courses to the College Store.
- * 11/11 Department Heads submit final requests for overload and part-time faculty for the spring semester, with final list of instructor assignments, to the Provost (see "Miscellaneous" Item C in *Department Heads Handbook*).
- 11/11 Deadline for withdrawing from a course without penalty.
- 11/14 Spring registration ends.
- 11/24 Faculty send Academic Research Committee applications for review in December to the Director of

Research Services.

December

- * 12/05 Department Heads return budget estimates for operating revenues and certain revenue-related operating expenses (Auxiliaries, Study Abroad, Interim, etc.) to the Provost's Office.
- * 12/05 Department Heads return budget requests for operational expenses to the Provost's Office.
- * 12/12 Department Heads send Summer Session course proposals to the Registrar, with a copy to the Dean of Enrollment Services (see Chapter XIII in *Department Heads Handbook*).
- 12/19 Faculty send final grades for fall semester courses to the Registrar (due 12:00 noon).
- * 12/31 Department Heads submit staffing requests to the Provost.

January

- 1/19 Mid-term review candidates send materials, including research leave proposals, to Department Heads.
- *1/19-2/19 Department Heads submit updates to admissions viewbook.
- 1/28 Faculty submit calendar year 2008 Professional Activities Forms to the Provost, with copy to Department Head, for use in salary recommendations.
- 1/28 Sophomore advisers send Petitions for Admission to the Junior Class to Department Heads.

February

- 2/01 Faculty submit copies of course syllabi, to include attendance and academic dishonesty policies, to the Dean of the College.
- 2/06 Faculty send applications for Summer Research Fellowships to the Director of Research Services.
- 2/06 Faculty send Academic Research Committee applications for review in February to the Director of Research Services.
- 2/06 Faculty send Interim Session grades to the Registrar.
- * 2/09 Department Heads send Proposed Course Offerings form for fall and spring (2009-10) for both day and Evening courses to the Registrar, with a copy to the Provost.
- * 2/13 Department Heads submit preliminary requests for overload and part-time faculty for fall semester day and Evening courses to the Provost (see "Miscellaneous" Item B in *Department Heads Handbook*).
- * 2/18 Department Heads send mid-term reviews and materials to the Provost.

- * 2/20 Department Heads send reappointment/nonreappointment recommendations to the Provost for the following categories of faculty: 1) Instructors who will have completed one year of service by June 2009; 2) Instructors who will have completed three years of service by June 2009; 3) Assistant Professors who are in the second year of a two-year term (a term which expires in June 2009) and who will have completed three or more years of service by that date but for whom a tenure decision is not required during AY 2008-09; and 4) Assistant Professors who are in the first year of a two-year term (a term which expires in June 2010) and who will have completed three or more years of service by that date but for whom a tenure decision is not required during AY 2008-09.
- * 2/25 Department Heads submit names of members of department who plan to be considered for promotion to Professor.
- 2/27 Faculty send Academic Research Committee applications for review in March to the Director of Research Services.
- 2/27 Faculty send applications for Summer Excel Research Assistants to the Director of Research Services.
- * 2/27 Department Heads send proposals for new fall semester departmental courses to the Curriculum and Educational Policy Committee, with copies to the Provost and the Registrar.

March

- * 3/02 Department Heads submit Petitions for Admission to the Junior Class to the Registrar (through 3/20).
- * 3/02 Department Heads send nominations for student awards to be presented at Honors Convocation to the Dean of the College.
- 3/16-20 Spring break.
- 3/18 Provost's Office sends salary recommendation guidelines to Department Heads (pending both the approval of guideline by the President and release of materials by the Treasurer).
- * 3/20 Final day for Department Heads to submit Petitions for Admission to the Junior Class to the Registrar.
- 3/27 Faculty send mid-term grades to the Registrar.
- * 3/30 Department Heads send changes in first-year student course recommendations for *Registration Guide* to the Dean of the College.
- 3/30 Faculty send Academic Research Committee applications for review in April to the Director of Research Services.

April

- 4/01 Candidates for tenure and promotion review send names of suggested external evaluators to the Provost.
- * 4/06 Department Heads send faculty salary recommendations for 2009-10 to the Provost.
- 4/06 Faculty send textbook orders for Summer Session and fall semester courses to the College Store.

- 4/06 Faculty advisers of selected financial aid recipients return progress reports to Financial Aid Office.
- 4/13 Fall and summer registration begins (through 4/24).
- 4/15 Candidates for tenure and promotion review send materials for external evaluators to the Provost.
- 4/24 Final day of fall and summer registration.
- 4/20 Deadline for withdrawing from a course without penalty.
- 4/20 Faculty advisers for honorary societies send list (in alphabetical order) of entire current student membership (not just new members) to the Public Information Office for commencement program.
- 4/27 Faculty send Academic Research Committee applications for review in May to the Director of Research Services.

May

- 5/01 Candidates for promotion to Professor review send names of suggested external evaluators to the Provost.
- * 5/01 Department Heads send list (in alphabetical order) of recipients of departmental awards for Commencement to Dean of the College Office and Public Information Office.
- * 5/11 Department Heads have graduating departmental majors notify the Office of Career Services of their post-graduate status.
- 5/15 Candidates for promotion to Professor review send materials for external evaluators to the Provost.
- 5/19 Faculty send Senior grades to the Registrar (due 12:00 noon).
- * 5/25 Department Heads send recommended revisions of Departmental List of Active Periodicals Subscriptions to the Dean of Libraries and Information Technology Services.
- * 5/25 Department Heads send nominations of first-year student advisers to the Dean of the College.
- * 5/25 Department Heads send suggested revisions of text for the *Handbook for Academic Advising* to the Dean of the College.
- 5/26 Faculty send all other grades to the Registrar (due 12:00 noon).

June

- * 6/01 Department Heads submit final requests for overload and part-time faculty for fall semester day and Evening courses, with final list of instructor assignments, to the Provost (see "Miscellaneous" Item C in *Department Heads Handbook*). (For courses relying on first-year student registration, see 7/17.)
- 6/05 Faculty send letters of intent to apply for Sabbatical Leaves and Unpaid Leaves of Absence for 2010-11 to the Provost.
- 6/15 Office of the Controller sends approved 2009-10 departmental budgets to Division Heads for distribution to

Department Heads.

- * 6/30 Department Heads send departmental annual reports to the Provost.

July

- 7/03 Recipients of Research or Advanced Study grants in 2007-08 and 2008 Summer Research Fellowships submit final reports to the Director of Research Services. Grant recipients who would like an extension for their grant must submit a written request to the Director of Research Services by this date.
- * 7/06 Deadline for requesting carryforward of 2008-09 budget/carryback of 2009-10 budget. (Refer to letter issued by Controller's Office in early April.)
- * 7/17 Department Heads submit final requests for overload and part-time faculty for fall semester sections relying on first-year student registrations, with final list of instructor assignments, to the Provost (see "Miscellaneous" Item C in *Department Heads Handbook*).
- * 7/27-8/21 Department Heads send changes in departmental listings in front pages of *Lafayette College Directory* to the Public Information Office.

August

- 8/10-21 Changes in personal listings in *Lafayette College Directory* are sent to the Office of Human Resources.
- 8/20-21 New Faculty Orientation Program.
- 8/20-23 Orientation Program for the Class of 2013.
- * 8/24 Department Heads send annual reviews of untenured faculty to the Provost.
- 8/31 Classes begin.