

August 2008			<ul style="list-style-type: none"> - T&P timetables to candidates; files to outside referees - Fall 08 TFAC paperwork due - Summer credit hr shortfall justification due 		<ul style="list-style-type: none"> - 3rd Yr Review list due - Retreats: Chairs/Dirs, Budget/HR staff - New A&S Chair Orientation 	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 - DUE: If search(es) authorized, activate faculty vacancy website by this date - G. Ridgely issues call for Summer credit hour shortfall justification, due 8/14	2
3	4 DUE: notify T&P candidates of eligibility; send them T&P timetable	5	6 Last day Sum II classes	7 Final exams, Sum II	8 Final exams, Sum II	9 Commencement, Sum II
10	11	12	13 <ul style="list-style-type: none"> - DUE: Fall decision endowed Chair/named professorship (renewing) files to Dean - DUE: Fall 2008 TFAC paperwork (non-state-slotted positions) due to Charmane Provost's New Faculty Orientation, 8:00AM-2:00PM, Lumpkin Aud 	14 <ul style="list-style-type: none"> - DUE: Summer credit hr shortfall justification to G. Ridgely Provost's New Faculty Orientation, 8:00AM-2:00PM, Lumpkin Aud 	15 <ul style="list-style-type: none"> - DUE: send T&P materials to outside referees; notify faculty of dept T&P mtg date - DUE: Notify 3rd Yr Rvw candts to prepare files; send timetable - Fall Provost's mtg for Chairs, Dirs & Deans, 8:45AM-2:00 PM. RH Ballroom 	16 Student Move-In Day
17 <ul style="list-style-type: none"> - A&S New Studt Recep, 1:30-3:30PM, RH Ballrm - USC New Studt Convocatn, 4:00PM, Carolina Coliseum 	18 <ul style="list-style-type: none"> - Faculty reporting date - New Chairs orientation w/ Dean, 12:00-4:00 PM, Gambrell 428/429 - Transfer Student Orientation - 1st Year Rdng Expernce, Coliseum 	19 <ul style="list-style-type: none"> - A&S Chairs/Dirs Retreat, 8:00AM-12:00 PM, Rm A, 8th flr, Busns bldg - Freshman Orientation - Call: Alumni Awd noms due 9/12/08 - Call: Assoc Prof Awd apps 12/10/08 - A&S Chairs/Dirs Reception, 6:00-8:00 PM, Gamb 428/429 	20 <ul style="list-style-type: none"> - A&S Budget/HR Mngrs Retreat, 8:00AM-12:00 PM, Lumpkin Aud 	21 <ul style="list-style-type: none"> - Fall 2008 classes begin 	22	23
24	25	26	27 Last day Drop/Add w/o "W"	28	29 <ul style="list-style-type: none"> - DUE: Remind new faculty to attend 9/3 Dean's mtg & USC Gen Fac Mtg for introductions - DUE: List of faculty undergoing 3rd Year Review to Dean - DUE: Job ads for fac vacancies to be posted by 8/1 	30

September 2008			- Ensure T&P files are complete; deadline for faculty vote - College T&P Dinner - New faculty attend USC General Faculty Mtg	- Spring 2009 DEPTSKED deadline - Alumni Award nominations due - FY08 All-Funds Budgeting report due		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 31 Ramadan begins	1 LABOR DAY HOLIDAY – no classes; offices closed - D. Hiller calls for freshman-only A&S undergrad schol apps, due 10/1/08 - Ramadan	2 - APC New Member mtg only, 3:00- 4:00PM, Gamb 202 - College T&P Dinner, 6:00 PM, Campus Rm in Capstone	3 - New A&S Fac Receptn w/ Dean, 1:00PM, PSC 108 - USC General Faculty mtg, 2:00PM, LawSchAud - USC FacSen mtg, 3:00PM, LawSchAud - Ensure that T&P files complete/ready for dept review	4	5	6
7	8 DUE: Spring 2009 schedule due on DEPTSKED online	9 - APC mtg, 3:30-5:00PM, Gamb 429 - Magellan Scholar application workshop, 4:00PM, Russell House Rm. 303	10 - Magellan Scholar application workshop, 4:00PM, Russell House Rm. 303 - G. Ridgely issues call for All-Funds Budgeting rept	11 - Magellan Scholar application workshop, 5:00PM, Russell House Rm. 303 - Last day to apply for December graduation	12 - DUE: Deadline for dept faculty to have voted on mid-year T&P cases; candidates & faculty notified - DUE: Alumni Award nominations to A. Cameron	13
14	15	16 - DUE: confirm w/ dept T&P chair that all mid-year T&P appeals are submitted; notify Dean in writing - APC mtg, 3:30-5:00PM, Gamb 429	17 - Constitution Day - A&S Chairs-only mtg, 3:30-5:00 PM, Lib Arts Gamb 429, Nat Sci Gamb 428	18 DUE: Mid-year T&P files to Dean	19 - S. Brown calls for FY10 Grad Assistantship Allocation requests, due 10/17/08	20
21	22 - Proof Registrar's Spring 2009 schedule	23 - APC mtg, 3:30-5:00PM, Gamb 429	24 - Magellan Scholar application workshop, 5:30PM, Russell House Rm. 303 - Complete proofing of Registrar's Spring 2009 schedule	25	26	27
28	29 Rosh Hashanah begins - DUE: Deadline for dept faculty to have voted on T&P cases; candidates & faculty notified	30 Rosh Hashanah - APC mtg, 3:30-5:00PM, Gamb 429				

October 2008			- Ensure that all T&P appeals are submitted to Dean - T&P files due to Dean - Spring 2009 advisement begins	- Freshmn undergrad schol apps due - FY10 Grad Assisntshp requests due - Sabbatical applications due to Dean		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 - DUE: Freshman-only undergrad A&S schol apps to D. Hiller - Spring 2009 Master Schedule available online - USC FacSen mtg, 3:00PM, LawSchAud	2 Last day Drop/Withdraw w/o "WF"	3 - DUE: confirm w/ dept T&P chair that all T&P appeals submitted; notify Dean in writing	4
5	6	7 - APC mtg, 3:30-5:00PM, Gamb 429	8 - DUE: All T&P files to Dean - Yom Kippur begins	9 - FALL BREAK - no classes; ofccs open - Midpoint in semester - Yom Kippur	10 - FALL BREAK - no classes; - DUE: All-Funds Budgeting Report for FY08 to G. Ridgely offices open	11
12	13	14 - APC mtg, 3:30-5:00PM, Gamb 429	15 - A&S Chairs/Dirs mtg, 3:00-5:00 PM, Lumpkin Auditorium - Ensure that 3 rd Yr Rvw files are complete, ready for unit review - Magellan Scholar apps due for Spring projects (approved by chair & dean)	16	17 DUE: FY10 Grad Assistantship Allocation requests to S. Brown	18
19	20 Advisement for Spring 2009 begins	21 -APC mtg, 3:30-5:00PM, Gamb 429	22	23	24 G. Ridgely issues call for Fall credit hr shortfall justification, due 11/7	25
26	27	28 -APC mtg, 3:30-5:00PM, Gamb 429	29	30	31 DUE: Sabbatical applications to Dean	

<h1>November 2008</h1>		-Encourage faculty to attend College Faculty Meeting -Fall credit hr shortfall justification due -Homecoming BBQ honoring retired faculty			- Faculty review of 3 rd Year Review cases complete - Assessment plan 09-10 corrections submitted online - Registration for Spring 2009 classes	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 - PTR files due to Chairs for dept cmtee review - A&S Curriculum Cmtee notifies units of assessmt plan 08-09 edits needed	4 GENERAL ELECTION DAY - no classes; offices open	5 - Graduate registration appts for Spring 2009 begin - USC FacSen mtg, 3:00 PM, LawSchAud	6 - Dean calls for 2008 Chair's Annual Actvty Rept, OPA rept, statemnt of achievmts, due 1/30/09 - MA Byrnes calls for Outside Prof Activity Unit Summary Repts, due 1/23/09	7 - DUE : Fall credit hour shortfall justification to G. Ridgely - Homecoming BBQ honoring retired faculty, 6:00 PM on Gambrell 3rd floor patio	8 HOMECOMING
9	10 - Undergrad registration appts for Spring 2009 begin	11 -APC mtg, 3:30-5:00PM, Gamb 429	12 A&S Chairs only mtg, 3:30-5:00 PM, Lib Arts-Gamb 429; Nat Sci-Gamb 428	13	14 - DUE : Deadline for dept faculty to have reviewed 3 rd Yr Review cases - DUE : Assessmt plan 08-09 corrections submitted online	15
16	17 - DUE : Encourage faculty to attend College Faculty Mtg 11/24	18 -APC mtg, 3:30-5:00PM, Gamb 429 - Open registration for Spring 2009 begins	19	20	21	22
23	24 - A&S College Faculty mtg, 3:00-5:00 PM, Lumpkin Auditorium - S. Brown calls for FY10: a) full-time non-tenure instructl & research appt requests, due 1/7/09 b) TFAC allocation requests, due 1/14/09	25 -APC mtg, 3:30-5:00PM, Gamb 429	26 THANKSGIVING RECESS – no classes; offices open - S. Brown calls for crse offerings, teaching requests for May, Sum I & Sum II 2009, due 1/7/09	27 THANKSGIVING HOLIDAY – no classes; offices closed	28 THANKSGIVING HOLIDAY – no classes; offices closed	29

<h1>December 2008</h1>		- Spring 2009 TFAC paperwork due - Assoc Professor Profesnl Dvpmt Award apps due to Dean - 3 rd Year Review files due			- Assemble Fall 2008 assessment data - Classes end; Commencement	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 30	1 - A&S Alumni Award winners announced	2 -APC mtg, 3:30-5:00PM, Gamb 429	3 - USC FacSen mtg, 3:00 PM, LawSchAud	4	5 - Last day of classes - DUE : Spring 2009 TFAC paperwk (non-state-slotted positions) due to C. Daugherty	6 Reading Day
7	8 - Final Exams begin	9	10 - DUE : 3 rd Year Review files to Dean - DUE : Assoc Prof Profsnl Dvpmt Award apps to Dean	11	12 Assemble Fall 2008 assessment data	13
14	15 - Final exams end - Commencement	16	17	18	19	20
21	22 Hanukkah begins at sundown	23 Hannukah	24 CHRISTMAS EVE HOLIDAY – Offices closed	25 CHRISTMAS HOLIDAY – Offices closed	26 DECEMBER HOLIDAY – Offices closed	27
28	29 DECEMBER HOLIDAY – Offices closed	30 DECEMBER HOLIDAY – Offices closed	31 DECEMBER HOLIDAY – Offices closed			

<h1>January 2009</h1>		<ul style="list-style-type: none"> - FY10 full time instructl/research, TFAC funding requests due - Teaching workload planning doc & AY 09-10 crse sched due - May/Sum 09 DEPTSKED due 		<ul style="list-style-type: none"> - 08 Chairs Annual Activity/OPA/Achvmts reports due to Dean - Deptl Rising Senior Awd nominations due - 08 Outsd Profll Actvities Unit Summary reports due 		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 NEW YEAR'S HOLIDAY – Offices closed	2	3
4	5 - MA Byrnes calls for list of 2008 academic press books by unit faculty, due 2/2	6 UG Asst Deans issue call to UG Dirs for deptl Rising Senior Award selections due 1/26	7 - DUE: FY10 requests for full-time non-tenure instructl & rsrch appt funding to S. Brown - DUE: May, Sum I & Sum II 2009 crse offrngs & teaching requests due to S. Brown	8 Transfer Student Orientation	9 - DUE: Endowed Chair/named professorship (renewing & new) files to Dean - Freshman Orientation	10
11	12 - Spring 2009 Classes begin - College notifies programs/ depts designated for program review next year	13 -APC mtg, 3:30-5:00PM, Gamb 429	14 - DUE: FY10 TFAC requests to S. Brown - A&S Chairs/Dir's mtg, 3:00-5:00 PM, Lumpkin Auditorium	15 Dept PTR Cmtee repts to fac mbr & Dept Chair	16 - Due to chairs from dept faculty: Calendar 2008 Annual Actvty & Outside Profll Actvty repts - G Ridgely issues budget credit hour targets for FY10 - May/Sum 09 requests finalized - Last day Drop/Add w/o "W"	17
18	19 DR. MARTIN LUTHER KING, JR. SERVICE DAY – no classes; offices closed	20 -APC mtg, 3:30-5:00PM, Gamb 429	21	22	23 - DUE: 2008 Outside Profll Actvty Unit Summary Repts to MA Byrnes	24
26	26 - DUE: UG Dirs send Departmental Rising Senior Award selections to L. Knapp	27 -APC mtg, 3:30-5:00PM, Gamb 429	28 - DUE: May Session, Sum I & Sum II 2009 schedules complete on DEPTSKED online (TENTATIVE) - FY10 TFAC requests finalized by Dean	29	30 - DUE: Teaching Workload planning docmt & full-yr AY 2009-10 course schedule due to S. Brown - DUE: Chair's 2008 Annual Actvty Rept, Outside Profll Actvty Rept, & statemnt of achievemts to Dean	31

<h1>February 2009</h1>			Classified Staff ExclInc Awd nominations due Unit list of 2008 academic press books due to MA Byrnes PTR reports/recommendatns due to Dean	Magellan Scholar apps Summer/Fall due Fall 2009 DEPTSKED deadline		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 - DUE : Nominations for Classified Staff Excellence Award to Dean - DUE : List of unit's 2008 academic press books to MA Byrnes - Last day to apply for May graduatn	3 -APC mtg, 3:30-5:00PM, Gamb 429	4 - USC FacSen mtg, 3:00 PM, LawSchAud	5	6	7
8	9 - DUE : PTR Dvpmt Cmtee rept & chair recommendations to Dean	10 -APC mtg, 3:30-5:00PM, Gamb 429	11 - A&S Chairs only mtg, 3:30-5:00 PM, LibArts-Gam429, Nat Sci-Gam 428 - Proof Registrar's May & Summer 2009 schedule (TENTATIVE)	12	13 - Magellan Scholar apps due for Summer/Fall projects (approved by chair & dean) - Complete proofing - Registrar's May & Summer 2009 schedule (TENTATIVE)	14
15	16 - DUE : Fall 2009 schedule complete on DEPTSKED online (TENTATIVE)	17 -APC mtg, 3:30-5:00PM, Gamb 429	18	19	20	21
22	23 Last day - Drop/Withdraw w/o "WF"	24 -APC mtg, 3:30-5:00PM, Gamb 429	25 Ash Wednesday	26	27 - S. Lynn calls for IT equipment funding reqests, due 4/2/09 - MA Byrnes calls for unit faculty evaluation of Chair, due 4/2/09	28

<h1>March 2009</h1>			<ul style="list-style-type: none"> - Prog budget dvpmt data & lab fee acct data due to Dean - PTR Development Plans due to Dean - Dept vote on Senior Instructor candidates due 		<ul style="list-style-type: none"> - Spring 09 credit hr shortfall justificatn due 	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<ul style="list-style-type: none"> 2 - Proof Fall 2009 Registrar's schedule (TENTATIVE) - D. Hiller calls for Undergrad A&S Schol applications, due 4/3/09 - Midpoint in semester 	<ul style="list-style-type: none"> 3 -APC mtg, 3:30-5:00PM, Gamb 429 	<ul style="list-style-type: none"> 4 - USC FacSen mtg, 3:00 PM, LawSchAud - Dean calls for program budget dvpmt data, lab fee acct data, due 3/27 - Complete proofing of Registrar's Fall 2009 schedule (TENTATIVE) 	5	6	7
8	<ul style="list-style-type: none"> 9 SPRING BREAK – no classes; offices open 	<ul style="list-style-type: none"> 10 SPRING BREAK – no classes; offices open 	<ul style="list-style-type: none"> 11 SPRING BREAK – no classes; offices open 	<ul style="list-style-type: none"> 12 SPRING BREAK – no classes; offices open 	<ul style="list-style-type: none"> 13 SPRING BREAK – no classes; offices open 	14
15	<ul style="list-style-type: none"> 16 G. Ridgely calls for Spring credit hour shortfall justification, due 3/31 	<ul style="list-style-type: none"> 17 -APC mtg, 3:30-5:00PM, Gamb 429 	<ul style="list-style-type: none"> 18 - A&S Chairs/Dirs mtg, 3:00-5:00 PM, Lumpkin Auditorium 	19	20	21
22	23	<ul style="list-style-type: none"> 24 -APC mtg, 3:30-5:00PM, Gamb 429 	25	26	<ul style="list-style-type: none"> 27 - DUE: Program budget dvpmt data, lab fee acct data to Dean - DUE: Completed PTR Development Plans to Dean - DUE: Unit faculty vote on candidates for promotion to Sr Instructor; files due 5/15/09 	28
29	30	<ul style="list-style-type: none"> 31 -APC mtg, 3:30-5:00PM, Gamb 429 - DUE: Spring credit hour shortfall justification to G. Ridgely 				

<h1>April 2009</h1>			- IT equipment funding request due to S. Lynn - Unit evaluation of Chair's performance to K. Finnigan - Unit T&P Chair name for 2009-10 due to Dean		- Undergrad College schol apps due to D. Hiller - Strategic Hiring Plans due to Dean	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 - USC FacSen mtg, 3:00 PM, LawSchAud - Graduate Student Day	2 <u>DUE</u> : Funding requests for IT equipmt to S. Lynn	3 - <u>DUE</u> : Unit evaluation of Chair's performance to K. Finnigan - <u>DUE</u> : Undergrad College scholrshp applies to D. Hiller	4
5 Palm Sunday	6 - <u>DUE</u> : Name of dept T&P chair to Dean; notify faculty in writing of Fall T&P option (TENTATIVE) - Undergrad registration appts begin for Summer & Fall 2009 (TENTATIVE)	7 -APC mtg, 3:30-5:00PM, Gamb 429	8 - Passover begins at sundown - A&S Chairs only mtg, 3:30-5:00 PM, LibArts-Gam429, Nat Sci-Gam 428	9 Passover	10 Good Friday	11
12 Easter	13	14 -APC mtg, 3:30-5:00PM, Gamb 429 - Open registration begins for Summer & Fall 2009 (TENTATIVE)	15	16 Awards Day	17 <u>DUE</u> : Strategic Hiring Plans to Dean	18
19	20	21 -APC mtg, 3:30-5:00PM, Gamb 429	22 Earth Day	23	24	25
26	27 - Last day of classes	28 -USC GenFac mtg, 2:00 PM - USC FacSen mtg, 3:10 PM, LawSchAud -Reading Day -APC Dinner, 7:00-9:00PM, McCutchen House	29 Final exams begin	30 M A Byrnes issues call for assessmt repts on 08-09, plans for 09-10, due 5/15/09 online		

<h1>May 2009</h1>			<ul style="list-style-type: none"> - List of 09-10 T&P candidates due to Dean - English Fluency Repts due to Provost - Assessment documents due on line 		<ul style="list-style-type: none"> - List of Faculty Senators due to K. Finnigan - Senior Instructor promotion files due to Dean - Unclassf fac/staff salary paperwk due to Dean 	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 - DUE : Research faculty promotion info to Dean - DUE : Notify eligible faculty in writing - PTR takes place 08-09 - 2009-10 Hiring Cycle closes - MA Byrnes notifies depts of # of Fac Senators; names due 5/15/09	2
3	4 DUE : English Fluency Repts due to Provost	5	6 Final exams end	7	8 Commencement	9 Commencement
10	11 - May Session classes begin	12	13	14	15 - DUE : Assessmt repts on 08-09, plans for 2009-10 due online - DUE : List of deptl 09-10 Faculty Senators due to MA Byrnes - DUE : Senior Instructor promotion files due to Dean	16
17	18	19	20	21	22 DUE : (tentative) Unclassified faculty/staff salary increase paperwork to Dean (if SC approves salary increase pkg)	23
24	25	26	27 DUE : List of all 2009-2010 T&P candidates to Dean w/ action sought (tentative)	28 Last day May Session classes	29 - May Session final exams - Summer orientation for freshmen & transfer students begins	30

<h1>June 2009</h1>			- List of mentors for new 2009-10 faculty due to Dean - List of 2009-10 PTR candidates due to Dean - Summer orientation for freshmn & transfers, ongoing		- Schedule dept faculty mtgs for 2009-2010 - Summer I classes begin	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 31	1 - Summer I classes begin - Eligible fac notify Dean of intent to do PTR or retire in 3 yrs (tentative)	2	3	4	5 DUE: List of new 09-10 faculty & mentors due to Dean	6
7	8	9	10	11	12	13
14	15 DUE: List of all 2009-10 PTR candidates to Dean (tentative)	16 Last day – apply for Aug. graduation	17 - USC FacSen mtg, 3:00 PM, LawSchAud	18	19	20
21	22	23	24	25	26	27
28	29	30 Last day Summer I classes				

<h1>July 2009</h1>			Summer orientation for freshmn & transfers ends Summer II classes begin			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Summer I final exams	2 Summer I final exams	3 - Summer orientation for freshmen & transfer students ends	4
5	6	7 Summer II classes begin	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	AUGUST 2009: 8/5 – Sum II classes end 8/8 – Commencement 8/17 – Faculty reportg date 8/20 – Fall 09 class begins