

Last updated September 24, 2010

August 2010

<p>August Activities at a Glance: ♦T & P {various deadlines} ♦3rd Year Review {various deadlines} ♦Searches {ongoing} ♦Provost's Fall Retreat ♦New Faculty Orientation ♦New Student Orientation ♦College of Arts and Sciences Chairs and Directors Retreat and Budget Managers Retreat</p>	<p>♦TFAC Paperwork {due Aug. 2} ♦Credit Hour Shortfall Justification {due Aug. 13} ♦Spring Scheduling {due Sept. 8} ♦Semester Begins</p>
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	<p>2</p> <ul style="list-style-type: none"> Registrar activates DEPTSKED Spring 2011 course entry for units <p>DUE: If search(es) authorized, activate faculty vacancy website by this date</p> <p>DUE: Fall 2010 TFAC paperwork (non-state-slotted positions) due to C. Daugherty</p> <p>2010-2011 T & P Regular and Mid-Yr Cycle</p> <p>DUE: Dept Chairs notify T&P candidates of eligibility; send them T&P timetable in writing</p> <p>DUE: dept T&P chairs verify candidates have been notified of eligibility</p>	<p>3</p> <ul style="list-style-type: none"> S. Brown calls for Summer credit hour shortfall justification, due 8/13 	<p>4</p> <p>Last day of Summer II classes</p>	<p>5</p> <p>Summer II Final Exams</p>	<p>6</p> <p>Summer II Final Exams</p>	<p>7</p> <p>August Commencement</p>

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8	<p style="margin: 0;">9</p> <p style="margin: 0; color: magenta;">2010-2011 T & P Regular and Mid-Yr Cycle</p> <p style="margin: 0; color: red;">DUE: Send T&P materials to outside referees, including statement of criteria; notify faculty of dept T&P meeting date with reminder to complete files</p>	<p style="margin: 0; color: orange;">10 Ramadan begins at sundown</p>	<p style="margin: 0; color: orange;">11 Ramadan begins</p> <ul style="list-style-type: none"> ▪ New Faculty Orientation, 8:30 AM-3:00 PM 	<p style="margin: 0;">12</p> <ul style="list-style-type: none"> ▪ New Faculty Orientation, 8:30 AM-3:00 PM 	<p style="margin: 0;">13</p> <ul style="list-style-type: none"> ▪ New Faculty Orientation, 9:00 AM-12:00 PM - Provost's Fall Retreat, 8:00 AM-12:00 PM <p style="margin: 0; color: red;">DUE: Summer credit hour shortfall justification to S. Brown</p> <p style="margin: 0; color: red;">DUE: Chairs notify 3rd Yr Review candidates to prepare files; send timetable</p>	<p style="margin: 0; color: green;">14 Student Move-In Day</p>

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15 ▪ A&S New Student Welcome Program, 1:30-3:30 PM ▪ USC New Student Convocation, 4:00 PM	16 Faculty Reporting Date ▪ New Chairs Orientation 12:00-400 PM, Gambrell 429 ▪ 1 st Year Reading Experience, 8:30 AM ▪ Transfer Orientation	17 ▪ Chairs and Directors Retreat 8:00 AM-12:00 PM Rm A Daniel Mngt Ctr ▪ Dean calls for Assoc Prof Devt Award applications, due 12/10; sabbatical applications, due 10/15 and 11/1 ▪ A. Cameron issues call for Alumni Award nominations due 9/15 ▪ Freshman Orientation	18 ▪ Budget Managers Retreat 8:00 AM-12:00 PM Rm A Daniel Mngt Ctr ▪ Transfer Orientation	19 Fall Classes begin	20	21
22	23	24	25 Last day to drop wo/W	26 ▪ Remind new faculty to attend New A & S Faculty Reception with Dean prior to introductions at General Faculty Mtg, 9/1	27 DUE: List of faculty undergoing 3 rd Year Review to Dean	28

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29		30		31 DUE: Job ads for faculty searches to be posted									

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- ♦3rd Year Review {various deadlines}
- ♦Searches {ongoing}
- ♦General Faculty & Faculty Senate Meeting
- ♦Chairs Meeting

- ♦Spring Scheduling {due Sept. 8; proofing due Sept. 22}
- ♦All Funds Budgeting Report {due Oct. 8}
- ♦Graduate Assistantship Allocation Requests {due Oct. 22}
- ♦Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<p>1</p> <ul style="list-style-type: none"> ▪ New A&S Faculty Reception, 1:00 PM, GSRC Room 101 <p>2010-2011 T & P Regular and Mid-Yr Cycle</p> <p>DUE: T&P files should be complete/ready for dept review</p> <ul style="list-style-type: none"> ▪ General Faculty Mtg, 2:00 PM, Law Sch Auditorium ▪ Faculty Senate, 3:10 PM, Law Sch Auditorium 	<p>2</p>	<p>3</p> <ul style="list-style-type: none"> ▪ Dialogue with the Dean 10:00-11:00 AM, Gambrell 429 ▪ Dean sends list of 3rd Year Review candidates to Provost <p>2010-2011 T & P Regular and Mid-Yr Cycle</p> <ul style="list-style-type: none"> ▪ Dean sends list of T & P candidates stating if mid-yr and/or decision year to Provost 	<p>4</p>
<p>5</p>	<p>6</p> <p>Labor Day holiday: offices closed</p>	<p>7</p> <p>APC New Member Orientation, 3:30, Gambrell 202</p>	<p>8 Rosh Hashanah begins at sundown</p> <p>DUE: Spring 2011 schedule due on DEPTSKED</p>	<p>9 Rosh Hashanah</p> <p>Last day to apply for December graduation</p>	<p>10 Ramadan ends Rosh Hashanah</p> <ul style="list-style-type: none"> ▪ S. Brown calls for All-Funds Budgeting report, due 10/8 <p>2010-2011 T & P Mid-Yr Cycle</p> <p>DUE: Deadline for dept faculty to have voted on T&P cases; candidates & dept faculty notified</p>	<p>11</p>

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- ♦ Searches {ongoing}
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- ♦ Spring Scheduling {due Sept. 8; proofing due Sept. 22}
- ♦ All Funds Budgeting Report {due Oct. 8}
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- ♦ Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
12	13	14 <ul style="list-style-type: none"> ▪ T&P Dinner, 6:00 PM Gamb 428/429 <p style="text-align: center;">2010-2011 T & P Mid-Yr Cycle</p> <p>DUE: Confirm with dept T&P chair that all T&P appeals submitted; announce appeals to dept faculty; notify Dean in writing</p> <p style="text-align: center;">APC mtg 3:30, Gambrell 431</p>	15 <ul style="list-style-type: none"> ▪ Chairs Mtg, 3:30-5:00 PM Gambrell 428/429 ▪ Begin placing orders for Spring textbooks 	16 <p style="text-align: center;">2010-2011 T & P Mid-Yr Cycle</p> <p>DUE: All T&P files to Dean</p>	17 Yom Kippur begins at sundown	18 Yom Kippur
19	20 <ul style="list-style-type: none"> ▪ Proof Registrar's Spring 2011 schedule 	21 <p style="text-align: center;">APC mtg 3:30, Gambrell 429</p>	22 <ul style="list-style-type: none"> ▪ Complete proofing of Registrar's Spring 2011 schedule 	23 <ul style="list-style-type: none"> ▪ Dialogue with the Dean 4:00-5:00 PM, Gambrell 429 	24 <ul style="list-style-type: none"> ▪ S. Brown calls for FY12 Graduate Assistantship Allocation requests, due 10/22 	25
26	27 <p style="text-align: center;">2010-2011 T & P Regular Cycle</p> <p>DUE: Deadline for dept faculty to have voted on T&P cases; candidates & dept faculty notified</p>	28 <p style="text-align: center;">2010-2011 T & P Mid-Yr Cycle</p> <ul style="list-style-type: none"> ▪ Dean sends T & P files to Provost <p style="text-align: center;">APC mtg 3:30, Gambrell 429</p>	29 <ul style="list-style-type: none"> ▪ Spring 2011 Master Schedule available online 	30		

October 2010

October Activities at a Glance:

- ♦T & P {various deadlines}
- ♦3rd Year Review {various deadlines}
- ♦Sabbatical Applications {full-year, due Oct. 15; one semester, due Nov. 1}
- ♦Searches {ongoing}
- ♦Faculty Senate Meeting
- ♦Chairs & Directors Meeting

- ♦All Funds Budgeting Report {due Oct. 8}
- ♦Graduate Assistantship Allocation Requests {due Oct. 22}
- ♦Advising
- ♦Textbook Orders for Spring {due Oct. 15}
- ♦Dialogue with the Dean

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					1 2010-2011 T & P Regular Cycle DUE: Confirm with dept T&P chair that all T&P appeals submitted; announce appeals to dept faculty; notify Dean in writing	2
3	4	5 APC mtg 3:30, Gambrell 429	6 • Faculty Senate, 3:00 PM, Law Sch Auditorium 2010-2011 T & P Regular Cycle DUE: All T&P files to Dean	7 Last day Drop/Withdraw w/o "WF" Midpoint in semester 2011-2012 T & P Mid-Yr Cycle and Promotion Only DUE: Dept Chairs notify faculty in writing of T&P, promotion only, or tenure only options	8 DUE: All-Funds Budgeting Report for FY10 to S. Brown	9

October 2010

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	11	12 APC mtg 3:30, Gambrell 429	13 ▪ Chairs & Directors Mtg 3:00-5:00 PM Lumpkin	14 Fall Break: no classes, offices open	15 Fall Break: no classes, offices open DUE: Textbook orders for Spring DUE: Chairs ensure that 3 rd Yr Review files are complete, ready for unit review DUE: Full-Yr Sabbatical applications to Dean	16
17	18 2011-2012 T & P Mid-Yr Cycle and Promotion Only DUE: Faculty notify Dept Chair indicating whether they request T & P , promotion only, or tenure only review	19 APC mtg 3:30, Gambrell 429	20 Undergraduate Advising for Spring 2011 begins	21	22 DUE: FY12 Graduate Assistantship Allocation requests to S. Brown ▪ Dialogue with the Dean 10:00-11:00 AM, Gambrell 429 DUE: Alumni Award nominations to A. Cameron	23

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24	25	26 APC mtg 3:30, Gambrell 429	27	28	29	30
31						

November 2010

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- ♦ T & P {various deadlines}
- ♦ 3rd Year Review {various deadlines}
- ♦ Post Tenure Review {various deadlines}
- ♦ Sabbatical Applications {one semester, due Nov. 1}
- ♦ Searches {ongoing}
- ♦ Faculty Senate Meeting
- ♦ Chairs Meeting

- ♦ Fall Credit Hour Shortfall Justification {due Nov. 19}
- ♦ Summer Curricular Plan and Instructional Funding Request {due Jan. 7}
- ♦ Summer/Fall Scheduling
- ♦ Non-tenure Instructional & Research Requests, TFAC Requests {due Jan. 12 and 14}
- ♦ Advising for Spring & Registration
- ♦ Revision of Assessment Plans {due Dec. 15}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<p>1 DUE: PTR files due to Chairs for departmental committee review</p> <p>2011-2012 T & P Mid-Yr Cycle and Promotion Only DUE: dept T&P chairs verify candidates have been notified of eligibility</p> <p>DUE: One semester Sabbatical applications to Dean</p>	<p>2 Election Day: no classes, offices open Graduate registration appts for Spring 2011 begin</p> <p>2011-2012 T & P Mid-Yr Cycle and Promotion Only DUE: Dept Chairs notify T&P candidates of eligibility; send them T&P timetable in writing</p>	<p>3 ▪ Faculty Senate, 3:00 PM, Law Sch Auditorium</p>	<p>4</p>	<p>5 ▪ MA Byrnes calls for 2010 OPA Unit Summary Reports and 2010 Chair's Annual Activity Report, OPA, statement of achievements due 1/28</p> <p>▪ S. Brown calls for Fall credit hour shortfall, due 11/19</p> <p>▪ Homecoming BBQ honoring retired faculty, 6:00 PM Gambrell 3rd floor patio</p>	<p>6 Homecoming</p>
<p>7</p>	<p>8 Undergraduate registration appts for Spring 2011 begin</p> <p>2010-2011 T & P Regular Cycle ▪ Dean sends T & P files to Provost</p>	<p>9 APC mtg 3:30, Gambrell 429</p>	<p>10 2011-2012 T & P Mid-Yr Cycle and Promotion Only DUE: Dept Chairs send to Dean list of T & P candidates</p>	<p>11</p>	<p>12 DUE: Deadline for unit faculty to have reviewed 3rd Yr Review cases</p> <p>2011-2012 T & P Mid-Yr Cycle and Promotion Only ▪ Dean sends to Provost list of T & P candidates</p>	<p>13</p>

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- ♦ Advising for Spring & Registration
- ♦ Revision of Assessment Plans {due Dec. 15}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
14	<p style="background-color: yellow; margin: 0;">2011-2012 T & P Mid-Yr Cycle and Promotion Only</p> <p>DUE: Send T&P materials to outside referees, including statement of criteria; notify faculty of dept T&P meeting date with reminder to complete files</p> <p>▪ College Curriculum Comm notifies units of revisions needed to assessment plans, due 12/15</p>	<p>16 Open undergraduate registration for Spring 2011 begins</p> <p>APC mtg 3:30, Gambrell 429</p>	<p>17</p> <ul style="list-style-type: none"> ▪ Chairs Mtg, 3:30-5:00 PM Gambrell 428/429 ▪ FY12 Graduate Assistant Allocations finalized 	18	<p>19</p> <ul style="list-style-type: none"> ▪ Transfer Orientation <p>DUE: Fall credit hour shortfall justification to S. Brown</p>	20
21	22	23	<p>24</p> <p>Thanksgiving recess: no classes, offices open</p> <ul style="list-style-type: none"> ▪ S. Brown calls for curricular plan and instructional funding requests for May, Sum I & II 2011, due 1/7 	<p>25</p> <p>Thanksgiving holiday: offices closed</p>	<p>26</p> <p>Thanksgiving holiday: offices closed</p>	27

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- ◆Advising for Spring & Registration
- ◆Revision of Assessment Plans {due Dec. 15}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 ▪ Registrar activates Summer/Fall 2011 DEPTSKED course entry for units ▼	30 APC mtg 3:30, Gambrell 429 ▪ S. Brown calls for FY12 a) full-time non-tenure instructional & research appt requests, due 1/12 b) TFAC allocation requests, due 1/14				

▼ Indicates tentative date

December 2010

<p>December Activities at a Glance:</p> <ul style="list-style-type: none"> ♦ Searches {ongoing} ♦ 3rd Year Review {various deadlines} ♦ Faculty Senate Meeting ♦ Chairs & Directors Meeting ♦ Summer/Fall Scheduling {Summer due Jan. 31, Fall due Feb. 8} ♦ TFAC Paperwork {due Dec. 3} ♦ Dialogue with the Dean ♦ Semester Ends 	<ul style="list-style-type: none"> ♦ Summer Curricular Plan and Instructional Funding Request {due Jan. 7} ♦ Non-tenure Instructional & Research Requests, TFAC Requests {due Jan. 12 and 14} ♦ Teaching Workload Planning Document and 2011-2012 Course Schedule {due Jan. 28} ♦ Revision of Assessment Plans {due Dec. 15} ♦ Associate Professor Development Award Applications {due Dec. 10}
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 ▪ Faculty Senate, 3:00 PM, Law Sch Auditorium	2	3 Last day of Fall classes ▪ Dialogue with the Dean 10:00-11:00 AM, Gambrell 429 <u>DUE:</u> Spring 2011 TFAC paperwork (non-state-slotted positions) due to C. Daugherty ▪ S. Brown calls for Non-Tenure Track Teaching Award Nominations, due 3/18	4 Reading Day
5	6 Final Exams	7 Final Exams ▪ S. Brown calls for Teaching Workload Planning Document and full-year course schedule for 2011-2012, due 1/28	8 Final Exams ▪ Chairs & Directors Mtg 3:00-5:00 PM Lumpkin	9 Final Exams	10 Final Exams <u>DUE:</u> 3 rd Year Review files to Dean <u>DUE:</u> Assoc Prof Devt Award application to Dean	11 Final Exams

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12	13 Final Exams December Commencement	14	15 DUE: Assessment plans 2010-2011 revisions submitted online	16	17	18
19	20	21	22	23 December Holiday: offices closed	24 Christmas Eve Holiday: offices closed	25 Christmas Holiday: offices closed
26 December Holiday: offices closed	27 December Holiday: offices closed	28 December Holiday: offices closed	29 December Holiday: offices closed	30 December Holiday: offices closed	31 December Holiday: offices closed	

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- ◆ Non-tenure Instructional & Research Requests, TFAC Requests {due Jan. 12 and 14}
- ◆ Teaching Workload Planning Document and 2011-2012 Course Schedule {due Jan. 28}
- ◆ List of 2010 academic press books {due Feb. 1}
- ◆ OPA and annual activity faculty reports for 2010 {due to chairs Jan. 14}
- ◆ OPA Unit Summary reports {due Jan. 28}
- ◆ Chairs and selected Directors 2010 OPA, annual activity report, and statement of achievements {due Jan. 28}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 New Year's Day Holiday: offices closed
2 New Year's Holiday: offices closed	3 New Year's Day Holiday (observed): offices closed	4 ▪ MA Byrnes calls for list of 2010 academic press books by unit faculty, due 2/1	5 ▪ Freshman Orientation	6 ▪ Transfer Orientation ▪ New Faculty Orientation ▼	7 ▪ Provost's Spring Retreat ▼ ▪ Transfer Orientation DUE: Curricular plan and instructional funding requests for May, Sum I & II 2011 to S. Brown DUE: Named and distinguished professorship (renewing & new) files to Dean	8

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	10 Spring classes begin	11	12 -Chairs & Directors Mtg 3:00-5:00 PM Lumpkin DUE: FY12 full-time non-tenure instructional & research appt requests to S. Brown	13	14 Last day to drop wo/W DUE to Chairs from dept faculty: Calendar 2010 Annual Activity & OPA reports - May/Summer 2011 instructional funding finalized DUE: FY12 TFAC requests to S. Brown DUE: Dept PTR Committee reports to faculty member and Chair DUE: May Session forms to Registrar ▼	15

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- ♦ List of 2010 academic press books {due Feb. 1}
- ♦ OPA and annual activity faculty reports for 2010 {due to chairs Jan. 14}
- ♦ OPA Unit Summary reports {due Jan. 28}
- ♦ Chairs and selected Directors 2010 OPA, annual activity report, and statement of achievements {due Jan. 28}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
16	17 MLK holiday: no classes, offices closed	18 APC mtg 3:30, Gambrell 429	19 - S. Brown issues budget credit hour targets for FY12	20 - L. Knapp calls for Rising Senior Award selections, due 3/1	21	22
23	24	25 APC mtg 3:30, Gambrell 429	26 - FY12 full-time non-tenure instructional, research appt, and TFAC funding finalized	27	28 DUE: 2010 OPA Unit Summary Reports and Chair's 2010 Annual Activity Report, OPA, statement of achievements to MA Byrnes DUE: Teaching Workload Planning Document and full-year course schedule for 2011-2012, due to S. Brown	29

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31 Last day to apply for May graduation DUE: May Session, Sum I & II 2011 schedules due on DEPTSKED ▼ ▪ Begin placing orders for May, Summer, and Fall textbooks					

▼ Indicates tentative date

February 2011

February Activities at a Glance:

- ♦T & P {various deadlines}
- ♦3rd Year Review {various deadlines}
- ♦Post Tenure Review {various deadlines}
- ♦Searches {ongoing}
- ♦Faculty Senate Meeting
- ♦Chairs Meeting

- ♦Summer/Fall Scheduling {Summer due Jan. 31, Fall due Feb. 8}
- ♦List of 2010 academic press books {due Feb. 1}
- ♦Classified Staff Excellence Award nominations {due Feb. 7}
- ♦Unit Evaluation of Chairs {due April 1}
- ♦Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<p>1 DUE: List of unit's 2010 academic press books to MA Byrnes</p> <p>2011-2012 T & P Mid-Yr Cycle and Promotion Only</p> <p>DUE: T&P files should be complete/ready for dept review</p> <p>APC mtg 3:30, Gambrell 429</p>	<p>2</p> <ul style="list-style-type: none"> ▪ Faculty Senate, 3:00 PM, Law Sch Auditorium ▪ Proof Registrar's May & Summer 2011 schedule ▼ 	<p>3 DUE: Complete proofing of Registrar's May & Summer 2011 schedule ▼</p>	<p>4</p> <ul style="list-style-type: none"> ▪ Dialogue with the Dean 10:00-11:00 AM, Gambrell 429 	5
6	<p>7 DUE: Nominations for Classified Staff Excellence Award to Dean</p>	<p>8 DUE: Fall 2011 schedule complete on DEPTSKED online ▼</p> <p>APC mtg 3:30, Gambrell 429</p>	<p>9</p> <ul style="list-style-type: none"> ▪ Chairs Mtg, 3:30-5:00 PM Gambrell 428/429 ▪ Dean forwards recommendations for non-reappointment based on 3rd Year Review to Provost 	10	<p>11 DUE: PTR Development Committee reports & chair recommendations to Dean</p>	12

February 2011

February Activities at a Glance:

- ◆ T & P {various deadlines}
- ◆ 3rd Year Review {various deadlines}
- ◆ Post Tenure Review {various deadlines}
- ◆ Searches {ongoing}
- ◆ Faculty Senate Meeting
- ◆ Chairs Meeting

- ◆ Summer/Fall Scheduling {Summer due Jan. 31, Fall due Feb. 8}
- ◆ List of 2010 academic press books {due Feb. 1}
- ◆ Classified Staff Excellence Award nominations {due Feb. 7}
- ◆ Unit Evaluation of Chairs {due April 1}
- ◆ Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	14	15 APC mtg 3:30, Gambrell 429	16	17	18 2011-2012 T & P Mid-Yr Cycle and Promotion Only DUE: Deadline for dept faculty to have voted on T&P cases; candidates & dept faculty notified	19
20	21 ▪ May/Summer 2011 Master Schedule available online ▼	22 2011-2012 T & P Mid-Yr Cycle and Promotion Only DUE: Confirm with dept T&P chair that all T&P appeals submitted; announce appeals to dept faculty; notify Dean in writing APC mtg 3:30, Gambrell 429	23 ▪ Dean sends memo to 3 rd Year Review candidates and their dept chairs	24	25 ▪ MA Byrnes calls for unit faculty evaluation of Chair, due 4/1	26

February 2011

February Activities at a Glance:

- ◆T & P {various deadlines}
- ◆3rd Year Review {various deadlines}
- ◆Post Tenure Review {various deadlines}
- ◆Searches {ongoing}
- ◆Faculty Senate Meeting
- ◆Chairs Meeting

- ◆Summer/Fall Scheduling {Summer due Jan. 31, Fall due Feb. 8}
- ◆List of 2010 academic press books {due Feb. 1}
- ◆Classified Staff Excellence Award nominations {due Feb. 7}
- ◆Unit Evaluation of Chairs {due April 1}
- ◆Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 Last day Drop/Withdraw w/o "WF" Midpoint in semester • Proof Registrar's Fall 2011 schedule ▼ • D. Hiller calls for UG College Scholarship applications, due 4/15 ▼					

▼ Indicates tentative date

March 2011

March Activities at a Glance:

- ♦ T & P {various deadlines}
- ♦ Post Tenure Review {various deadlines}
- ♦ Searches {ongoing}
- ♦ Faculty Senate Meeting
- ♦ Chairs & Directors Meeting
- ♦ Advising for Summer and Fall & Registration
- ♦ Unit Evaluation of Chairs {due April 1}
- ♦ Dialogue with the Dean

- ♦ Textbook orders for Summer and Fall {Summer due March 1, Fall due March 15}
- ♦ Spring Credit Hour Shortfall {due March 30}
- ♦ Program Budget Development and Lab Fee Data {due March 25}
- ♦ Election of new Faculty Senators {due April 15}
- ♦ Non-Tenure Track Teaching Award nominations {due March 18}
- ♦ Vote on promotions to Senior Instructor {due March 25, files due May 13}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 APC mtg 3:30, Gambrell 429 DUE: Textbook orders for May/Summer DUE: UG Directors send Rising Senior Award selections to L. Knapp	2 • Faculty Senate, 3:00 PM, Law Sch Auditorium DUE: Complete proofing of Registrar's Fall 2011 schedule ▼ • S. Brown calls for program budget devt data, lab fee acct data, due 3/25	3	4 • Notification of non-reappointment based on 3 rd Year Review mailed	5
6	7 Spring break: no classes, offices open • Fall Master Schedule available online ▼	8 Spring break: no classes, offices open 2011-2012 T & P Mid-Yr Cycle and Promotion Only DUE: All T&P files to Dean	9 Spring break: no classes, offices open	10 Spring break: no classes, offices open	11 Spring break: no classes, offices open	12 Spring break: no classes

March 2011

March Activities at a Glance:

- ♦T & P {various deadlines}
- ♦Post Tenure Review {various deadlines}
- ♦Searches {ongoing}
- ♦Faculty Senate Meeting
- ♦Chairs & Directors Meeting
- ♦Advising for Summer and Fall & Registration
- ♦Unit Evaluation of Chairs {due April 1}
- ♦Dialogue with the Dean

- ♦Textbook orders for Summer and Fall {Summer due March 1, Fall due March 15}
- ♦Spring Credit Hour Shortfall {due March 30}
- ♦Program Budget Development and Lab Fee Data {due March 25}
- ♦Election of new Faculty Senators {due April 15}
- ♦ Non-Tenure Track Teaching Award nominations {due March 18}
- ♦ Vote on promotions to Senior Instructor {due March 25, files due May 13}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	14	15 DUE: Textbook orders for Fall APC mtg 3:30, Gambrell 429	16 - Chairs & Directors Mtg 3:00-5:00 PM Lumpkin - S. Brown calls for Spring credit hour shortfall justification, due 3/30	17	18 - Dialogue with the Dean 10:00-11:00 AM, Gambrell 429 - MA Byrnes notifies depts of number of Faculty Senators; names due 4/15 DUE: Non-Tenure Track Teaching Award nominations to S. Brown	19
20	21	22 APC mtg 3:30, Gambrell 429	23	24	25 DUE: Program budget devt data, lab fee acct data to S. Brown DUE: Completed PTR Development Plans to Dean DUE: Unit faculty vote on candidates for promotion to Senior Instructor, files due to Dean 5/13	26

March 2011

March Activities at a Glance:

- ◆T & P {various deadlines}
- ◆Post Tenure Review {various deadlines}
- ◆Searches {ongoing}
- ◆Faculty Senate Meeting
- ◆Chairs & Directors Meeting
- ◆Advising for Summer and Fall & Registration
- ◆Unit Evaluation of Chairs {due April 1}
- ◆Dialogue with the Dean

- ◆Textbook orders for Summer and Fall {Summer due March 1, Fall due March 15}
- ◆Spring Credit Hour Shortfall {due March 30}
- ◆Program Budget Development and Lab Fee Data {due March 25}
- ◆Election of new Faculty Senators {due April 15}
- ◆ Non-Tenure Track Teaching Award nominations {due March 18}
- ◆ Vote on promotions to Senior Instructor {due March 25, files due May 13}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29 APC mtg 3:30, Gambrell 429	30 Graduate student registration appts for Summer/Fall begin ▼ DUE: Spring credit hour shortfall justification to S. Brown	31		

April 2011

April Activities at a Glance:

- ◆ T & P {various deadlines}
- ◆ Post Tenure Review {various deadlines}
- ◆ Searches {ongoing}
- ◆ General Faculty & Faculty Senate Meeting
- ◆ Chairs Meeting
- ◆ T & P Workshop
- ◆ Advising for Summer and Fall & Registration

- ◆ Unit Evaluation of Chairs {due April 1}
- ◆ Election of new Faculty Senators {due April 15}
- ◆ Strategic Hiring Plans {due April 15}
- ◆ Assessment {due May 16}
- ◆ Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 DUE: Unit faculty evaluation of Chair to MA Byrnes ▪ MA Byrnes reminds of 5/16 due date for assessment reports on 2010-2011, plans for 2011-2012 ▪ Dean sends summary PTR reports to Provost	2
3	4 Undergraduate student registration appts for Summer/Fall begin ▼	5 APC mtg 3:30, Gambrell 429	6	7 2011-2012 T & P Regular and Mid-Yr Cycle DUE: Name of dept T&P chair to Dean; notify faculty in writing of fall T&P option	8 ▪ Dialogue with the Dean 10:00-11:00 AM, Gambrell 429	9

April 2011

April Activities at a Glance:

- ♦T & P {various deadlines}
- ♦Post Tenure Review {various deadlines}
- ♦Searches {ongoing}
- ♦General Faculty & Faculty Senate Meeting
- ♦Chairs Meeting
- ♦T & P Workshop
- ♦Advising for Summer and Fall & Registration

- ♦Unit Evaluation of Chairs {due April 1}
- ♦Election of new Faculty Senators {due April 15}
- ♦Strategic Hiring Plans {due April 15}
- ♦Assessment {due May 16}
- ♦Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	11 2011-2012 T & P Regular Cycle DUE: Faculty notify Dept Chair indicating whether they request T & P or tenure only	12 Open registration for Summer/Fall begins ▼ APC mtg 3:30, Gambrell 429	13 - Chairs Mtg, 3:30- 5:00 PM Gambrell 428/429	14	15 DUE: Strategic Hiring Plans to Dean DUE: List of 2011- 2012 Faculty Senators due to MA Byrnes & Senate Office ▼ DUE: UG College Scholarship applications to D. Hiller ▼ 2011-2012 T & P Regular and Mid-Yr Cycle - Dean forwards names of dept T & P chairs to Provost	16
17	18	19 APC mtg 3:30, Gambrell 429	20	21 Awards Day	22	23

April 2011

April Activities at a Glance:

- ◆ T & P {various deadlines}
- ◆ Post Tenure Review {various deadlines}
- ◆ Searches {ongoing}
- ◆ General Faculty & Faculty Senate Meeting
- ◆ Chairs Meeting
- ◆ T & P Workshop
- ◆ Advising for Summer and Fall & Registration

- ◆ Unit Evaluation of Chairs {due April 1}
- ◆ Election of new Faculty Senators {due April 15}
- ◆ Strategic Hiring Plans {due April 15}
- ◆ Assessment {due May 16}
- ◆ Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25 Last day of Spring classes	26 Reading Day 2011-2012 T & P Regular and Mid-Yr Cycle <ul style="list-style-type: none"> ▪ T & P Workshop, Gambrell 153 ▪ General Faculty Mtg, 2:00 PM Law Sch Auditorium ▪ Faculty Senate, 3:10 PM, Law Sch Auditorium 	27 Final Exams	28 Final Exams	29 Final Exams DUE: Notify eligible faculty in writing of PTR for 2011-2012 ▼	30 Final Exams

▼ Indicates tentative date

May 2011

May Activities at a Glance:

- ♦T & P {various deadlines}
- ♦Post Tenure Review {various deadlines}
- ♦Chairs & Directors Meeting

- ♦Senior instructor promotion files {due May 13}
- ♦Assessment {due May 16}
- ♦Semester Ends
- ♦May Session
- ♦Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	<p>2 Final Exams</p> <p>2011-2012 T & P Regular Cycle DUE: Dept Chairs notify T&P candidates of eligibility; send them T&P timetable in writing DUE: dept T&P chairs verify candidates have been notified of eligibility</p> <p>2011-2012 T & P Mid-Yr Cycle and Promotion Only - Dean sends T & P files to Provost</p>	<p>3 Final Exams</p>	<p>4 Final Exams</p>	<p>5</p>	<p>6 May Commencement</p>	<p>7 May Commencement</p>
8	<p>9 May Session classes begin</p>	<p>10 2011-2012 T & P Regular Cycle DUE: Dept Chairs send to Dean list of T & P candidates</p>	<p>11 - Chairs & Directors Mtg 3:00-5:00 PM Lumpkin</p>	<p>12</p>	<p>13 DUE: Senior Instructor promotion files due to Dean</p> <p>2011-2012 T & P Regular Cycle - Dean sends to Provost list of T & P candidates</p>	<p>14</p>

May 2011

May Activities at a Glance:

- ♦T & P {various deadlines}
- ♦Post Tenure Review {various deadlines}
- ♦Chairs & Directors Meeting

- ♦Senior instructor promotion files {due May 13}
- ♦Assessment {due May 16}
- ♦Semester Ends
- ♦May Session
- ♦Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15	16 DUE: Assessment reports on 2010-2011, plans for 2011-2012 due online	17	18	19	20	21
22	23	24	25	26 Last day of May Session classes	27 Final Exams	28
29	30 Summer I classes begin New Student Orientation (Freshman and Transfer) begins; runs daily through 7/1 ▼	31 DUE: Eligible faculty notify Dean of intent to do PTR or retire in 3 yrs ▼				

▼ Indicates tentative date

June 2011

June Activities at a Glance:

- ◆ Post Tenure Review {various deadlines}
- ◆ Chairs Meeting
- ◆ Faculty Senate meeting
- ◆ Summer I

◆ Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 DUE: List of new 2011-2012 faculty and mentors to Dean ▪ Dialogue with the Dean 10:00-11:00 AM, Gambrell 429	4
5	6	7	8 ▪ Chairs Mtg, 3:30-5:00 PM Gambrell 428/429	9	10	11
12	13	14 Last day to apply for August graduation	15 ▪ Faculty Senate, 3:00 PM, Law Sch Auditorium DUE: List of all 2011-2012 PTR candidates to Dean ▼	16	17	18
19	20	21	22	23	24	25

June 2011

June Activities at a Glance:

- ◆ Post Tenure Review {various deadlines}
- ◆ Chairs Meeting
- ◆ Faculty Senate meeting
- ◆ Summer I

◆ Dialogue with the Dean

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28 Last day of Summer I classes	29 Final Exams	30 Final Exams		

▼ Indicates tentative date

July 2011

July Activities at a Glance:

◆Post Tenure Review {various deadlines}

◆Summer II

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Independence Day holiday: offices closed	5 Summer II classes begin	6	7	8	9
10	11	12	13	14 ▪ Dean sends list of faculty to be considered for PTR to Provost ▼	15	16
17	18	19	20	21	22	23

July 2011

July Activities at a Glance:

◆Post Tenure Review {various deadlines}

◆Summer II

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
31						

▼ Indicates tentative date

August 2011 PREVIEW

August Activities at a Glance:

- ◆ T & P {various deadlines}
- ◆ Searches {ongoing}
- ◆ 3rd Year Review {various deadlines}
- ◆ Semester Begins

Information on Chairs & Directors Retreat, New Student Orientation, New Faculty Orientation, and other events will be added later.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Last day of Summer II classes	4 Final Exams	5 Final Exams	6 August Commencement
7	8 2011-2012 T & P Regular Cycle DUE: Send T&P materials to outside referees, including statement of criteria; notify faculty of dept T&P meeting date with reminder to complete files	9	10	11	12 DUE: Chairs notify 3 rd Yr Review candidates to prepare files; send timetable	13
14	15	16	17	18	19	20

August 2011 PREVIEW

August Activities at a Glance:

- ◆T & P {various deadlines}
- ◆Searches {ongoing}
- ◆3rd Year Review {various deadlines}
- ◆Semester Begins

Information on Chairs & Directors Retreat, New Student Orientation, New Faculty Orientation, and other events will be added later.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	22	23	24	25	26 DUE: List of faculty undergoing 3 rd Year Review to Dean	27
28	29	30	31			

▼ Indicates tentative date