

Last updated June 28, 2011

August 2011

August Activities at a Glance: ♦T & P {various deadlines} ♦3 rd Year Review {various deadlines} ♦Searches {ongoing} ♦Provost's Fall Retreat ♦New Faculty Orientation ♦New Student Orientation	♦TFAC Paperwork {due Aug. 1} ♦Credit Hour Shortfall Justification {due Aug. 12} ♦Spring Scheduling {due Sept. 7} ♦College of Arts and Sciences Chairs and Directors Retreat and Budget Managers Retreat ♦Semester Begins
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Ramadan begins ▪ Registrar activates DEPTSKED Spring 2012 course entry for units <u>DUE:</u> If search(es) authorized, activate faculty vacancy website by this date <u>DUE:</u> Fall 2011 TFAC paperwork (non-state-slotted positions) due to A & S HR Director	2 ▪ G. Nickles Osborne calls for Summer credit hour shortfall justification, due 8/12 ▪ G. Nickles Osborne calls for curricular plan and instructional funding requests for May, Sum I & II 2012, due 9/23	3 Last day of Summer II classes	4 Summer II Final Exams	5 Summer II Final Exams	6 August Commencement

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- ◆ New Faculty Orientation
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- ◆ TFAC Paperwork {due Aug. 1}
- ◆ Credit Hour Shortfall Justification {due Aug. 12}
- ◆ Spring Scheduling {due Sept. 7}
- ◆ College of Arts and Sciences Chairs and Directors Retreat and Budget Managers Retreat
- ◆ Semester Begins

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	8 <div style="background-color: yellow; padding: 2px;">2011-2012 T & P Regular Cycle</div> 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 ■ New Faculty Orientation, 8:30 AM-3:30 PM, Lumpkin Auditorium	11 ■ New Faculty Orientation, 8:30 AM-4:15 PM, Lumpkin Auditorium	12 ■ New Faculty Orientation, 9:00 AM-12:00 PM, Lumpkin Auditorium - Provost's Fall Retreat, 8:00 AM-12:30 PM DUE: Summer credit hour shortfall justification to G. Nickles Osborne DUE: Chairs notify 3 rd Yr Review candidates to prepare files; send timetable	13 Student Move-In Day

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
14 <ul style="list-style-type: none"> ▪ A&S New Student Welcome Program, 1:30-3:30 PM ▪ USC New Student Convocation, 4:00 PM 	15 <ul style="list-style-type: none"> ▪ New Chairs & Directors Orientation 12:00-5:00 PM, Gambrell 429 ▪ 1st Year Reading Experience, 8:30 AM ▪ Transfer Orientation 	16 Faculty Reporting Date <ul style="list-style-type: none"> ▪ Chairs and Directors Retreat 8:00 AM-12:00 PM Lumpkin Auditorium, Daniel Mngt Ctr ▪ Dean calls for Assoc Prof Devt Award applications, due 12/9; sabbatical applications, due 10/14 and 10/31; strategic hiring plans, due 4/13 ▪ Freshman Orientation 	17 <ul style="list-style-type: none"> ▪ Budget & HR Managers Retreat 8:00 AM-12:00 PM Lumpkin Auditorium, Daniel Mngt Ctr ▪ Transfer Orientation ▪ A. Cameron issues call for Alumni Award nominations due 9/22 	18 Fall Classes begin	19	20
21	22	23	24 Last day to drop wo/W	25	26 DUE: List of faculty undergoing 3 rd Year Review to Dean	27

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30 DUE: Job ads for faculty searches to be posted	31 Ramadan ends ▪ Remind new faculty to attend New A & S Faculty Reception with Dean prior to introductions at General Faculty Mtg, 9/7			

September 2011

September Activities at a Glance:

- ♦ T & P {various deadlines}
- ♦ Searches {ongoing}
- ♦ General Faculty & Faculty Senate Meeting
- ♦ Chairs Meeting
- ♦ All Funds Budgeting Report {due Oct. 14}
- ♦ Graduate Assistantship Allocation Requests {due Oct. 21}

- ♦ Spring Scheduling {due Sept. 7; proofing due Sept. 21}
- NEW** ♦ May/Summer Curricular Plan and Instructional Funding Request {due Sept. 23}
- NEW** ♦ May/Summer Scheduling {due Oct. 7; proofing due Oct. 13}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 ▪ Dean sends list of 3 rd Year Review candidates to Provost	3
4	5 Labor Day holiday: offices closed	6 APC New Member Orientation, 3:30, Gambrell 202	7 2011-2012 T & P Regular Cycle DUE: T&P files should be complete/ready for dept review DUE: Spring 2012 schedule due on DEPTSKED ▪ New A&S Faculty Reception, 1:00 PM, GSRC Room 101 General Faculty Mtg, 2:00 PM, Law School Auditorium ▪ Faculty Senate, 3:10 PM, Law School Auditorium	8	9 ▪ Registrar activates May/Summer 2012 DEPTSKED course entry for units	10

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- ♦Spring Scheduling {due Sept. 7; proofing due Sept. 21}
- NEW** ♦May/Summer Curricular Plan and Instructional Funding Request {due Sept. 23}
- NEW** ♦May/Summer Scheduling {due Oct. 7; proofing due Oct. 13}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12	13 APC mtg 3:30, Gambrell 429	14 - Chairs Mtg, 3:30-5:00 PM Gambrell 428/429 - Directors of Graduate Studies Mtg, 3:30-5:00 PM Gambrell 430	15 Last day to apply for December graduation - Begin placing orders for Spring/May/Summer textbooks	16	17

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- ♦General Faculty & Faculty Senate Meeting
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	19 ▪ Proof Registrar's Spring 2012 schedule	20 APC mtg 3:30, Gambrell 429	21 ▪ Complete proofing of Registrar's Spring 2012 schedule	22 DUE: Alumni Award nominations to A. Cameron	23 DUE: Curricular plan and instructional funding requests for May, Sum I & II 2012 to G. Nickles Osborne ▪ G. Nickles Osborne calls for FY13 Graduate Assistantship Allocation requests, due 10/21 ▪ L. Mabry calls for All-Funds Budgeting report, due 10/14 ▪ BBQ honoring retired faculty, 6:00 PM Gambrell 3rd floor patio	24
25	26 2011-2012 T & P Regular Cycle DUE: Deadline for dept faculty to have voted on T&P cases; candidates & dept faculty notified	27 APC mtg 3:30, Gambrell 429	28 Rosh Hashanah begins at sundown	29 Rosh Hashanah ▪ Spring 2012 Master Schedule available online	30 Rosh Hashanah	October 1

October 2011

October Activities at a Glance:

- ♦T & P {various deadlines}
- ♦3rd Year Review {various deadlines}
- ♦Sabbatical Applications {full-year, due Oct. 14; one semester, due Oct. 31}
- ♦Searches {ongoing}
- ♦Faculty Senate Meeting
- ♦Chairs & Directors Meeting

- ♦All Funds Budgeting Report {due Oct. 14}
- ♦Graduate Assistantship Allocation Requests {due Oct. 21}
- NEW** ♦Advising for Spring, **May and Summer**
- NEW** ♦Textbook Orders for **Spring, May, and Summer** {due Oct. 14}
- NEW** ♦May/Summer Scheduling {due Oct. 7; proofing due Oct. 13}

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2	<p style="text-align: center; color: red; font-weight: bold;">3</p> <p style="background-color: yellow; margin: 0;">2011-2012 T & P Regular Cycle</p> <p><u>DUE</u>: Confirm with dept T&P chair that all T&P appeals submitted; announce appeals to dept faculty; notify Dean in writing</p> <p><u>DUE</u>: May Session Information Forms due to Registrar</p>	<p style="text-align: center; color: red; font-weight: bold;">4</p> <p style="color: cyan;">APC mtg 3:30, Gambrell 429</p>	<p style="text-align: center; color: red; font-weight: bold;">5</p> <p>▪ Faculty Senate, 3:00 PM, Law School Auditorium</p> <p style="background-color: yellow; margin: 0;">2011-2012 T & P Regular Cycle</p> <p><u>DUE</u>: All T&P files to Dean</p>	6	<p style="text-align: center; color: orange; font-weight: bold;">7</p> <p style="color: orange;">Yom Kippur begins at sundown</p> <p>▪ May/Summer 2012 instructional funding finalized</p> <p><u>DUE</u>: May/Summer 2012 schedules due on DEPTSKED</p> <p style="background-color: yellow; margin: 0;">2012-2013 T & P Mid-Yr Cycle and Promotion Only</p> <p><u>DUE</u>: Dept Chairs notify faculty in writing of T&P, promotion only, or tenure only options</p>	8	Yom Kippur

October 2011

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	10	11 APC mtg 3:30, Gambrell 429	12 - Proof Registrar's May/Summer 2012 schedule - Chairs & Directors Mtg 3:00-5:00 PM Lumpkin Auditorium	13 Last day Drop/Withdraw w/o "WF" Midpoint in semester DUE: Complete proofing of Registrar's May/ Summer 2012 schedule	14 DUE: Textbook orders for Spring/May/Summer DUE: Chairs ensure that 3 rd Yr Review files are complete, ready for unit review DUE: Full-Yr Sabbatical applications to Dean DUE: All-Funds Budgeting Report for FY11 to L. Mabry	15
16	17 2012-2013 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	18 APC mtg 3:30, Gambrell 429	19 - May/Summer 2012 Master Schedule available online	20 Fall Break: no classes, offices open	21 Fall Break: no classes, offices open DUE: FY13 Graduate Assistantship Allocation requests to G. Nickles Osborne	22

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<p>October Activities at a Glance: ♦T & P {various deadlines} ♦3rd Year Review {various deadlines} ♦Sabbatical Applications {full-year, due Oct. 14; one semester, due Oct. 31} ♦Searches {ongoing} ♦Faculty Senate Meeting ♦Chairs & Directors Meeting</p>	<p>♦All Funds Budgeting Report {due Oct. 14} ♦Graduate Assistantship Allocation Requests {due Oct. 21} NEW ♦Advising for Spring, May and Summer NEW ♦Textbook Orders for Spring, May, and Summer {due Oct. 14} NEW ♦May/Summer Scheduling {due Oct. 7; proofing due Oct. 13}</p>
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24 Undergraduate Advising for Spring/May/Summer 2012 begins	25 APC mtg 3:30, Gambrell 429	26	27	28	29
30	31 DUE: One semester Sabbatical applications to Dean					

November 2011

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- ◆ T & P {various deadlines}
- ◆ 3rd Year Review {various deadlines}
- ◆ Post Tenure Review {various deadlines}
- ◆ Searches {ongoing}
- ◆ Faculty Senate Meeting
- ◆ Chairs Meeting
- ◆ Fall Credit Hour Shortfall Justification {due Nov. 18}

- NEW** ◆ Fall Scheduling {due date TBA; scheduling to be done in Banner system}
- ◆ Non-tenure Instructional & Research Requests, TFAC Requests {due Jan. 6 and 13}
- NEW** ◆ Advising for Spring, **May, and Summer** & Registration
- ◆ Revision of Assessment Plans {due Dec. 15}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<p>1</p> <p>Graduate registration appts for Spring/May/Summer 2012 begin</p> <p>2012-2013 T & P Mid-Yr Cycle and Promotion Only DUE: dept T&P chairs verify candidates have been notified of eligibility</p> <p>DUE: PTR files due to Chairs for departmental committee review</p> <p>▪ Registrar activates Fall 2012 DEPTSKED course entry for units ▼</p> <p>APC mtg 3:30, Gambrell 429</p>	<p>2</p> <p>2012-2013 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>▪ Faculty Senate, 3:00 PM, Law School Auditorium</p>	<p>3</p>	<p>4</p> <p>▪ MA Byrnes calls for 2011 OPA Unit Summary Reports and 2011 Chair's Annual Activity Report, OPA, statement of achievements due 1/27</p> <p>▪ G. Nickles Osborne calls for Fall credit hour shortfall, due 11/18</p>	<p>5</p>

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- ♦ Searches {ongoing}
- ♦ Faculty Senate Meeting
- ♦ Chairs Meeting
- ♦ Fall Credit Hour Shortfall Justification {due Nov. 18}

NEW ♦ Fall Scheduling {due date TBA; scheduling to be done in Banner system}

♦ Non-tenure Instructional & Research Requests, TFAC Requests {due Jan. 6 and 13}

NEW ♦ Advising for Spring, May, and Summer & Registration

♦ Revision of Assessment Plans {due Dec. 15}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	<p>7</p> <p>Undergraduate registration appts for Spring/May/Summer 2012 begin</p> <p>2011-2012 T & P Regular Cycle</p> <ul style="list-style-type: none"> ▪ Dean sends T & P files to Provost 	<p>8</p> <p>APC mtg 3:30, Gambrell 429</p>	<p>9</p> <p>2012-2013 T & P Mid-Yr Cycle and Promotion Only</p> <p>DUE: Dept Chairs send to Dean list of T & P candidates</p>	10	<p>11</p> <p>DUE: Deadline for unit faculty to have reviewed 3rd Yr Review cases</p> <p>2012-2013 T & P Mid-Yr Cycle and Promotion Only</p> <ul style="list-style-type: none"> ▪ Dean sends to Provost list of T & P candidates 	12 Homecoming
13	<p>14</p> <p>2012-2013 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>15</p> <p>Open registration for Spring/May/Summer 2012 begins</p> <ul style="list-style-type: none"> ▪ College Curriculum Comm notifies units of revisions needed to assessment plans, due 12/15 <p>APC mtg 3:30, Gambrell 429</p>	<p>16</p> <ul style="list-style-type: none"> ▪ Chairs Mtg, 3:30-5:00 PM Gambrell 428/429 ▪ Directors of Graduate Studies Mtg, 3:30-5:00 PM Gambrell 430 	17	<p>18</p> <ul style="list-style-type: none"> ▪ Transfer Orientation ▪ FY13 Graduate Assistant Allocations finalized <p>DUE: Fall credit hour shortfall justification to G. Nickles Osborne</p>	19

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- ◆ Post Tenure Review {various deadlines}
- ◆ Searches {ongoing}
- ◆ Faculty Senate Meeting
- ◆ Chairs Meeting
- ◆ Fall Credit Hour Shortfall Justification {due Nov. 18}

NEW ◆ Fall Scheduling {due date TBA; scheduling to be done in Banner system}

◆ Non-tenure Instructional & Research Requests, TFAC Requests {due Jan. 6 and 13}

NEW ◆ Advising for Spring, May, and Summer & Registration

◆ Revision of Assessment Plans {due Dec. 15}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	21	22	23 Thanksgiving recess: no classes, offices open - G. Nickles Osborne calls for FY13 a) full-time non- tenure instructional & research appt requests, due 1/6 b) TFAC allocation requests, due 1/13	24 Thanksgiving holiday: offices closed	25 Thanksgiving holiday: offices closed	26
27	28	29 APC mtg 3:30, Gambrell 429	30			

▼ Indicates tentative date

December 2011

<p>December Activities at a Glance:</p> <ul style="list-style-type: none"> ◆ Searches {ongoing} ◆ 3rd Year Review {various deadlines} ◆ Faculty Senate Meeting ◆ TFAC Paperwork {due Dec. 2} ◆ Associate Professor Development Award Applications {due Dec. 9} ◆ Revision of Assessment Plans {due Dec. 15} 	<p>NEW ◆ Fall Scheduling {due date TBA; scheduling to be done in Banner system}</p> <ul style="list-style-type: none"> ◆ Non-tenure Instructional & Research Requests, TFAC Requests {due Jan. 6 and 13} ◆ Teaching Workload Planning Document and 2012-2013 Course Schedule {due Jan. 27} ◆ Semester Ends ◆ OPA and annual activity faculty reports for 2011 {due to chairs Jan. 13} ◆ OPA Unit Summary reports {due Jan. 27} ◆ Chairs and selected Directors 2011 OPA, annual activity report, and statement of achievements {due Jan. 27}
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Last day of Fall classes DUE: Spring 2012 TFAC paperwork (non-state-slotted positions) due to A & S HR Director ▪ G. Nickles Osborne calls for Non-Tenure Track Teaching Award Nominations, due 3/16	3 Reading Day
4	5 Final Exams ▪ G. Nickles Osborne calls for Teaching Workload Planning Document and full-year course schedule for 2012-2013, due 1/27	6 Final Exams	7 Final Exams ▪ Faculty Senate, 3:00 PM, Law School Auditorium	8 Final Exams	9 Final Exams DUE: Assoc Prof Devt Award applications to Dean	10 Final Exams

December 2011

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- ◆ Searches {ongoing}
- ◆ 3rd Year Review {various deadlines}
- ◆ Faculty Senate Meeting
- ◆ TFAC Paperwork {due Dec. 2}
- ◆ Associate Professor Development Award Applications {due Dec. 9}
- ◆ Revision of Assessment Plans {due Dec. 15}

NEW ◆ Fall Scheduling {due date TBA; scheduling to be done in Banner system}

- ◆ Non-tenure Instructional & Research Requests, TFAC Requests {due Jan. 6 and 13}
- ◆ Teaching Workload Planning Document and 2012-2013 Course Schedule {due Jan. 27}
- ◆ Semester Ends
- ◆ OPA and annual activity faculty reports for 2011 {due to chairs Jan. 13}
- ◆ OPA Unit Summary reports {due Jan. 27}
- ◆ Chairs and selected Directors 2011 OPA, annual activity report, and statement of achievements {due Jan. 27}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12 Final Exams December Commencement DUE: 3 rd Year Review files to Dean	13	14	15 DUE: Assessment plans 2011-2012 revisions must be submitted online	16	17
18	19	20	21	22 December Holiday: offices closed	23 Christmas Eve Holiday: offices closed	24 December Holiday: offices closed
25 Christmas Holiday: offices closed	26 Christmas Holiday (observed): 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

January 2012

January Activities at a Glance:

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|---|---|
| <ul style="list-style-type: none"> ♦ Searches {ongoing} ♦ Post Tenure Review {various deadlines} ♦ New Student Orientation ♦ Provost's Spring Retreat ♦ Chairs & Directors Meeting ♦ Semester Begins NEW ♦ Fall Scheduling {due date TBA; scheduling to be done in Banner system} | <ul style="list-style-type: none"> ♦ Non-tenure Instructional & Research Requests, TFAC Requests {due Jan. 6 and 13} ♦ Teaching Workload Planning Document and 2012-2013 Course Schedule {due Jan. 27} ♦ List of 2011 academic press books {due Jan. 31} ♦ OPA and annual activity faculty reports for 2011 {due to chairs Jan. 13} ♦ OPA Unit Summary reports {due Jan. 27} ♦ Chairs and selected Directors 2011 OPA, annual activity report, and statement of achievements {due Jan. 27} ♦ List of 2011 academic press books {due Jan. 31} |
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year's Day Holiday: offices closed	2 New Year's Day Holiday (observed): offices closed	3 • MA Byrnes calls for list of 2011 academic press books by unit faculty, due 1/31	4 • Freshman Orientation	5 • Transfer Orientation • New Faculty Orientation ▼	6 • Transfer Orientation • Provost's Spring Retreat ▼ DUE: FY13 full-time non-tenure instructional & research appt requests to G. Nickles Osborne DUE: Named and distinguished professorship (renewing & new) files to Dean	7

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- ♦ Chairs and selected Directors 2011 OPA, annual activity report, and statement of achievements {due Jan. 27}
- ♦ List of 2011 academic press books {due Jan. 31}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	9 Spring classes begin	10	11 ▪ Chairs & Directors Mtg 3:00-5:00 PM Lumpkin Auditorium	12	13 Last day to drop wo/W DUE: FY13 TFAC requests to G. Nickles Osborne DUE: Dept PTR Committee reports to faculty member, Chair, and Dean DUE to Chairs from dept faculty: Calendar 2011 Annual Activity & OPA reports	14
15	16 MLK holiday: no classes, offices closed	17 APC mtg 3:30, Gambrell 429	18	19 ▪ L. Knapp calls for Rising Senior Award selections, due 3/1	20 ▪ G. Nickles Osborne issues budget credit hour targets for FY13	21

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- ♦ Semester Begins
- NEW** ♦ Fall Scheduling {due date TBA; scheduling to be done in Banner system}

- ♦ Non-tenure Instructional & Research Requests, TFAC Requests {due Jan. 6 and 13}
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23	24 <small>APC mtg 3:30, Gambrell 429</small>	25	26	27 DUE: Teaching Workload Planning Document and full-year course schedule for 2012-2013, due to G. Nickles Osborne ▪ FY13 full-time non-tenure instructional, research appt, and TFAC funding finalized DUE: 2011 OPA Unit Summary Reports and Chair's 2011 Annual Activity Report, OPA, statement of achievements to MA Byrnes	28

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- ♦ Semester Begins
- NEW** ♦ Fall Scheduling {due date TBA; scheduling to be done in Banner system}

- ♦ Non-tenure Instructional & Research Requests, TFAC Requests {due Jan. 6 and 13}
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- ♦ List of 2011 academic press books {due Jan. 31}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 Last day to apply for May graduation	31 DUE: List of unit's 2011 academic press books to MA Byrnes • Begin placing orders for Fall textbooks APC mtg 3:30, Gambrell 429				

▼ Indicates tentative date

February 2012

February Activities at a Glance:

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

- NEW** ◆ Fall Scheduling {due date TBA; scheduling to be done in Banner system}
- ◆ Classified Staff Excellence Award nominations {due Feb. 6}
- ◆ Unit Evaluation of Chairs {due April 6}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 2012-2013 T & P Mid-Yr Cycle and Promotion Only DUE: T&P files should be complete/ready for dept review ▪ Faculty Senate, 3:00 PM, Law School Auditorium	2	3	4
5	6 DUE: Nominations for Classified Staff Excellence Award to Dean	7 APC mtg 3:30, Gambrell 429	8 ▪ Chairs Mtg, 3:30- 5:00 PM Gambrell 428/429 ▪ Directors of Graduate Studies Mtg, 3:30-5:00 PM Gambrell 430	9	10 DUE: PTR Development Committee reports & chair recommendations to Dean	11

February 2012

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

NEW ♦ Fall Scheduling {due date TBA; scheduling to be done in Banner system}

- ♦Classified Staff Excellence Award nominations {due Feb. 6}
- ♦Unit Evaluation of Chairs {due April 6}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
12	13	14 APC mtg 3:30, Gambrell 429	15	16	17 2012-2013 T & P Mid-Yr Cycle and Promotion Only DUE: Deadline for dept faculty to have voted on T&P cases; candidates & dept faculty notified	18
19	20	21 2012-2013 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	22	23	24 • MA Byrnes calls for unit faculty evaluation of Chair, due 4/6	25

February 2012

February Activities at a Glance:

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

NEW ◆ Fall Scheduling {due date TBA; scheduling to be done in Banner system}

- ◆ Classified Staff Excellence Award nominations {due Feb. 6}
- ◆ Unit Evaluation of Chairs {due April 6}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Last day Drop/Withdraw w/o "WF" Midpoint in semester ▪ D. Hiller calls for UG College Scholarship applications, due 4/30 ▼	28 APC mtg 3:30, Gambrell 429	29			

▼ Indicates tentative date

March 2012

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 6}

- ◆ Textbook orders for Fall {due March 15}
- ◆ Spring Credit Hour Shortfall {due March 30}
- ◆ Program Budget Development and Lab Fee Data {due April 6}
- ◆ Election of new Faculty Senators {due April 13}
- ◆ Non-Tenure Track Teaching Award nominations {due March 16}
- ◆ Vote on promotions to Senior Instructor {due March 30, files due May 15}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <u>DUE:</u> UG Directors send Rising Senior Award selections to L. Knapp	2	3
4 Spring break	5 Spring break: no classes, offices open	6 Spring break: no classes, offices open 2012-2013 T & P Mid-Yr Cycle and Promotion Only <u>DUE:</u> All T&P files to Dean	7 Spring break: no classes, offices open	8 Spring break: no classes, offices open	9 Spring break: no classes, offices open	10 Spring break: no classes

March 2012

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 6}

- ◆ Textbook orders for Fall {due March 15}
- ◆ Spring Credit Hour Shortfall {due March 30}
- ◆ Program Budget Development and Lab Fee Data {due April 6}
- ◆ Election of new Faculty Senators {due April 13}
- ◆ Non-Tenure Track Teaching Award nominations {due March 16}
- ◆ Vote on promotions to Senior Instructor {due March 30, files due May 15}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11 Spring break	12	13 APC mtg 3:30, Gambrell 429	14 <ul style="list-style-type: none"> ▪ S. Brown calls for program budget devt data, lab fee acct data, due 4/6 ▪ Faculty Senate, 3:00 PM, Law School Auditorium 	15 DUE: Textbook orders for Fall	16 MA Byrnes notifies depts of number of Faculty Senators; names due 4/13 DUE: Non-Tenure Track Teaching Award nominations to G. Nickles Osborne ▪ G. Nickles Osborne calls for Spring credit hour shortfall justification, due 3/30	17
18	19	20 APC mtg 3:30, Gambrell 429	21 <ul style="list-style-type: none"> ▪ Chairs & Directors Mtg 3:00-5:00 PM Lumpkin Auditorium 	22	23	24

March 2012

March Activities at a Glance:

- | | |
|--|--|
| <ul style="list-style-type: none"> ◆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 6} | <ul style="list-style-type: none"> ◆Textbook orders for Fall {due March 15} ◆Spring Credit Hour Shortfall {due March 30} ◆Program Budget Development and Lab Fee Data {due April 6} ◆Election of new Faculty Senators {due April 13} ◆ Non-Tenure Track Teaching Award nominations {due March 16} ◆ Vote on promotions to Senior Instructor {due March 30, files due May 15} |
|--|--|

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26 DUE: Completed PTR Development Plans to Dean	27 APC mtg 3:30, Gambrell 429	28 Graduate student registration appts for Fall begin ▼	29	30 DUE: Spring credit hour shortfall justification to G. Nickles Osborne DUE: Unit faculty vote on candidates for promotion to Senior Instructor, files due to Dean 5/15	31

April 2012

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 6}
- ◆ Election of new Faculty Senators {due April 13}
- ◆ Strategic Hiring Plans {due April 13}
- ◆ Assessment {due May 15}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	<p>2</p> <ul style="list-style-type: none"> ▪ MA Byrnes reminds of 5/15 due date for assessment reports on 2011-2012, plans for 2012-2013 ▪ Dean sends summary PTR reports and PTR Development Plans to Provost <p style="background-color: yellow;">2012-2013 T & P ALL CYCLES</p> <p>DUE: Depts select T&P chairs</p> <p style="background-color: yellow;">2012-2013 T & P Regular Cycle</p> <p>DUE: Notify eligible faculty in writing of fall T&P option</p> <p style="color: green;">Undergraduate student registration appts for Fall begin ▼</p>	<p>3</p> <p style="color: cyan;">APC mtg 3:30, Gambrell 429</p>	4	5	<p>6</p> <p>DUE: Unit faculty evaluation of Chair to MA Byrnes</p> <p>DUE: Program budget devt data, lab fee acct data to S. Brown</p> <p style="background-color: yellow;">2012-2013 T & P ALL CYCLES</p> <p>DUE: Name of dept T & P chair due to Dean</p>	7

April 2012

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 6}
- ♦Election of new Faculty Senators {due April 13}
- ♦Strategic Hiring Plans {due April 13}
- ♦Assessment {due May 15}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	9	10 Open registration for Summer/Fall begins ▼ APC mtg 3:30, Gambrell 429	11	12	13 2012-2013 T & P ALL CYCLES • Dean forwards names of dept T & P chairs to Provost DUE: List of 2012-2013 Faculty Senators due to MA Byrnes & Senate Office ▼ DUE: Strategic Hiring Plans to Dean	14
15	16 2012-2013 T & P Regular Cycle DUE: Faculty notify Dept Chair indicating whether they request T & P or tenure only	17 APC mtg 3:30, Gambrell 429	18 • Chairs Mtg, 3:30-5:00 PM Gambrell 428/429 • Directors of Graduate Studies Mtg, 3:30-5:00 PM Gambrell 430	19 Awards Day	20	21

April 2012

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 6}
- ♦Election of new Faculty Senators {due April 13}
- ♦Strategic Hiring Plans {due April 13}
- ♦Assessment {due May 15}

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>22</p>	<p>23 Last day of Spring classes</p>	<p>24 Reading Day</p> <p>2012-2013 T & P ALL CYCLES</p> <ul style="list-style-type: none"> - T & P Workshop, Gambrell 153 - General Faculty Mtg, 2:00 PM Law School Auditorium - Faculty Senate, 3:10 PM, Law School Auditorium 	<p>25 Final Exams</p>	<p>26 Final Exams</p>	<p>27 Final Exams</p> <p>DUE: Notify eligible faculty in writing of PTR for 2012-2013 ▼</p>	<p>28 Final Exams</p>
<p>29</p>	<p>30 Final Exams</p> <p>2012-2013 T & P Regular Cycle</p> <p>DUE: dept T&P chairs verify candidates have been notified of eligibility</p> <p>DUE: UG College Scholarship applications to D. Hiller ▼</p>					

▼ Indicates tentative date

May 2012

May Activities at a Glance:

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

- ◆ Senior instructor promotion files {due May 15}
- ◆ Assessment {due May 15}
- ◆ Semester Ends
- ◆ May Session
- ◆ New Student Orientation begins

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Final Exams 2012-2013 T & P Mid-Yr Cycle and Promotion Only ▪ Dean sends T & P files to Provost	2 Final Exams	3	4 May Commencement 2012-2013 T & P Regular Cycle DUE: Dept Chairs notify T&P candidates of eligibility; send them T&P timetable in writing	5 May Commencement
6	7 May Session classes begin	8 2012-2013 T & P Regular Cycle DUE: Dept Chairs send to Dean list of T & P candidates	9 ▪ Chairs & Directors Mtg 3:00-5:00 PM Lumpkin	10	11 2012-2013 T & P Regular Cycle ▪ Dean sends to Provost list of T & P candidates	12
13	14	15 DUE: Assessment reports on 2011-2012, plans for 2012-2013 due online DUE: Senior Instructor promotion files due to Dean	16	17	18	19

May 2012

May Activities at a Glance:

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

- ♦Senior instructor promotion files {due May 15}
- ♦Assessment {due May 15}
- ♦Semester Ends
- ♦May Session
- ♦New Student Orientation begins

Sun	Mon	Tue	Wed	Thu	Fri	Sat
20	21	22	23	24 Last day of May Session classes	25 May Session Final Exams	26
27	28 Summer I classes begin New Student Orientation (Freshman and Transfer) begins; runs daily through first week of July ▼	29	30 DUE: Eligible faculty notify Dean of intent to do PTR or retire in 3 years ▼	31		

▼ Indicates tentative date

June 2012

June Activities at a Glance:

- ◆ Post Tenure Review {various deadlines}
- ◆ Chairs Meeting

- ◆ Faculty Senate meeting
- ◆ Summer I

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 DUE: List of new 2012-2013 faculty and mentors to Dean	2
3	4	5	6 ▪ Chairs Mtg, 3:30- 5:00 PM Gambrell 428/429	7	8	9
10	11	Last day to apply for August graduation	13 ▪ Faculty Senate, 3:00 PM, Law School Auditorium DUE: List of all 2012- 2013 PTR candidates to Dean ▼	14	15	16
17	18	19	20	21	22	23
24	25	Last day of Summer I classes	27 Summer I Final Exams	28 Summer I Final Exams	29	30

▼ Indicates tentative date

July 2012

July Activities at a Glance:

♦Summer II

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Summer II classes begin	3	4 Independence Day holiday: offices closed	5	6	7
8	9	10	11	12	13 ▪ Dean sends list of faculty to be considered for PTR to Provost ▼	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

▼ Indicates tentative date

August 2012 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 Last day of Summer II classes	2 Summer II Final Exams	3 Summer II Final Exams	4 August Commencement
5	6 2012-2013 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	7	8	9	10 DUE: Chairs notify 3 rd Yr Review candidates to prepare files; send timetable ▼	11
12	13	14	15	16 Faculty Reporting Date	17	18
19	20	21	22	23 Fall Classes begin	24 DUE: List of faculty undergoing 3 rd Year Review to Dean ▼	25
26	27	28	29	30	31	

▼ Indicates tentative date