

Key dates in 2018-19: Chairs and Directors

August 21: Faculty Forum

August 22: Chairs' Workshop

August 23: Fall Conference

Block 1 (August 21 - September 19)

August 27: Opening Convocation

September 3: Chairs' meeting, 3:30 – 5:00 pm

September 5: Committee on Instruction, 3:15 – 5:00 pm

September 17: Faculty Meeting, 3:30 – 5:30 pm

Block 2 (September 24 – October 17)

September 24: Sabbatical requests for 2019-20 and chairs' impact statements due

September 24 – October 5: New Student pre-registration for Blocks 3 – 4

October 1: Proposals for Faculty Research Development Blocks due

October 3: Committee on Instruction, 3:15 – 5:00 pm

October 15: Faculty meeting, 3:30 – 5:30 pm

October 17: Requests for Riley Post-Doctoral Scholars

October 17: Proposals for CJE Grants for International Teaching due

Block 3 (October 22 - November 14)

October 26: Tenure and Promotion files due to Dean

October 29: Chairs' meeting, 3:30 – 5:00 pm

October 31: Committee on Instruction, 3:15 – 5:00 pm

October 29 – November 30: Preregistration for all students for Blocks 5 – 8

November 9: Budget Requests 2019 (base and one-time) due

November 12: Faculty Meeting, 3:30 – 5:30 pm

FALL BREAK (November 15 – 25)

Block 4 (November 26 – December 19)

November 30: Chairs' Information Forms and Requests for Visitors due to Dean

December 5: Committee on Instruction, 3:15 – 5:00 pm

December 17: Third-year Review Files due to Dean

December 17: Faculty Meeting, 3:30 – 5:30 pm

Block 5 (January 21 – February 13)

January 30: Committee on Instruction, 3:15 – 5:00 pm
February 8: Department and Program Course Schedules due to Dean
February 11: Faculty Meeting, 3:30 – 5:30 pm

Block 6 (February 18 – March 13)

February 22: Lecturer Review Files due to Dean
February 25: Chairs' meeting, 3:30 – 5:00 pm
February 27: Committee on Instruction, 3:15 – 5:00 pm
March 1: Chairs' salary recommendations and faculty self-reports due to Dean
March 8: Promotion to Full Files due to Dean
March 11: Faculty Meeting, 3:30 – 5:30 pm

SPRING BREAK: March 14 – 24**Block 7 (March 25 – April 17)**

March 25: Summer Grant Proposals due to Dean
March 25 – April 26: Preregistration for all students for Blocks 1-4, 2019
April 3: Committee on Instruction, 3:15 – 5:00 pm
April 8 – April 30: 3rd year review meetings with Dean (Chairs and Candidates)
April 12: Requests for Reauthorized tenure-track lines (and new lines, if any) due
April 15: Faculty Meeting, 3:30 – 5:30 pm
Mid-April to May: Staff Evaluation Forms due to Dean

Block 8 (April 22 – May 15)

April 29: Chairs' meeting, 3:30 – 5:00 pm
May 1: Committee on Instruction, 3:15 – 5:00 pm
May 1 – May 15: Personnel Review meetings (2019) with Dean (Chairs and Candidates)
May 13: Faculty Meeting, 3:30 – 5:30 pm
May 16: Special Faculty Meeting
May 19: Commencement