

**College of Arts and Sciences
Calendar**

FALL 2009

FOR TENURE AND PROMOTION TIMELINES, PLEASE SEE ATP TIMELINES DOCUMENT.

Standing Meetings

Policy Committee: Every second and fourth Tuesdays of the month from 10:00 to noon. Dean's Conference /302 Lucas Hall

Be prepared to also meet the other Tuesdays during month at the same time – meetings will be called by the Dean.

August 24	Monday, Fall classes begin at 8:00 a.m.
September 4	Friday, <i>ELECTRONIC</i> Course and Curriculum Revision Forms for consideration for approval at October College Faculty meeting due to the Dean's Office.
September 7	Monday, Labor Day Holiday
September 8	Tuesday, classes resume at 8:00 a.m.
October 8	Thursday, College Faculty Meeting 2:00 p.m. 222 JC Penney
October 31	Friday, <i>ELECTRONIC</i> Course and Curriculum Revision Forms for consideration for approval at December College Faculty meeting due to the Dean's Office.
October 30	Friday, Department Tenure/Promotion statement of expected performance due to Academic Affairs only if changes are made from previous year statement (one copy due to the Dean's Office)
November 21	Saturday, Fall Break (Thanksgiving holiday) begins at 5:00 p.m.
November 30	Monday, classes resume at 8:00 a.m.
December 10	Thursday, College Faculty Meeting 2:00 p.m. 222 JC Penney
December 12	Saturday, classes end at 5:00 p.m.
December 14	Monday, Final exams begin
December 17	Thursday, Last day for notice of termination to second year faculty (see Rules and Regulations, Section 310.020, F.2.a.)
December 18	Friday, "Competency of Spoken English" for <i>Fall 2009</i> as reported from each department's student course evaluations due to Academic Affairs (copy to the Dean's Office)
December 19	Saturday, Fall semester closes end of day
December 19	Saturday, Fall Commencement

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Winter Intersession, Spring and Summer 2010

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Standing Meetings

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January 4	Monday, classes begin 8:00 am
January 16	Saturday, classes end 5:00 pm
January 18	Monday, Dr. Martin Luther King Holiday events – no classes
January 19	Tuesday, Spring semester classes begin at 8:00 am
January 29	Friday, Electronic Course and Curriculum Revision Forms for consideration for approval at March College Faculty meeting due to the Dean's Office
February 26	Friday, Last date to give notice of termination to first-year faculty (See Rules and Regulations, Section 310.020, F.2.a.)
March 11	Thursday College Faculty Meeting 2:00 pm 222 JC Penney
March 17	Wednesday, Reviews of associate professors (for possible promotion to full professor) and reviews of tenure-track and tenured assistant professors due to the Dean's Office
March 26	Friday, Electronic Course and Curriculum Revision Forms for consideration for approval at May College Faculty meeting due to the Dean's Office
March 27	Saturday, Spring recess begins at 5:00 p.m.
April 5	Monday, classes resume at 8:00 a.m.
April 6	Tuesday, Non-Regular Faculty of the Year Award 2009-2010 nominations due to the Dean's Office
April 16	Friday, Requests for Sabbatical and Personal Leaves for AY 2010-2011 due to the Dean's Office
April 19	Faculty Annual Reports (FAS) due to Chairs -- April 1 through March 31 data reported (due to the Dean's Office May 7)
May 6	Thursday, College Faculty Meeting 2:00 p.m. 222 JC Penney
May 7	Friday, Faculty annual reports, signed effort reports, signed evaluations, and recommended salary increases (if % known) due to the Dean's Office
May 8	Saturday, classes end at 5:00 p.m.

May 10	Monday, List of Terminal Year/Decision Year Faculty for <i>AY 2010-2011</i> due to the Dean's Office
May 10	Monday, Final Exams Begin
May 15	Saturday, Spring semester closes end of day
May 15 & 16	Saturday/Sunday, Spring commencement
May 17	Monday, Summer Sessions 1, 4, and 6 begin at 8:00 a.m.
May 31	Monday, Memorial Day Holiday
June 12	Saturday, Summer Session 1 closes end of day
June 14	Monday, Summer Sessions 2 and 5 begin at 8:00 a.m.
June 30	Wednesday, Departmental Inventory completed , signed, and put in file (per Business Policy Manual 407 Inventory)
July 5	Monday, Independence Day observed
July 10	Saturday, Summer Sessions 2 and 4 close, end of day
July 12	Monday, Summer Session 3 begins at 8:00 am
August 5	Thursday, Summer Faculty Meeting 2:00 p.m. Dean's Conference Room
August 7	Saturday, Summer Session 3, 5, and 6 close end of day
August 7	Saturday, Summer commencement