

**Chairs Calendar
For 2008-2009**

Standing Meetings:

First Wednesday of every month from 2:00 pm – 3:00 pm: Dean’s Advisory Council meetings

(Note: the third Wednesday of every month is reserved for a second DAC meeting, if needed.)

2008	
June	
4	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
6	Friday, Dean submits list of tenure and/or promotion cases scheduled for review to Provost.
18	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
26	Wednesday, New Student Orientation Noon-4:00 pm in Lucas Hall
July	
2	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
4	Friday, Independence Day Holiday
16	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
25	Friday, New Student Orientation, 8:30 am-1:00 pm in MSC
August	
6	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
7	Thursday, Curriculum Materials due
8	Friday, New Student Orientation, 8:30-10:30 am in Lucas Hall
11	Monday, Candidate submits the final version of the Factual Record to the <i>Ad Personam</i> Committee
13-14	Wednesday-Thursday, New Faculty Orientation
15-16	Friday-Saturday, Part-Time Faculty Orientation
17	Sunday, Campus Convocation and Picnic 3:00-7:00 pm in PAC
18	Monday, Fall semester classes begin 8:00 am
20	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
September	
1	Labor Day Holiday
2	Tuesday, Classes resume 8:00 am
3	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
5	Friday, Report of <i>Ad Personam</i> committee due to the Unit Committee [In the case of joint appointments, the joint <i>Ad Personam</i> committee report needs to be submitted simultaneously to all units in which the candidate holds an appointment.]
9	Tuesday, University Assembly/ Faculty Senate 3:00 pm 126 JCP
12	Friday, Nominations for Curators’ Professor & Curators’ Teaching Professor due the Dean (Guidelines on Academic Affairs website)
17	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
19	Friday, Leadership Council Meeting Noon-1:30 pm
24	Wednesday, C&I Committee Meeting, 3:30 pm in 201 GSB

October	
1	Wednesday, DAC Meeting 2:00-3:00 pm
3	Friday, Voting members of the Unit Committee may submit written statements to Unit Coordinator
3	Friday, Curriculum Materials Due
Within one business day of the Unit vote	Unit Committee members may submit additional statements to the Unit Committee Coordinator and Unit Chair
6	Monday, Unit Committee report and Chair recommendation are conveyed to candidate
14	Tuesday, Faculty Senate 3:00 pm MSC-Century Room A
17 Or 7 days after notification of Unit vote	Friday, Candidate submits to Unit Coordinator any request for Unit Committee's reconsideration
15	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
27 Or 10 days after reconsideration	Monday, Unit Committee conveys report on outcome of any reconsideration to candidate
29	Wednesday, Faculty Meeting 3:00 pm in 315 MSC
November	
3 Or 7 days after report	Monday, If Unit Committee changes its original report, then Candidate's response, if any, is due to Unit Coordinator
5	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
5	Thursday, C&I Committee Meeting, 3:30 pm in 201 GSB
11	Tuesday, University Assembly/ Faculty Senate 3:00 pm in 126 JCP
12	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
13 Or 10 days after response	Thursday, Unit Committee conveys report on outcome of any reconsideration to candidate
14	Friday, Leadership Council Meeting Noon-1:30 pm
22	Saturday, Fall Break (Thanksgiving Holiday) begins at 5:00 pm
December	
1	Monday, classes resume 8:00 am
3	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
4	Thursday, Faculty Meeting, 3:00 pm in 315 MSC
5	Friday, Curriculum Materials Due
6	Saturday, Classes end 5:00 pm
8	Monday, Final Exams begin
8 Unless a separate date is set for candidate to use Response Option	Tuesday, Complete Dossiers forwarded to Dean's Office (See Guidelines, Appendix 2 for instructions.) [In the case of joint appointments, the joint <i>Ad Personam</i> committee report needs to be submitted simultaneously to all Deans in which the candidate holds an appointment.]
9	Tuesday, Faculty Senate 3:00 pm in MSC-Century Room A
13	Saturday, Fall Semester closes end of day
17	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
18	Friday, Dean conveys recommendations to candidate
7 days after	Candidate requests reconsideration, if any, of Dean

receiving notification	
10 days after reconsideration	Dean conveys report on outcome if any
20	Saturday, Fall Commencement
12/24-1/1	Holiday Break
2009	
January	
5	Monday, Campus re-opens after break
5 Or after response options are satisfied	Monday, Dean sends complete Dossier to Academic Affairs for distribution to the Senate ATP Committee
7	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
16	Friday, Curriculum Materials Due
19	Monday, Martin Luther King Holiday
20	Tuesday, Classes Begin at 8:00 am
20	Tuesday, Faculty Senate 3:00 pm in MSC-Century Room A
21	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
26	Monday, Senate ATP Committee recommendation is conveyed to the candidate
February	
2	Monday, Candidate submits to Provost any response to ATP Committee's recommendation
4	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
11	Wednesday, C&I Committee Meeting, 3:30 pm in 201 GSB
12 Or 10 days after receiving any response	Thursday, ATP Committee responds to candidate's response
17	Tuesday, University Assembly/ Faculty Senate in MSC-Century Room A
18	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
27	Friday, Leadership Council Meeting Noon-1:30 pm

March	
2 Or after response options are fulfilled	Monday, Committee sends Dossier too Chancellor
Typically within 45 days of receiving Dossier	Chancellor sends decision to candidate
Within 7 days of receiving Chancellor's decision	Candidate may request reconsideration
Normally within 10 days of receiving request	Chancellor responds to candidate
4	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB

13	Friday, Curriculum Materials Due
17	Tuesday, Faculty Senate 3:00 pm in 126 JCP
18	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
18	Wednesday, Faculty Meeting, 3:00 pm in 315 MSC
21	Saturday, Spring Recess begins 5:00 pm
30	Monday, Classes Resume 8:00 am
April	
1	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
1	Thursday, C&I Meeting, 3:30 pm in 201 GSB
7	Thursday, Faculty Senate/University Assembly 3:00-5:00 pm in MSC-Century Room A Elect Chairperson, Secretary, and Committee on Committees
15	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
15	Faculty Annual reports (FAS) due to Chairs – (April 1 through March 31 data reported). Due to the Dean’s Office by May 1
28	Tuesday, University Assembly/ Faculty Senate 3:00 pm in MSC-Century Room A
28	Tuesday, Annual Senate/ Assembly Reception & Banquet, 5:30 pm MSC 3 rd Floor Rotunda
30	Thursday, Donor Recognition & College Celebration, 5:30-7:00 pm in MSC: A, B, C
May	
1	Friday, Leadership Council Meeting Noon-1:30 pm
1	Faculty Annual Reports, signed effort reports, signed evaluations, and recommended salary increases (if % known) due to the Dean’s Office
5	Tuesday, Faculty Senate/University Assembly – Elect Committee Members 3:00 - 5:00 pm in MSC – Century Room A
6	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
7	Thursday, Faculty Meeting, 3:00 pm in 315 MSC
9	Saturday, Classes End 5:00 pm
11	Monday, Final Exams begin
15	Departmental Annual Reports due to the Dean.
15	Friday, Reviews of associate professors (for possible promotion to full professor) and reviews of tenure-track and tenured assistant professors due to Dean’s Office.
16	Saturday, Spring Semester Closes, End of Day
16 & 17	Saturday- Sunday, Spring Commencement
18	Monday, Summer Sessions 1, 4, and 6 begin 8:00 am
20	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
25	Monday, Memorial Day Holiday
June	
1	Monday, COFAC Annual Report due to the Provost
3	Wednesday, DAC meeting 2:00-3:00 pm in 201 GSB
13	Saturday, Summer Session 1 closes, end of day
15	Monday, Summer Sessions 2 & 5 begin 8:00 am
15	Monday, Post tenure review of all faculty who have been tenured more than five years due to the Dean’s Office.
17	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)

July	
1	Wednesday, DAC meeting 2:00-3:00 pm in 201 GSB
3	Friday, Independence Day Holiday -- no classes
8, 9, 10 & 11	Tuesday – Saturday, Summer Session 4 Final exams
11	Saturday, Summer Session 2 and 4 close, end of day
13	Monday, Summer Session 3 begins 8:00 am
15	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
16	Thursday, Summer 2009 Faculty Meeting, 2:00 pm in 201 GSB
17	Leadership Council Annual Planning Meeting, Noon-1:30 pm
31	Friday, Deadline for Chancellor’s final action
August	
5	Wednesday, DAC meeting 2:00-3:00 pm in 201 GSB
August 5, 6, 7, & 8	Wednesday – Saturday, Final Examinations for Summer Sessions 5 & 6
7 & 8	Friday and Saturday, Final Examinations for Summer Sessions 5 & 6
8	Saturday, Summer Session 3, 5 & 6 close, end of day
8	Saturday, Summer Commencement
19	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
27	Thursday, Faculty Meeting, 2:30 pm in 201 GSB