

Chairs Calendar For 2009-2010

Standing Meeting:

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.)

2009	
August	
3	Monday, Candidate submits the final version of the Factual Record to the <i>Ad Personam</i> Committee
5	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
6	Thursday, Curriculum Materials due
7	Friday, New Student Orientation, 8:30-10:30 am in Lucas Hall
12-13	Wednesday-Thursday, New Faculty Orientation
14-15	Friday-Saturday, Part-Time Faculty Orientation
16	Sunday, Campus Convocation and Picnic 3:00-7:00 pm in PAC
19	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
21	Monday, 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.]
24	Monday, Fall semester classes begin 8:00 am
September	
2	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
7	Labor Day Holiday
8	Tuesday, Classes resume 8:00 am
8	Tuesday, University Assembly/ Faculty Senate 3:00 pm 126 JCP
11	Friday, Nominations for Curators’ Professor & Curators’ Teaching professor due the Dean (Guidelines on Academic Affairs website)
16	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
17	Friday, Voting members of the Unit Committee may submit written statements to Unit Coordinator
18	Unit Committee members may submit additional statements to the Unit Committee Coordinator and Unit Chair
18	Friday, Leadership Council Meeting Noon-1:30 pm
24	Thursday, C&I Committee Meeting, 3:30 pm in 201 GSB
25	Unit Committee report and Chair recommendation (optional)

October	
2	Friday, Curriculum Materials Due
5	Monday, Unit Committee report and Chair recommendation are conveyed to candidate
7	Wednesday, DAC Meeting 2:00-3:00 pm
12	Candidate submits to Unit Coordinator any request for Unit Committee's reconsideration
12	Monday, Unit Committee and/or Chair conveys report on outcome of any reconsideration to candidate
13	Tuesday, Faculty Senate 3:00 pm MSC-Century Room A
19	Monday, If Unit Committee changes its original report, then Candidate's response, if any, is due to Unit Coordinator
21	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
28	Wednesday, Faculty Meeting 3:00 pm in 313 MSC
29	Thursday, Unit Committee conveys report on outcome of any reconsideration to candidate
November	
4	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
5	Thursday, C&I Committee Meeting, 3:30 pm in 201 GSB
6	Friday, 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.]
10	Tuesday, University Assembly/ Faculty Senate 3:00 pm in 126 JCP
13	Friday, Leadership Council Meeting Noon-1:30 pm
18	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
21	Saturday, Fall Break (Thanksgiving Holiday) begins at 5:00 pm
30	Monday, classes resume 8:00 am
December	
2	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
3	Thursday, Faculty Meeting, 3:00 pm in 313 MSC
4	Friday, Curriculum Materials Due
5	Saturday, Classes end 5:00 pm
7	Monday, Final Exams begin
8	Tuesday, Faculty Senate 3:00 pm in MSC-Century Room A
19	Saturday, Fall Semester closes end of day
17	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
4	Friday, Dean conveys recommendations to candidate
11	Candidate requests reconsideration, if any, of Dean
19	Saturday, Fall Commencement
23	Dean sends complete Dossier to Academic Affairs for distribution to the Senate ATP Committee
12/24 - 1/4	Holiday Break

2010	
January	
4	Monday, Campus re-opens after break
6	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
15	Friday, Curriculum Materials Due
18	Monday, Martin Luther King Holiday
19	Tuesday, Classes Begin at 8:00 am
19	Tuesday, Faculty Senate 3:00 pm in MSC-Century Room A
20	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
25	Monday, Senate ATP Committee recommendation is conveyed to the candidate
February	
1	Monday, Candidate submits to Provost any response to ATP Committee's recommendation
3	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
11	Thursday, C&I Committee Meeting, 3:30 pm in 201 GSB
11	Thursday, ATP Committee responds to candidate's response
12	Friday, Leadership Council Meeting Noon-1:30 pm
16	Tuesday, University Assembly/ Faculty Senate in MSC-Century Room A
17	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
March	
1	Monday, Committee sends Dossier to 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
3	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
12	Friday, Curriculum Materials Due
16	Tuesday, Faculty Senate 3:00 pm in 126 JCP
17	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
17	Wednesday, Faculty Meeting, 3:00 pm in 313 MSC
25	Thursday, C&I Committee Meeting, 3:30pm in 201 GSB
27	Saturday, Spring Break begins 5:00 pm

April	
5	Monday, Classes Resume 8:00 am
7	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
8	Thursday, Faculty Senate/University Assembly 3:00-5:00 pm in MSC-Century Room A Elect Chairperson, Secretary, and Committee on Committees
9	Friday, Leadership Council Meeting Noon-1:30 pm
15	Faculty Annual reports (FAS) due to Chairs – (April 1 through March 31 data reported) Due to the Dean’s Office my May 1.
21	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
27	Tuesday, University Assembly/ Faculty Senate 3:00 pm in MSC-Century Room A
27	Tuesday, Annual Senate/ Assembly Reception & Banquet, 5:30 pm MSC 3 rd Floor Rotunda
May	
1	Faculty Annual Reports, signed effort reports, signed evaluations, and recommended salary increases (if % known) due to the Dean’s Office
4	Tuesday, Faculty Senate/University Assembly – Elect Committee Members 3:00 - 5:00 pm in MSC – Century Room A
5	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB
6	Thursday, Faculty Meeting, 3:00 pm in 313 MSC
7	Friday, Leadership Council Meeting Noon-1:30 pm
8	Saturday, Classes End 5:00 pm
10	Monday, Final Exams begin
15	Saturday, Spring Semester Closes, End of Day
15& 16	Saturday- Sunday, Spring Commencement
17	Monday, Summer Sessions 1, 4, and 6 begin 8:00 am
19	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
24	Monday, Memorial Day Holiday
June	
2	Wednesday, DAC meeting 2:00-3:00 pm in 201 GSB
12	Saturday, Summer Session 1 closes, end of day
14	Monday, Summer Sessions 2 & 5 begin 8:00 am
16	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
July	
2	Friday, Independence Day Holiday -- no classes
7	Wednesday, College Annual Reports due to Provost
7	Wednesday, DAC meeting 2:00-3:00 pm in 201 GSB
7, 8, 9 & 10	Tuesday – Saturday, Summer Session 4 Final exams
10	Saturday, Summer Session 2 and 4 close, end of day
12	Monday, Summer Session 3 begins 8:00 am
21	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)
16	Leadership Council Annual Planning Meeting Noon-1:30 pm
28	Thursday, Summer 2010 Faculty Meeting, 2:00 pm in 201 GSB
30	Friday, Deadline for Chancellor’s final action

August	
4	Wednesday, DAC meeting 2:00-3:00 pm in 201 GSB
August 4, 5, 6, & 7	Wednesday – Saturday, Final Examinations for Summer Sessions 5 & 6
6 & 7	Friday and Saturday, Final Examinations for Summer Sessions 5 & 6
7	Saturday, Summer Session 3, 5 & 6 close, end of day
7	Saturday, Summer Commencement
18	Wednesday, DAC Meeting 2:00-3:00 pm in 201 GSB (if needed)