

Calendar Reminders for 2009

 Highlighted dates note annual deadlines

***** Chairs should take special notice**

August

- August 7: Letters of Appointment (LOA) for adjunct faculty teaching in the Fall semester are due to Human Resources
- ******* August 14: SSPA Chairs' Retreat (Melissa's house; 9:00 a.m. – 4:00 p.m.)
- August 18: Orientation for new full-time faculty (Bishop Barnwell; 9:00 a.m. – 4:00 p.m.)
- August 18: Orientation for new adjunct faculty (Bishop Barnwell; 5:00 p.m. – 8:30 p.m.)
- August 19: President Kustra's *State of the University Address* (Jordan Ballroom; 10:00 a.m. – 11:30 a.m.)
- ******* August 20: Department Chairs need to submit *Spring 2010 Schedule of Classes* 1st draft information to Registrar's and Extended Studies offices
- August 21: SSPA college-wide meeting (10:30 a.m. – 12:00 p.m. Hatch A/B)
- August 24: Classes begin
- ******* August 25: SSPA Chairs meeting (Wallace; 9:00 a.m. – 11:00 a.m.)
- August 28: Last day for faculty initiated drops for nonattendance during the first week to be turned in to the Registrar's Office
- August 28: Last day to apply for graduation for graduate and undergraduate degrees to be awarded in December

September

- September 4: Last day to register; add classes; last day to drop classes without a "W"

- ***September 22: SSPA Chairs meeting (Wallace; 9:00 a.m. – 11:00 a.m.)
- ***September 22: Department Chairs submit *Summer 2010 Schedule of Classes* 1st draft information to Extended Studies Office
- ***September 29: Department Chairs submit *Spring 2010 Schedule of Classes* 2nd draft information to Registrar's and Extended Studies offices

October

- ***October 1: Department Chairs submit Requests for Curriculum Change to the University Curriculum Committee for inclusion in the printed *Spring 2010 Schedule of Classes*
- ***October 1: Department Chairs submit a name to the Dean's Office for their department's representative on the SSPA Grant Committee
- October 2: Last day to add undergraduate internship and independent study
- October 2: Last day to drop classes with a "W" or completely withdraw from the regular session
- October 15: Dean appoints the Tenure Committee
- ***October 15: Department Chairs forward tenure portfolio and recommendations to the College Promotion and Tenure Committee
- ***October 15: Department Chairs submit Spring textbook orders to BSU Bookstore
- ***Department Chairs submit advisor names for orientation program to Academic Support Center

- *** October 15: Department Chairs submit Requests for Curriculum Change to the University Curriculum Committee for inclusion in *2010-2011 Undergraduate Catalog*
- October 16: Last day for a final oral dissertation, thesis, or project defense for December graduation
- *** October 27: SSPA Chairs meeting (Wallace; 9:00 a.m. – 11:00 a.m.)
- *** October 30: Department Chairs submit post-tenure review documentation to dean

November

- November 1: Deans submit Special Course Fees for subsequent Summer and Fall courses due in the Provost's Office
- *** November 1: Department Chairs submit supporting material for Emeritus applications to Faculty Senate for Winter Commencement
- November 6: Last day to submit final signed copies of dissertation, thesis or project to Graduate Dean's Office for December graduation
- November 13: Deans submit post-tenure review documentation to the Provost's Office
- *** November 17: SSPA Chairs meeting (Wallace; 9:00 a.m. – 11:00 a.m.)
- November 20: Department Chairs submit *Summer 2010 Schedule of Classes* final draft information to Extended Studies

December

- *** December 1: Application for sabbatical leave due to the Department Chair
- *** December 1: Department Chairs submit graduate curriculum changes for *2010-2011 Graduate Catalog* to Graduate Council

- December 14: Exam week begins
- December 15: Second year faculty must be notified if they will not be rehired
- *** December 15: SSPA Chairs meeting (Wallace; 9:00 a.m. – 11:00 a.m.)
- December 18: Commencement
- December 22: Grade reports due to the Registrar's Office
- *** December 31: Department Chairs submit sabbatical applications with evaluation letter to the dean

Calendar Reminders for 2010

January

- *** January 8: Department Chairs submit Spring 2010 fee waiver list for all graduate assistantships to Graduate College
- *** January 9: Department Chairs submit LOAs for adjunct faculty teaching Spring semester
- January 11: Faculty orientation meetings begin
- *** January 14: Department Chairs submit Fall 2010 Schedule of Classes 1st draft information to Registrar's and Extended Studies offices
- January 15: Deans submit sabbatical applications to the Provost's Office
- January 15: Deans notify tenure and promotion candidates of their recommendations
- January 19: Classes begin
- January 25: Last day for faculty initiated drops for nonattendance during the first week of the semester to be turned in to the Registrar's office
- January 31: Deans submit tenure and promotion materials and recommendations to the Provost

February

- *** February 1 Faculty must have their annual self-evaluation to their chair
- *** February 12: Department Chairs submit Requests for Curriculum Change to the University Curriculum Committee for Fall 2010 implementation

- *** February 26: Department Chairs submit *Fall 2010 Schedule of Classes* 2nd draft information to Registrar and Extended Studies offices

March

- March 1: First year faculty must be notified if they will not be rehired
- *** March 1: Department Chairs submit professional staff annual performance evaluations to Human Resource Services
- March 1: Last day to add undergraduate internship and independent study
- March 1: Last day to drop classes with a “W” or completely withdraw from the Regular Session
- March 1: Provost forwards tenure recommendations to applicants
- *** March 15: Department Chairs submit Summer textbook orders to the bookstore
- *** March 15: Department Chairs provide a written performance evaluation to each faculty member

April

- *** April 1: Chair must have the final faculty evaluation reports to the dean
- April 1: Faculty evaluation of their chair due to the dean’s office
- April 1: Deans submit requests for special course fees for Spring 2011 to the Provost’s Office
- April 1: Department Chairs submit supporting material for Emeritus applications to Faculty Senate for Spring Commencement
- April 9: Last day for final oral dissertation, thesis, or project defense for May graduation
- April 15: Dean self-evaluation due to the Provost’s Office

- *** April 15: Department Chairs submit first proof of *2010-2011 Graduate Catalog* content to Graduate College
- *** April 15: Department Chairs submit Fall textbook orders
- April 15: Dean evaluation committee findings due to the provost

May

- May 15: Commencement
- May 18: Grade reports due to the Registrar's Office

June

- June 15: Provost review of dean is due
- *** June 15: Department Chairs submit final proof of *2010-2011 Graduate Catalog* content to Graduate College

July