

# Faculty/Staff Administrative Calendar Western Washington University

2009-2010

SEPTEMBER 2009 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO: Or Location of Event:
4	REQUEST FOR Departmental Advising Resource Guide 2009/2010	Academic & Career Development Services. DUE: October 1
4	DUE: Faculty Contracts and PA's for first Fall Quarter Pay of 10/10/09	Provost's Office
16	Faculty/Staff Fall Breakfast&Convocation 7:30 am/VU Commons: <u>Breakfast</u> 8:45 am/ PAC: <u>Opening Convocation Address</u>	
16	Fall Academic Leadership Conference	
17	New Faculty Benefits Orientation (Human Resources)	<b>1:30 pm – 4:00 pm</b>
18	New Faculty Orientation	8:00 am – 4:00 pm
18	New Faculty Reception (by invitation) Sponsored by Western Foundation	5:30 pm – 7:30 pm
21	Freshman Advising/Registration	
21	NEH Summer Stipends Applications	Vice Provost Ghali
21	Call for Faculty Development Grant Proposals Fall 2009 (on-line <u>FAST</u> )	Vice Provost Ghali
22	Transitions Make-up Advising/Registration for New Fall Transfer Students)	Academic Advising
22	Welcoming Convocation for Students and WWU Community	7:00pm PAC Mainstage
23	Classes Begin	
24	Call for Faculty Summer Research/ <b>Creative Activities</b> Grant applications, Summer 2010	Vice Provost Ghali

	(on-line <u>FAST</u> )	
24	Call for Project Development Award Proposals, Fall 2009 (on-line <u>FAST</u> )	Vice Provost Ghali
24	Call for Faculty Summer Teaching Grant Applications for Summer 2010 (on-line <u>FAST</u> )	Vice Provost Ghali
24	Call for Research and Creative Opportunities Grants for Undergraduates, Fall 2009 (on-line <u>FAST</u> ),	Vice Provost Ghali
24	Call for Professional Leave Applications ( <u>FAST</u> )	Deans by Oct. 15

**OCTOBER 2009** *(please check calendar often, as updates & revisions will be in red font)*

<b>DATE</b>	<b>ITEM</b>	<b>DUE TO: Or Location of Event:</b>
1	DUE: Names of Departmental Advising Resource Guide	Academic & Career Development Services
5	Call for Student Tech Fee Proposals	DUE 12/4/09 to Vice Provost IT/CIO
TBD	REQUEST: Call for Catalog Copy 2010-11. Electronic copy sent to administrative and academic units	
6	DUE: Summer Teaching Grant 2010 Applications	Approp. Chairs
6	DUE: Summer Research/ <b>Creative Activities</b> Grant 2010 Applications	Approp. Chairs
6	DUE: Faculty Development Grant Applications for Fall 2009	Approp. Chairs
7	DUE: Project Development Award Proposals, Fall 2009	Vice Provost Ghali
12	DUE: Faculty Development Grant Applications for Fall 2009 <b>from Chairs</b>	Approp. Deans
12	DUE: Faculty Summer Teaching Grant Applications for Summer 2010 <b>from Chairs</b>	Approp. Deans
12	DUE: Faculty Summer Research Grant	Approp. Dean

Applications for Summer 2010 **from Chairs**

15	DUE: Benefit Enrollment Forms (New Faculty)	Human Resources MS 5221
15	DUE: Faculty Professional Leave Applications	Approp. Deans
15	DUE: Faculty Tenure and Promotion Applications	Approp. Deans
16	DUE: Research and Creative Opportunities Grants for Undergraduates, Fall 2009	Approp. Chairs
19	DUE: Faculty Development Grant Applications for Fall 2009 <b>from Deans</b>	Vice Provost Ghali
21	DUE: Faculty Summer Research/ <b>Creative Activities</b> Grant Applications for Summer 2010 <b>from Deans</b>	Vice Provost Ghali
21	DUE: Faculty Summer Teaching Grant Applications for Summer 2010 <b>from Deans</b>	Vice Provost Ghali
22	SENT to Deans, Departments and Program Directors: Call for Summer Schedule	Summer Session Office By Dec. 15
23	Project Development Awards, Fall 2009	Awards Notification
23 -- 25	Fall Family Open House	New Student Services
26	Benefits Open Enrollment Begins	Benefits Services
30	DUE: Student Tech Fee DRAFT Proposals for projects requiring space alteration (Drafts returned w/estimates by Nov. 23)	DUE: 12:00 noon to Francis Halle, Space Administration

**NOVEMBER 2009** *(please check calendar often, as updates & revisions will be in red font)*

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<b>DATE</b>	<b>ITEM</b>	<b>DUE TO Or Location of Event:</b>
2	SENT to Deans, Departments and Program Directors: Call for Summer 2010 Schedule	Summer Session Office By Dec. 15

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2	Due from Department Chairs: Names of Faculty Participating in Fall Commencement	Jana Schueler, Registrar's Office
3	DUE: Research and Creative Opportunities Grants for Undergraduates, Fall 2009 <b>from Chairs</b>	Vice Provost Ghali
5	Benefits Fair	9:00 am to 12:00 noon VU 565
6 and 13	Advising and Registration <b>for Transfer and Post-Baccs</b> (Winter 2010)	
9	Summer Teaching Grants for Summer 2010	Awards Notification
9	Summer Research/ <b>Creative Activities</b> Grants for Summer 2010	Awards Notification
11	Veteran's Day Holiday	
13	DEADLINE DATE: Graduate Council Curriculum Submission Catalog Changes for 2010-11 Catalog	DUE TO: Graduate Office
16	DUE: Faculty Professional Leave Applications with Recommendations from Deans	Provost
11/18 – 12/4	Phase I Registration for Winter Quarter begins (tentative)	
30	Benefits Open Enrollment Ends	Benefits Office

**DECEMBER 2009** *(please check calendar often, as updates & revisions will be in red font)*

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<b>DATE</b>	<b>ITEM</b>	<b>DUE TO Or Location of Event:</b>
<del>4</del>	<del>DUE from all Colleges: Tenure and Promotion Recommendations</del>	<del>Provost</del>
	<b>DUE Date revised to January 15, 2010</b>	
1	Call for Next Year's Academic Schedule	Sent by Registrar's Office
1	Research & Creative Opportunities Grants for Undergraduates, Fall 2009	Awards Notification

4	DUE: Student Tech Fee FINAL Proposals	12:00 noon to Vice Provost of IT/CIO
4	DUE: Faculty Contracts and PA's for first Winter Quarter 2010 Pay of 1/11/10	To Provost's Office
7 -- 11	Finals Week	
12	COMMENCEMENT	
15	DUE from all Departments and Colleges: Summer Schedule and Special Course Descriptions	EESP Office
15	DUE: Grades	Registrar/12:00 noon

**JANUARY 2010** *(please check calendar often, as updates & revisions will be in red font)*

<b>DATE</b>	<b>ITEM</b>	<b>DUE TO: Or Location of Event:</b>
4	Winter Orientation for <b>Freshmen and Transfer Students</b>	
5	Classes Begin	
5	SENT OUT: Call for Excellence in Teaching Award nominees ( <u>FAST/FRONT</u> )	Provost
5	SENT OUT: Call for Carl H. Simpson Bridging Award nominees ( <u>FAST/FRONT</u> )	Provost
5	SENT OUT: Call for Outstanding Faculty Service Award nominees ( <u>FAST/FRONT</u> )	Provost
6	DEADLINE DATE: Teacher Curriculum and Certification Council Curriculum Submission for 2010-11 Catalog	DUE to: WCE Dean's Office
7	Call for Faculty Development Grant Proposals, Winter 2010 (on-line <u>FAST</u> )	Vice Provost Ghali
7	Call for Research & Creative Opportunities Grants for Undergraduates, Winter 2010 (on-line <u>FAST</u> )	Vice Provost Ghali

14	DEADLINE DATE: CUE (GER) Committee Curriculum Submission for 2010-11 Catalog	DUE to Chair of CUE (GER) Committee
14	Call for Project Development Award Proposals, Winter 2010 (on-line <u>FAST</u> )	Vice Provost Ghali
<b>15</b>	<b>DUE from all Colleges, Tenure and Promotion Recommendations</b>	<b>Provost</b>
15	Reminder: Annual evaluations of all probationary tenure track faculty	Appropriate Dean by 2/11/10
15	DUE: Tenured Faculty PPDR materials/nominations from Chairs or as determined by individual college	Deans
15	SENT OUT: Professional Leave Decisions	Provost
15	DUE: Course Fee Change Requests	
19	DUE: Faculty Development Grant Applications for Winter 2010	Approp. Chairs
21	Call for 2010 Olscamp Research Award Nominees (on-line <u>FAST</u> )	Vice Provost Ghali
25	DUE: Faculty Development Grant Applications for Winter 2010 <b>from Chairs</b>	Approp. Deans
26	DEADLINE DATE: for final ACC Approval of Curriculum Minutes for Consideration at the ACC February 2 <sup>nd</sup> meeting for 2010-11 Catalog	DUE to: Send copies of minutes to Faculty Senate Office
29	DUE: Research and Creative Opportunities for Undergraduates, Winter 2010	Approp. Chairs
31	Complete Summer 2010 Banner Course Entry	

**FEBRUARY 2010** *(please check calendar often, as updates & revisions will be in red font)*

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<b>DATE</b>	<b>ITEM</b>	<b>DUE TO: Or Location of Event:</b>
1	DUE from Dept. Chairs: Names of faculty participating in Winter commencement	Jana Schueler, Registrar's Office

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1	DUE: Faculty Development Grant Applications for Winter 2010 <b>from Deans</b>	Vice Provost Ghali
2	SENT OUT: Request for Faculty Freshman and Transfer Orientation Advisers	Academic and Career Development Services by <b>March 3</b>
2	DEADLINE DATE: Final ACC & Catalog & Curriculum Approval Date for 2010-11 Catalog	
9	DUE: Project Development Award Proposals, Winter 2010	Vice Provost Ghali
9	DUE: Research and Creative Opportunities for Undergraduates, Winter 2010 <b>from Chairs</b>	Vice Provost Ghali
12	DEADLINE DATE: 2010-11 Catalog Copy from all Administrative and Academic Units	DUE to: Catalog Office via email
12	DUE: Preliminary Nominations for 2010 Olscamp Research Award	Vice Provost Ghali
12	DUE: Annual evaluations of all probationary tenure track faculty	Approp. Dean (DUE to Provost by 3/5/10)
19 & 26	Advising and Registration <b>for Transfer and Post-Baccs</b> (Spring 2010)	
24	Project Development Awards, Winter 2010	Awards Notification

**MARCH 2010** *(please check calendar often, as updates & revisions will be in red font)*

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DATE	ITEM	DUE TO: Or Location of Event:
1	Banner Input for Summer Draft Contracts Open	
1-12	Phase I Registration for Spring Quarter begins (tentative)	
3	DUE: Notice of Faculty Advisor Interest <b>for Freshman and Transfer Students</b>	Academic and Career Development Services
5	DUE from Deans: Annual evaluations of all probationary tenure track faculty	Provost

5	DUE: Faculty Contracts & PA's for first Spring Quarter Pay of 4/10/10	To Provost's Office
9	Research and Creative Opportunities for Undergraduates, Winter 2010	Awards Notification
11	DUE: Academic Year Schedule	Deans
15 - 19	FINALS WEEK	

17	DUE: Academic Year Schedule (on-line access revoked after this date)	Registrar's Office
20	COMMENCEMENT	
23	DUE: Grades	12:00 noon/Registrar
29	Spring Orientation for <b>Freshmen and Transfer Students</b>	
30	Advising and Registration Make-up for Transfer and Post-Baccs (Spring 2010)	
30	Classes Begin	

**APRIL 2010** *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO: Or Location of Event:
1	Call for Faculty Development Grant Proposals – Spring 2010 (on-line <u>FAST</u> )	Vice Provost Ghali
1	Call for Fund for the Enhancement of Graduate Research Proposals, Spring 2010 (on-line <u>FAST</u> )	Vice Provost Ghali
1	Call for Research and Creative Opportunities for Undergraduates, Spring 2010 (on-line <u>FAST</u> )	Vice Provost Ghali
2	SENT OUT: Request for Department Advisers for Transitions	Academic and Career Development Services Due by <a href="#">May 3</a>
7	FROM Provost: List of Limited Term Faculty Eligible for General Merit Review during <b>2009-10</b>	Approp. Deans
9	DUE: Fund for the Enhancement of Graduate Research Proposals, Spring 2010	Approp. Chairs
9	DUE: Research and Creative Opportunities for Undergraduates, Spring 2010	Approp. Chairs
12	DUE: Faculty Development Grant Applications for Spring 2010	Approp. Chairs
14	DUE: Diversity Achievement Award Information (from Committee)	Provost

16	DUE: Summer Session Faculty Draft Contracts/Report	Summer Session Office
16	DUE: Fund for the Enhancement of Graduate Research Proposals, Spring 2010 <b>from Chairs</b>	Approp. Deans
18	Earth Day Service Projects	
19	DUE: Faculty Development Grant Applications for Spring 2010 <b>from Chairs</b>	Approp. Deans
22	DUE: Excellence in Teaching Award Winners (submitted by Committees)	Provost
22	DUE: Carl H. Simpson Bridging Award Winner (submitted by Committee)	Provost
22	DUE: Outstanding Faculty Service Award Winner (submitted by Committee)	Provost
22	DUE: Fund for the Enhancement of Graduate Research Proposals, Spring 2010 <b>from Deans</b>	Vice Provost Ghali
22	DUE: Research and Creative Opportunities Grants for Undergraduates, Spring 2010 <b>from Chairs</b>	Vice Provost Ghali
26	DUE: Faculty Development Grant Applications for Spring 2010 <b>from Deans</b>	Vice Provost Ghali

**MAY 2010** *(please check calendar often, as updates & revisions will be in red font)*

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<b>DATE</b>	<b>ITEM</b>	<b>DUE TO: Or Location of Event:</b>
3	DUE from Dept. Chairs: Names of faculty participating in Spring Commencement	Jana Schueler, Registrar's Office
3	DUE: Names of Departmental Advisers for Transitions	Academic and Career Development Services
3 – 7	Academic Departments Review Class Schedule	
4 - 10	Summer Registration Phase I	

6	DUE: Notice of intent to apply for Tenure and/or Promotion	Approp. Dean
10	DUE: Names of Faculty Advisors for Transitions and SummerStart	Academic and Career Development Services
14 - 16	Western Showtime Family Weekend	New Student Services
18	Pre-Retirement Seminar (tentative)	Location TBA Benefits Office
5/20 – 7/12	Fall Registration – Phase I (tentative)	
21	DUE: Nontenured (limited term)Faculty General Merit Review Materials and Recommendations from Chairs	Deans
26	Fund for the Enhancement of Graduate Research Awards, Spring 2010	Awards Notification
26	Research and Creative Opportunity Grants for Undergraduates, Spring 2010	Awards Notification

**JUNE 2010** *(please check calendar often, as updates & revisions will be in red font)*

<b>DATE</b>	<b>ITEM</b>	<b>DUE TO: Or Location of Event:</b>
3	Call for Faculty Development Grant Proposals for Summer 2010 (on-line <u>FAST</u> )	Vice Provost Ghali
4	DUE: Recommendations from Deans for PPDR for tenured faculty and general merit for limited term faculty who were positively reviewed.	I. Pencil Provost's Office
4	DUE: Faculty not positively reviewed ---- tenured; probationary; and limited term.	I. Pencil Provost's Office
7 - 11	FINALS WEEK	
12	COMMENCEMENT	
15	DUE: Grades	12:00 noon/Registrar
22	Summer Session Classes Begin	

**JULY 2010** *(please check calendar often, as updates & revisions will be in red font)*

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<b>DATE</b>	<b>ITEM</b>	<b>DUE TO: Or Location of Event:</b>
6	DUE: Faculty Development Grant Applications for Summer 2010	Approp. Chairs
9	DUE: Faculty Development Grant Applications for Summer 2010 <b>from Chairs</b>	Approp. Deans
9	DUE FROM DEANS: Names of faculty participating in Summer Commencement	Jana Schueler, Registrar's Office
14	DUE: Faculty Development Grant Applications for Summer 2010 <b>from Deans</b>	Vice Provost Ghali
15	Letters of offer for the upcoming academic year to have been received by returning limited term, nontenure-track faculty.	I. Pencil Provost's Office
16, 22, 23	Transition Orientation/Advising <b>for Transfer Students</b>	

**AUGUST 2010** *(please check calendar often, as updates & revisions will be in red font)*

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<b>DATE</b>	<b>ITEM</b>	<b>DUE TO: Or Location of Event:</b>
2 -- 19	Summerstart/Orientation and Advising for <b>Fall Freshmen</b>	
3	From Provost: Annual Reappointment Letters to Probationary and Tenured Faculty	Affected Faculty
21	COMMENCEMENT	
24	DUE: All Summer Session Grades	12:00 noon/Registrar
31	FROM Provost: List of Tenured Faculty Eligible for Professional Performance/ Development Review During 2009-10	Approp. Deans

September 2010 *(please check calendar often, as updates & revisions will be in red font)*

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DATE	ITEM	DUE TO: Or Location of Event:
<b>10</b>	<del>Transitions Make-Up</del> Canceled	
18 – 21	Fall Orientation	

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