

Fairhaven Faculty Due-Date Calendar 2009/2010

Fall 2009

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| September 16 | University Faculty and Staff Convocation: breakfast 7:30 VU; convocation 8:45 PAC |
| September 17 | College Retreat for Faculty and Staff |
| September 22 | All-University Student Convocation, PAC |
| September 23 | First Day of Classes |
| September 26-27 | New Student Orientation; Camp Kirby |
| October 7 | Committee Meetings |
| October 9 | Due to VP Research: Fall Project Development Proposals |
| October 12 | Due to the Dean: <ul style="list-style-type: none">• Faculty Development Grant Fall Applications• Faculty Professional Leave Applications• Faculty Tenure and Promotion Applications• Summer 2010 Research Grant Applications• Summer 2010 Teaching Grant Applications |
| October 12 | Limited Term Faculty meeting with the Dean, Staff and Faculty |
| October 14 | Faculty/Staff Meeting |
| October 16 | Due to the Dean: <ul style="list-style-type: none">• Research and Creative Opportunity Grants for Undergraduates• Summer Session course proposals due to FC Curriculum Committee (due to Summer Programs, December 12) |
| October 19 | Winter Course Descriptions due to Curriculum Committee |
| October 21 | Committee Meetings |
| October 22 | College Budget Hearing |
| October 28 | Faculty/Staff Meeting |
| October 30 | Due to the Dean: |

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| | <ul style="list-style-type: none"> • Fall Proposals for Support of Excellence in Undergraduate Research and Scholarship <p>Due to Space Administration: 12 noon</p> <ul style="list-style-type: none"> • Student Tech Fee Draft Proposals |
| November 4 | Committee Meetings |
| November 11 | Veteran's Day – No Classes |
| November 11 | Faculty/Staff Meeting ? |
| November 16 | Due to Provost: <ul style="list-style-type: none"> • Professional Leave Requests with the Dean's Recommendation |
| November 19 | Due to Dean: Personnel Committee Recommendations for T & P |
| November 18-25 | Phase I, Winter Registration |
| November 23-24 | Fairhaven Faculty Curricular Planning Retreat |
| November 26-27 | Thanksgiving Holiday – No Classes |
| November 30 | 2010/2011 Proposed Class Schedule due to Curriculum Committee |
| December 1 | Due to Provost: T & P recommendations from the Dean |
| December 1-4 | Fairhaven Concentration Filing Week |
| December 2 | Committee Meetings Catalog and Course Fee changes for next year due to Curriculum Co. |
| December 4 | Last Day of Classes Due 12 noon to VP of IT: Final Student Tech Fee proposals |
| December 7 | Student Self-Evaluations Due |
| December 7-11 | Final Exam Week |
| December 11 | Fall Graduates: Last day to submit work (incompletes, summary and evaluations, senior projects, signature sheet) |
| December 11 | Final Summer term Schedule due to EESP |
| December 15 | Faculty Evaluations of Student Work and Grades due (12 noon) |

Winter 2010

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| January 5 | First Day of Classes |
| January 6 | Committee Meetings |
| January 7 | Call for Self-Nominations for Excellence in Teaching Awards |
| January 13 | Faculty/Staff Meeting |
| | Due to the Dean from Personnel Committee: |
| | <ul style="list-style-type: none">• Annual Evaluation of Probationary Tenure-Track Faculty• Post Tenure Faculty Professional Performance Development Review Nominations and Materials |
| January 15 | Spring Course Descriptions due to Curriculum Committee |
| January 18 | Martin Luther King Jr Holiday – No Classes |
| January 19 | Due to the Dean: |
| | <ul style="list-style-type: none">• Winter 2010 Faculty Development Grant Applications |
| January 20 | Committee Meetings |
| January 27 | Faculty Meeting |
| January 29 | Due to the Dean: |
| | <ul style="list-style-type: none">• Research and Creative Opportunities for Undergraduates, Winter 2010• Winter Proposals for Program in Support of Excellence in Undergraduate Research and Scholarship |
| February 1 | Due to VP for Research: |
| | <ul style="list-style-type: none">• Faculty Development Grant Applications |
| February 3 | Committee Meetings |
| February 9 | Due to Vice Provost for Research: |
| | <ul style="list-style-type: none">• Research and Creative Opportunities for Undergraduates |
| February 10 | Faculty/Staff Meeting |
| February 11 | College Budget Hearing |

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| February 15 | President's Day – No Classes |
| February 17 | Committee Meetings |
| February 24 | Faculty/Staff Meeting |
| March 1-12 | Phase I, Spring Registration |
| March 3 | Committee Meetings |
| March 4 | Call for Nominations for Scholar's Day participants |
| March 5 | Due to Provost: <ul style="list-style-type: none"> • Annual Evaluations of Probationary T-Track Faculty |
| March 8-12 | Fairhaven Concentration Filing Week |
| March 10 | Faculty/Staff Meeting <p>Due to the Dean:</p> <ul style="list-style-type: none"> • Nominations for Diversity Achievement Award |
| March 12 | Winter Graduates: Last day to submit work (incompletes, summary and evaluations, senior projects, signature sheet) |
| March 12 | Last Day of Classes |
| March 15 | Student Self-Evaluations Due |
| March 15-19 | Final Exam Week |
| March 23 | Faculty Evaluations of student work and Grades due (12 noon) |
| March 26 | Fall and Summer Course Descriptions due to Curriculum Committee |

Spring 2010

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| March 30 | First Day of Classes |
| March 31 | Committee Meetings |
| April 2 | Due to the Dean: <ul style="list-style-type: none"> • Spring Proposals in Support of Excellence in Undergraduate Research and Scholarship |

- April 5 Due to University Web Page:
- Information on Participants of Scholar's Week
- April 7 Faculty/Staff Meeting
- April 9 Due to the Dean:
- Spring Proposals for Research and Creative Opportunities for Undergraduates
- April 12 Due to the Dean:
- Faculty Development Grant Application for Spring 2010
- April 14 Committee Meetings
- April 18 Earth Day Service Projects
- April 21 Faculty/Staff Meeting
- April 28 Committee Meetings
- April 29 College Budget Hearing
- May 3 Due to the Dean:
- Notice of Intent to apply for Tenure and/or Promotion for 2011-12
- May 4 – 10 Summer Registration, Phase I
- May 5 Faculty/Staff Meeting
- May 12 Committee Meetings
- May 14-16 College Reunion !!!
- May 20-June 7 Fall Registration, Phase I
- May 19 Due to the Dean:
- Limited-Term Faculty General Merit Review Materials and Recommendations from Curriculum and Personnel committees
- May 20 Scholar's Day
- May 26 Committee Meetings
- May 31 Memorial Day – No Classes

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| June 1-4 | Fairhaven Concentration Filing Week |
| June 2 | Faculty/Staff Meeting |
| June 4 | Last Day of Classes |
| June 4 | Spring Graduates: Last day to submit work (incompletes, summary and evaluations, senior projects, signature sheet) |
| June 7 | Student Self-Evaluations Due |
| June 7-11 | Final Exam Week |
| June 12 | Commencement (all hands on deck with 250 words per student) |
| June 15 | Faculty student Evaluations and Grades due (12 noon) |

Summer 2010

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| June 22 | Summer 2009 Classes Begin <ul style="list-style-type: none"> • Six Week Session: June 22 – July 30 • Nine Week Session: June 22 – August 20 • July 3rd Independence Day Holiday -- No Classes |
| July 5 | Due to the Dean: <ul style="list-style-type: none"> • Faculty Development Grant Proposals for Summer 2009 • Project Development Proposals |
| July 14 | Due to VP Research from Dean: <ul style="list-style-type: none"> • Applications for Faculty Development Grants for Summer 2010 |
| July 15 | Letters of Offer for next year's non-tenure track faculty |
| August 21 | Commencement |
| August 24 | Faculty Evaluations of student work due (12 noon) |
| August 30 | Due from Provost: <ul style="list-style-type: none"> • List of Faculty eligible for Post Tenure Professional Development Review during 2010 -11 |
| September 16 | Fall Faculty/Staff Retreat |