

Fairhaven Faculty Due-Date Calendar 2009/2010

Fall 2009

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:

	<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

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

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
	Due to the Dean: <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

March 30	First Day of Classes
March 31	Committee Meetings
April 2	Due to the Dean:

- 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
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

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