

Faculty/Staff Administrative Calendar Western Washington University

2007-2008

[SEPTEMBER](#) | [OCTOBER](#) | [NOVEMBER](#) | [DECEMBER](#) | [JANUARY](#) | [FEBRUARY](#) | [MARCH](#) | [APRIL](#) | [MAY](#) | [JUNE](#) | [JULY](#) | [AUGUST](#)

SEPTEMBER 2007 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
4	DUE: Faculty Contracts and PA's for first Fall Quarter Pay of 10/10/07	Provost's Office
4	REQUEST FOR Departmental Advising Resource Guide 2007-08	Academic Advising & Tutorial Services. DUE: October 1
12--21	PHASE I Registration for Fall Quarter	
14	Transitions Make-up (Orientation/Advising for Fall Transfer Students)	
14	Departmental Advising for Transitions	By Academic Advising
20	New Faculty Benefits Orientation (Human Resources)	1:00--3:00 pm, OM 483
20	New Faculty Orientation Reception	4:00 pm, Lairmont Manor
20	Call for Faculty Development Grant Proposals Fall 2007 (on-line <u>FAST</u>)	Vice Provost Ghali
20	Call for Faculty Summer Research Grant applications, Summer 2008 (on-line <u>FAST</u>)	Vice Provost Ghali
20	Call for Project Development Award Proposals, Fall 2007 (on-line <u>FAST</u>)	Vice Provost Ghali
20	Call for Faculty Summer Teaching Grant Applications for Summer 2008 (on-line <u>FAST</u>)	Vice Provost Ghali

20	Call for Research and Creative Opportunities Grants for Undergraduates, Fall 2007 (on-line <u>FAST</u>),	Vice Provost Ghali
21	New Faculty Orientation	8:00 am – 4:30 pm, SL 220
21	President's Fall Faculty Luncheon	Noon, VU Commons
24	NEH Summer Stipends Applications	Vice Provost Ghali
24	Freshman Advising/Registration	
25	Welcoming Convocation	7:00pm PAC Mainstage
26	Classes Begin	
27	NWCCU Accreditation: Status Report Announcement in <u>FAST</u>	
27	Call for Professional Leave Applications (<u>FAST</u>)	Deans by Oct. 15

OCTOBER 2007 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
1	DUE: Names of Departmental Advising Resource Guide	Academic Advising & Tutorial Services
4	FYE (First Year Experience) Reception	New Student Services
9	DUE: Summer Teaching Grant 2008 Applications	Approp. Chairs
9	DUE: Summer Research Grant 2008 Applications to Department Chairs	Approp. Chairs
9	DUE: Faculty Development Grant Applications for Fall 2007 from Faculty Members	Approp. Chairs
11	Call for Program in Support of Undergraduate Research and Scholarship Excellence Proposals, Fall 2007 (on-line <u>FAST</u>)	Vice Provost Ghali
12	SENT to Departments, Colleges and Administrative Units: Call for 2008-09 General Catalog Copy	Catalog Office By Dec. 14 (Departments/ Colleges)

12	DUE: Project Development Award Proposals, Fall 2007	Vice Provost Ghali
15	DUE: Faculty Professional Leave Applications	Approp. Deans
15	DUE: Faculty Tenure and Promotion Applications	Approp. Deans
15	DUE: Faculty Development Grant Applications for Fall 2007 from Chairs	Approp. Deans
15	DUE: Faculty Summer Teaching Grant Applications for Summer 2008	Approp. Deans
15	DUE: Faculty Summer Research Grant Applications for Summer 2008	Approp. Dean
15	DUE: Benefit Enrollment Forms (New Faculty)	Human Resources MS 5221
19	DUE: Research and Creative Opportunities Grants for Undergraduates, Fall 2007	Approp. Chairs
19	Call for Proposals for Student Tech Fee	Vice Provost for IT/CIO DUE 1/18/08
22	DUE: Faculty Development Grant Applications for Fall 2007 from Deans	Vice Provost Ghali
24	DUE: Faculty Summer Research Grant Applications for Summer 2008	Vice Provost Ghali
24	DUE: Faculty Summer Teaching Grant Applications for Summer 2008	Vice Provost Ghali
25	DUE: Program in Support of Undergraduate Research and Scholarship Excellence, Fall 2007	Approp. Chairs
26	Project Development Awards, Fall 2007	Awards Notification
26—28	Fall Family Open House	New Student Services
27	Make a Difference Day	New Student Services
31	SENT to Departments, Colleges and Administrative Units: Call for 2008-09 General Catalog Copy, via EMAIL.	DUE TO : Catalog Office by EMAIL by 2/29/08

NOVEMBER 2007 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
1	SENT to Deans, Departments and Program Directors: Call for Summer Schedule	Summer Session Office By Dec. 14
1	Due from Department Chairs: Names of Faculty Participating in Fall Commencement	Dolora Ferguson, Registrar's Office
1	DUE: Program in Support of Undergraduate Research and Scholarship Excellence, Fall 2007	Approp. Deans
1	NWCCU Accreditation Status Report (FAST)	
6	DUE: Research and Creative Opportunities Grants for Undergraduates, Fall 2007	Vice Provost Ghali
6	Freshmen Advising Connection	Academic Advising and Tutorial Services
8	DUE: Program in Support of Undergraduate Research and Scholarship Program, Fall 2007	Vice Provost Ghali
9 and 16	Advising and Registration for Transfer and Post-Baccs (Winter 2008)	
12	Summer Teaching Grants for Summer 2008	Awards Notification
12	Summer Research Grants for Summer 2008	Awards Notification
15	DUE: Faculty Professional Leave Applications with Recommendations from Deans	Provost
20	Phase I Registration for Winter Quarter begins (tentative)	
20	Benefits Fair	12:00—4:00 pm, VU Multi-Purpose Room
30	DUE from all Colleges: Tenure and Promotion Recommendations	Provost

DECEMBER 2007 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
3	DUE: Faculty Contracts and PA's for first Winter Quarter 2008 Pay of 1/10/08	To Provost's Office
4	Program in Support of Undergraduate Research & Scholarship Excellence, Fall 2007	Awards Notification
4	Research & Creative Opportunities Grants for Undergraduates, Fall 2007	Awards Notification
7	Advising and Registration Make-Up for Transfer and Post-Baccs (Winter 2008)	
10--14	Finals Week	
14	DUE: 2008-09 General Catalog Copy	Catalog Office
14	DUE from Departments and Colleges: Special Summer 2008 Course Descriptions	EESP Office
14	DUE from all Departments and Colleges: Summer Schedule	EESP Office
15	COMMENCEMENT	
18	DUE: Grades	Registrar/12:00 noon
20	DUE: Faculty Sick Leave Reports for Fall Quarter	P. Page Provost's Office

JANUARY 2008 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
3	Call for Faculty Development Grant Proposals, Winter 2008 (on-line <u>FAST</u>)	Vice Provost Ghali
3	Call for Research & Creative Opportunities Grants for Undergraduates, Winter 2008 (on-line <u>FAST</u>)	Vice Provost Ghali

7	Winter Orientation for Freshmen and Transfer Students	
8	Classes begin	
10	SENT OUT: Call for Excellence in Teaching Award nominees (<u>FAST/Front</u>)	Provost
15	Reminder: Annual evaluations of all probationary tenure track faculty	Appropriate Dean by Feb.8, 2008
15	DUE: Tenured Faculty PPDR materials/nominations from Chairs	Deans
17	Call for Project Development Award Proposals, Winter 2008 (on-line <u>FAST</u>)	Vice Provost Ghali
18	DUE: Student Tech Fee -- Final Proposals Due at 12:00 noon	To Vice Provost for IT/CIO
21	MLK Jr. Service Projects	
21	DUE: Faculty Development Grant Applications for Winter 2008 from Faculty Members	Approp. Chairs
24	Call for 2008 Olscamp Research Award Nominees (on-line <u>FAST</u>)	Vice Provost Ghali
28	DUE: Faculty Development Grant Applications for Winter 2008 from Chairs	Approp. Deans
31	Departments complete Summer 2008 Banner Course Entry	

FEBRUARY 2008 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
1	DUE from Dept. Chairs: Names of faculty participating in Winter commencement	Dolora Ferguson, Registrar's Office
1	SENT OUT by Registrar: Call for Timetable Copy for 2008-09	Registrar by April 1
1	SENT OUT: Request for Faculty Freshman and Transfer Orientation Advisers	Academic Advising and Tutorial Services by March 3

1	SENT OUT: Request for Department Advisers for Transitions	Academic Advising and Tutorial Services Due by March 3
1	DUE: Research and Creative Opportunities for Undergraduates, Winter 2008	Approp. Chairs
4	DUE: Faculty Development Grant Applications for Winter 2008 from Deans	Vice Provost Ghali
12	DUE: Project Development Award Proposals, Winter 2008	Vice Provost Ghali
12	DUE: Research and Creative Opportunities for Undergraduates, Winter 2008	Vice Provost Ghali
13	DUE: Annual evaluations of all probationary tenure track faculty	Approp. Dean (DUE to Provost by March 3, 2008)
15	DUE: Preliminary Nominations for 2008 Olscamp Research Award	Vice Provost Ghali
22 and 29	Advising and Registration for Transfer and Post-Baccs (Spring 2008)	
27	Project Development Awards, Winter 2008	Awards Notification
28	Phase I Registration for Spring Quarter begins (tentative)	
29	DUE: 2008-09 General Catalog Copy from Departments, Colleges, and Administrative Units.	DUE TO: Catalog Office by EMAIL

MARCH 2008 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
3	DUE: Faculty Contracts & PA's for first Spring Quarter Pay of 4/10/08	To Provost's Office
3	DUE: Notice of Advisor Interest for Freshman and Transfer Students	Academic Advising & Tutorial Services
3	DUE: Names of Departmental Advisers for Transitions	Academic Advising & Tutorial Services

3	DUE from Administrative Units: 2008-09 General Catalog Copy	Catalog Office
5	DUE from Deans: Annual evaluations of all probationary tenure track faculty	Provost
11	Research and Creative Opportunities for Undergraduates, Winter 2008	Awards Notification
13	Program Canceled Call for Program in Support of Undergraduate Research and Scholarship Excellence, Spring 2008	Vice Provost Ghali
17--21	FINALS WEEK	
21	DUE: Faculty Sick Leave Reports for Winter Quarter	P. Page Provost's Office
21	Advising and Registration Make-up for Transfer and Post-Baccs (Spring 2008)	
22	COMMENCEMENT	
25	DUE: Grades	12:00 noon/Registrar
27	Call for Faculty Development Grant Proposals – Spring 2008 (on-line <u>FAST</u>)	Vice Provost Ghali
27	Call for Fund for the Enhancement of Graduate Research Proposals, Spring 2008 (on-line <u>FAST</u>)	Vice Provost Ghali
27	Call for Research and Creative Opportunities for Undergraduates, Spring 2008 (on-line <u>FAST</u>)	Vice Provost Ghali
27	Program Canceled DUE: Program in Support of Undergraduate Research and Scholarship Excellence, Spring 2008	Approp. Chairs
31	Spring Orientation for Freshmen and Transfer Students	

APRIL 2008 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
1	DUE from Departments: 2008-09 Timetable Copy	Registrar
1	Classes Begin	

4	DUE: Program in Support of Undergraduate Research and Scholarship Excellence, Spring 2008 <u>Program Canceled</u>	Approp. Deans
7	FROM Provost: List of Limited Term Faculty Eligible for General Merit Review during 2007-08	Approp. Deans
7—9	NWCCU Accreditation Evaluation Team Campus Visit	
11	Announcement: Student Tech Fees Awards	Vice Provost for IT/CIO
11	DUE: Program in Support of Undergraduate Research and Scholarship Excellence, Spring 2008 <u>Program Canceled</u>	Vice Provost Ghali
11	DUE: Research and Creative Opportunities for Undergraduates, Spring 2008	Chairs
11	DUE: Fund for the Enhancement of Graduate Research Proposals, Spring 2008	Approp. Chairs
14	DUE: Diversity Achievement Award Information (from Committee)	Provost
14	DUE: Summer Session Faculty Contracts	Summer Session Office
14	DUE: Faculty Development Grant Applications for Spring 2008 from Faculty Members	Approp. Chairs
18	DUE: Fund for the Enhancement of Graduate Research Proposals, Spring 2008	Approp. Deans
19	Earth Day Service Projects	
21	DUE: Excellence in Teaching Award Winners (submitted by Committees)	Provost
21	DUE: Faculty Development Grant Applications for Spring 2008 from Chairs	Approp. Deans
25	DUE: Fund for the Enhancement of Graduate Research Proposals, Spring 2008	Vice Provost Ghali
25	DUE: Research and Creative Opportunities Grants for Undergraduates, Spring 2008	Vice Provost Ghali
28	DUE: Faculty Development Grant Applications for Spring 2008 from Deans	Vice Provost Ghali

MAY 2008 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
1	DUE from Dept. Chairs: Names of faculty participating in Spring Commencement	Dolora Ferguson, Registrar's Office
5	DUE: Notice of intent to apply for Tenure and/or Promotion	Approp. Dean
6	Registration for Summer Begins (tentative)	
6	Program in Support of Undergraduate Research and Scholarship Excellence, Spring 2008 <u>Program Canceled</u>	Awards Notification
16--18	Western Showtime Family Weekend	New Student Services
23	DUE: Nontenured (limited term) Faculty General Merit Review Materials and Recommendations from Chairs	Deans
28	Fund for the Enhancement of Graduate Research Awards, Spring 2008	Awards Notification
28	Notification: Research and Creative Opportunity Grants for Undergraduates, Spring 2008	Notification

JUNE 2008 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
6	DUE: Recommendations from Deans for PPDR for tenured faculty and general merit for limited term faculty who were positively reviewed.	P. Page Provost's Office
6	DUE: Faculty not positively reviewed ---- tenured; probationary; and limited term.	P. Page Provost's Office
9--13	FINALS WEEK	
14	COMMENCEMENT	
17	DUE: Grades	12:00 noon/Registrar

19	Call for Faculty Development Grant Proposals for Summer 2008 (on-line <u>FAST</u>)	Vice Provost Ghali
20	DUE: Faculty Sick Leave Reports for Spring Quarter	P. Page Provost's Office
24	Summer Orientation for Freshmen and Transfer Students	
24	Summer Classes Begin	

JULY 2008 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
7	DUE: Faculty Development Grant Applications for Summer 2008 from Faculty Members	Approp. Chairs
11	DUE FROM DEANS: Names of faculty participating in Summer Commencement	Dolora Ferguson, Registrar's Office
11	DUE: Faculty Development Grant Applications for Summer 2008 from Chairs	Approp. Deans
18, 24, 25	Transition Orientation/Advising for Transfer Students	
16	DUE: Faculty Development Grant Applications for Summer 2008 from Deans	Vice Provost Ghali

AUGUST 2008 *(please check calendar often, as updates & revisions will be in red font)*

DATE	ITEM	DUE TO:
1	From Provost: Annual Reappointment Letters to Probationary and Tenured Faculty	Affected Faculty
6 - 21	Summerstart/Orientation and Advising for Fall Freshmen	
23	COMMENCEMENT	
26	DUE: All Summer Session Grades	12:00 noon/Registrar
30	FROM Provost: List of Tenured Faculty Eligible for Professional Performance/ Development Review During 2008-09	Approp. Deans

