

# Faculty/Staff Administrative Calendar Western Washington University

2008-2009

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

DATE	ITEM	DUE TO:
4	REQUEST FOR Departmental Advising Resource Guide 2008-09	Academic Advising & Tutorial Services. DUE: October 1
5	DUE: Faculty Contracts and PA's for first Fall Quarter Pay of 10/10/08	Provost's Office
10 - 19	PHASE I Registration for Fall Quarter	
12	Departmental Advising <b>for Transitions</b>	By Academic Advising
12	Transitions Make-up (Orientation/Advising for Fall Transfer Students)	
17	<b>Faculty/Staff Fall Breakfast&amp;Convocation</b> <b>7:30 am/VU Commons: <u>Breakfast</u></b> <b>8:45 am/ PAC: <u>Convocation Address</u></b>	
18	New Faculty Benefits Orientation (Human Resources)	1:00--3:00 pm, OM 483
19	New Faculty Orientation	8:00 am – 4:0 pm, begin in SL 220 & tour campus
19	New Faculty Reception	5:00 pm, By invitation. Location TBA
22	Freshman Advising/Registration	
23	Welcoming Convocation for Students and WWU Community	7:00pm PAC Mainstage
24	Classes Begin	
24	NEH Summer Stipends Applications	Vice Provost Ghali
25	Call for Faculty Development Grant Proposals Fall 2008 (on-line <u>FAST</u> )	Vice Provost Ghali

25	Call for Faculty Summer Research Grant applications, Summer 2009 (on-line <u>FAST</u> )	Vice Provost Ghali
25	Call for Project Development Award Proposals, Fall 2008 (on-line <u>FAST</u> )	Vice Provost Ghali
25	Call for Faculty Summer Teaching Grant Applications for Summer 2009 (on-line <u>FAST</u> )	Vice Provost Ghali
25	Call for Research and Creative Opportunities Grants for Undergraduates, Fall 2008 (on-line <u>FAST</u> ),	Vice Provost Ghali
25	Call for Professional Leave Applications ( <u>FAST</u> )	Deans by Oct. 15

**OCTOBER 2008** *(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
6	<b>Call for Student Tech Fee Proposals</b>	<b>DUE 12/11/08 Vice Provost IT/CIO</b>
6	REQUEST: Call for Catalog Copy 2009-10. Electronic copy sent to administrative and academic units	
7	DUE: Summer Teaching Grant 2009 Applications	Approp. Chairs
7	DUE: Summer Research Grant 2009 Applications to Department Chairs	Approp. Chairs
7	DUE: Faculty Development Grant Applications for Fall 2008 <b>from Faculty Members</b>	Approp. Chairs
8	DUE: Project Development Award Proposals, Fall 2008	Vice Provost Ghali
13	DUE: Faculty Development Grant Applications for Fall 2008 <b>from Chairs</b>	Approp. Deans
13	DUE: Faculty Summer Teaching Grant Applications for Summer 2009	Approp. Deans

13	DUE: Faculty Summer Research Grant Applications for Summer 2009	Approp. Dean
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
17	DUE: Research and Creative Opportunities Grants for Undergraduates, Fall 2008	Approp. Chairs
20	DUE: Faculty Development Grant Applications for Fall 2008 <b>from Deans</b>	Vice Provost Ghali
22	DUE: Faculty Summer Research Grant Applications for Summer 2009	Vice Provost Ghali
22	DUE: Faculty Summer Teaching Grant Applications for Summer 2009	Vice Provost Ghali
22	SENT to Deans, Departments and Program Directors: Call for Summer Schedule	Summer Session Office By Dec. 15
24	Project Development Awards, Fall 2008	Awards Notification
24 -- 26	Fall Family Open House	New Student Services
25	Make a Difference Day	New Student Services
10/27 – 11/30	Benefits Open Enrollment	

**NOVEMBER 2008** *(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:</b>
3	SENT to Deans, Departments and Program Directors: Call for Summer Schedule	Summer Session Office By Dec. 15

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3	Due from Department Chairs: Names of Faculty Participating in Fall Commencement	Dolora Ferguson, Registrar's Office
4	DUE: Research and Creative Opportunities Grants for Undergraduates, Fall 2008	Vice Provost Ghali
7 and 17	Advising and Registration <b>for Transfer and Post-Baccs</b> (Winter 2009)	
10	Summer Teaching Grants for Summer 2009	Awards Notification
10	Summer Research Grants for Summer 2009	Awards Notification
11	Veteran's Day	
12	Benefits Fair	12:00 – 4:00 pm, VU Multi-Purpose Room and 565 A/B
14	DUE: Student Tech Fee <b>DRAFT Proposals for projects requiring space alteration</b>	DUE: 12:00 noon to <b>Francis Halle, Space Administration</b>
17	DEADLINE DATE: Graduate Council Curriculum Submission Catalog Changes for 2009-10 Catalog	DUE TO: Graduate Office
17	DUE: Faculty Professional Leave Applications with Recommendations from Deans	Provost
11/19 – 12/5	Phase I Registration for Winter Quarter begins (tentative)	

**DECEMBER 2008** *(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:</b>
1	DUE from all Colleges: Tenure and Promotion Recommendations	Provost
<b>1</b>	<b>DUE: Student Tech Fee FINAL Proposals</b>	<b>12:00 noon to Vice Provost of IT/CIO</b>
<b>1</b>	<b>Call for Next Year's Academic Schedule</b>	<b>Sent by Registrar's Office</b>
2	Research & Creative Opportunities Grants for	Awards Notification

	Undergraduates, Fall 2008	
5	DUE: Faculty Contracts and PA's for first Winter Quarter 2009 Pay of 1/09/09	To Provost's Office
5	<b>Advising and Registration Make-Up for Transfer and Post-Baccs (Winter 2009)</b>	
8 -- 12	Finals Week	
13	COMMENCEMENT	
15	DUE from Departments and Colleges: Special Summer 2009 Course Descriptions	EESP Office
15	DUE from all Departments and Colleges: Summer Schedule	EESP Office
16	DUE: Grades	Registrar/12:00 noon
19	DUE: Faculty Sick Leave Reports for Fall Quarter	P. Page Provost's Office
31	Departments complete Summer 2009 Banner Course Entry	

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

DATE	ITEM	DUE TO:
5	Winter Orientation for <b>Freshmen and Transfer Students</b>	
6	DEADLINE DATE: Teacher Curriculum and Certification Council Curriculum Submission for 2009-10 Catalog	DUE to: WCE Dean's Office
6	Classes Begin	
8	Call for Faculty Development Grant Proposals, Winter 2009 (on-line <u>FAST</u> )	Vice Provost Ghali
8	Call for Research & Creative Opportunities Grants for Undergraduates, Winter 2009 (on-line FAST)	Vice Provost Ghali

8	SENT OUT: Call for Excellence in Teaching Award nominees ( <u>FAST/Front</u> )	Provost
8	SENT OUT: Call for Outstanding Faculty Service Award nominees ( <u>FAST/Front</u> )	Provost
15	DEADLINE DATE: GER Committee Curriculum Submission for 2009-10 Catalog	DUE to Chair of GER Committee
15	Reminder: Annual evaluations of all probationary tenure track faculty	Appropriate Dean by Feb. <b>13, 2009</b>
15	DUE: Tenured Faculty PPDR materials/nominations from Chairs <b>or as determined by individual college</b>	Deans
15	Call for Project Development Award Proposals, Winter 2009 (on-line <u>FAST</u> )	Vice Provost Ghali
16	DUE: Course Fee Change Requests	
19	MLK Jr. Service Projects	
20	DUE: Faculty Development Grant Applications for Winter 2009 <b>from Faculty Members</b>	Approp. Chairs
22	Call for 2009 Olscamp Research Award Nominees (on-line <u>FAST</u> )	Vice Provost Ghali
26	DUE: Faculty Development Grant Applications for Winter 2009 <b>from Chairs</b>	Approp. Deans
27	DEADLINE DATE: for final ACC Approval of Curriculum Minutes for Consideration at the ACC February 3 <sup>rd</sup> meeting for 2009-10 Catalog	DUE to: Send copies of minutes to Faculty Senate Office
30	DUE: Research and Creative Opportunities for Undergraduates, Winter 2009	Approp. Chairs
31	Complete Summer 2009 Banner Course Entry	

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

<b>DATE</b>	<b>ITEM</b>	<b>DUE TO:</b>
2	DUE from Dept. Chairs: Names of faculty participating in Winter commencement	Dolora Ferguson, Registrar's Office
2	SENT OUT: Request for Faculty Freshman and Transfer Orientation Advisers	Academic Advising and Tutorial Services by <b>March 3</b>
2	DUE: Faculty Development Grant Applications for Winter 2009 <b>from Deans</b>	Vice Provost Ghali
3	DEADLINE DATE: Final ACC & Catalog and Curriculum Approval Date for 2009-10 Catalog	
10	DUE: Project Development Award Proposals, Winter 2009	Vice Provost Ghali
10	DUE: Research and Creative Opportunities for Undergraduates, Winter 2009	Vice Provost Ghali
13	DEADLINE DATE: 2009-10 Catalog Copy from all Administrative and Academic Units	DUE to: Catalog Office via email
13	DUE: Annual evaluations of all probationary tenure track faculty	Approp. Dean (DUE to Provost by <b>March 5, 2009</b> )
13	DUE: Preliminary Nominations for 2009 Olscamp Research Award	Vice Provost Ghali
23&27	Advising and Registration <b>for Transfer and Post-Baccs</b> (Spring 2009)	
25	Project Development Awards, Winter 2009	Awards Notification

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

<b>DATE</b>	<b>ITEM</b>	<b>DUE TO:</b>
2	SENT OUT: Request for Department Advisers for Transitions	Academic Advising and Tutorial Services Due by April 3
2-13	Phase I Registration for Spring Quarter begins (tentative)	
3	DUE: Notice of Advisor Interest <b>for Freshman and Transfer Students</b>	Academic Advising & Tutorial Services
5	DUE from Deans: Annual evaluations of all probationary tenure track faculty	Provost
6	DUE: Faculty Contracts & PA's for first Spring Quarter Pay of 4/10/09	To Provost's Office
10	Research and Creative Opportunities for Undergraduates, Winter 2009	Awards Notification
<b>11</b>	<b>DUE: Academic Year Schedule</b>	<b>Deans</b>
16 - 20	FINALS WEEK	
17	DUE from Departments: 2009-10 Timetable Copy (on-line access revoked after this date)	Registrar
<b>17</b>	<b>DUE: Academic Year Schedule (on-line access revoked after this date)</b>	<b>Registrar's Office</b>
21	DUE: Faculty Sick Leave Reports for Winter Quarter	P. Page Provost's Office
21	COMMENCEMENT	
24	DUE: Grades	12:00 noon/Registrar
30	Advising and Registration Make-up for Transfer and Post-Baccs (Spring 2009)	
30	Spring Orientation for <b>Freshmen and Transfer Students</b>	
31	Classes Begin	

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

<b>DATE</b>	<b>ITEM</b>	<b>DUE TO:</b>
2	Call for Faculty Development Grant Proposals – Spring 2009 (on-line <u>FAST</u> )	Vice Provost Ghali
2	Call for Fund for the Enhancement of Graduate Research Proposals, Spring 2009 (on-line <u>FAST</u> )	Vice Provost Ghali
2	Call for Research and Creative Opportunities for Undergraduates, Spring 2009 (on-line <u>FAST</u> )	Vice Provost Ghali
3	DUE: Names of Departmental Advisers for Transitions	Academic Advising and Tutorial Services
7	FROM Provost: List of Limited Term Faculty Eligible for General Merit Review during <b>2008-09</b>	Approp. Deans
10	DUE: Fund for the Enhancement of Graduate Research Proposals, Spring 2009	Approp. Chairs
10	DUE: Research and Creative Opportunities for Undergraduates, Spring 2009	Chairs
13	DUE: Faculty Development Grant Applications for Spring 2009 <b>from Faculty Members</b>	Approp. Chairs
14	DUE: Diversity Achievement Award Information (from Committee)	Provost
14	DUE: Summer Session Faculty Contracts	Summer Session Office
17	DUE: Fund for the Enhancement of Graduate Research Proposals, Spring 2009	Approp. Deans
18	Earth Day Service Projects	
20	DUE: Faculty Development Grant Applications for Spring 2009 <b>from Chairs</b>	Approp. Deans
22	DUE: Excellence in Teaching Award Winners (submitted by Committees)	Provost
22	DUE: Outstanding Faculty Service Award Winner (submitted by Committee)	Provost

23	DUE: Fund for the Enhancement of Graduate Research Proposals, Spring 2009	Vice Provost Ghali
23	DUE: Research and Creative Opportunities Grants for Undergraduates, Spring 2009	Vice Provost Ghali
27	DUE: Faculty Development Grant Applications for Spring 2009 <b>from Deans</b>	Vice Provost Ghali

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

<b>DATE</b>	<b>ITEM</b>	<b>DUE TO:</b>
1	DUE from Dept. Chairs: Names of faculty participating in Spring Commencement	Dolora Ferguson, Registrar's Office
4 – 8	Academic Departments Review Class Schedule	
6	DUE: Notice of intent to apply for Tenure and/or Promotion	Approp. Dean
6 - 9	Summer Registration Phase I	
15 - 17	Western Showtime Family Weekend	New Student Services
5/19 – 6/5	Fall Registration – Phase I	
23	DUE: Nontenured (limited term) Faculty General Merit Review Materials and Recommendations from Chairs	Deans
27	Fund for the Enhancement of Graduate Research Awards, Spring 2009	Awards Notification
27	Notification: Research and Creative Opportunity Grants for Undergraduates, Spring 2009	Awards Notification

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

<b>DATE</b>	<b>ITEM</b>	<b>DUE TO:</b>
4	Call for Faculty Development Grant Proposals for Summer 2009 (on-line <u>FAST</u> )	Vice Provost Ghali

5	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
5	DUE: Faculty not positively reviewed ---- tenured; probationary; and limited term.	P. Page Provost's Office
8 - 12	FINALS WEEK	
13	COMMENCEMENT	
16	DUE: Grades	12:00 noon/Registrar
20	DUE: Faculty Sick Leave Reports for Spring Quarter	P. Page Provost's Office
23	Summer Session Classes Begin	
24	Summer Orientation for <b>Freshmen and Transfer Students</b>	

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

DATE	ITEM	DUE TO:
6	DUE: Faculty Development Grant Applications for Summer 2009 <b>from Faculty Members</b>	Approp. Chairs
	DUE: Faculty Development Grant Applications for Summer 2009 <b>from Chairs</b>	Approp. Deans
10	DUE FROM DEANS: Names of faculty participating in Summer Commencement	Dolora Ferguson, Registrar's Office
15	DUE: Faculty Development Grant Applications for Summer 2009 <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.	
<b>17, 23, 24</b>	Transition Orientation/Advising <b>for Transfer Students</b>	

**AUGUST 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:</b>
3	From Provost: Annual Reappointment Letters to Probationary and Tenured Faculty	Affected Faculty
<b>3-8, 10-15, 17-20</b>	<b>Summerstart/Orientation and Advising for Fall Freshmen</b>	
22	COMMENCEMENT	
25	DUE: All Summer Session Grades	12:00 noon/Registrar
31	FROM Provost: List of Tenured Faculty Eligible for Professional Performance/ Development Review During 2008-09	Approp. Deans

**September 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:</b>
<b>11</b>	<b>Transitions Make-Up</b>	
<b>19 – 22</b>	<b>Fall Orientation</b>	