2019 - 2020
College of Arts & Sciences
Deadlines and Events
All dates are subject to change.

Color Key: Office of Resources and Planning (707 Admin)
Office of Faculty Advancement/Curriculum/Graduate Studies (702 Admin)
Recruiting Events
Records and Registration/University Calendar
[BOLD indicates deadline dates]

Fall Semester August 26 – December 13, 2019 (Fifteen week classes)

AUGUST
Week 3  New Faculty Orientation (8/19)
Week 4  Faculty contracts begin (8/19)
Week 5  First week of classes (8/26)

SEPTEMBER
Week 1  Last day to add classes without college permission (9/1)
        Labor Day – University Closed (9/2)
        EPRs of QRF in year 6 submitted via Faculty 180 (9/3)
        Last day to apply for December graduation, undergraduate (9/6)
Week 2  Faculty Merit dossiers uploaded to Faculty 180 (9/9)
        APRs of QRF in years 4-5 submitted via Faculty 180 (9/9)
        Last day to drop/change grading option w/o college permission (9/8)
        Fifteenth Day Census (9/9)
        Schedule development for Spring 2020 (9/9-9/19)
Week 3  Last day to apply for December graduation, graduates (9/16)
        Spring schedules due in the College Office (9/23)

OCTOBER
Elections: Faculty Senate, Distinguished Teaching Award Committee, University Level Review Committee
Week 1  EPRs of QRF in years 4-6: Unit recommendations to College submitted via Faculty 180 (10/7)
        FIL applications due to FDC (Provost’s Office) and copy to the College Office (10/7)
Week 2  PHASE 1 Summer schedule development (10/14 – 10/25)
Week 4  Unit Merit recommendations submitted to College (10/21)
        PHASE 1 Summer schedule development complete on CSS (10/25)
Week 5  TTF Promotion (tenure/associate and full): Unit recommendations to College submitted via Faculty 180 (10/31)
        QRF Promotion: Unit recommendations to College submitted via Faculty 180 (10/31)
Recruiting  Falcon Family Weekend (10/11-13); Preview Day (10/19)

NOVEMBER
Week 1  Call for contract requests for Spring semester adjunct staffing (due 11/15)
Week 2  Veterans’ Day – University closed (11/11)
        Contract request for Spring semester due 11/15
Last day to withdraw, undergraduates w/college permission; graduates w/coord & college approval (11/15)

**APRs of QRF in years 1 & 2: Unit recommendations to College submitted via Faculty 180 (11/15)**

**EPRs of QRF in year 3: Unit recommendations to College submitted via Faculty 180 (11/15)**

**Week 4**
- PHASE 2 Summer schedule development – begins (11/25 – 1/10)
  - Thanksgiving Break (11/27 NO Classes; 11/28-29 University Closed)

**December**

**Week 1**
- Mid-probation EPRs of TTF: Unit recommendations to College submitted via Faculty 180 (12/2)
- Last day of classes (12/6)

**Week 2**
- Exam week (12/9-12/13)
- Contracting for Winter Session
- Call for FIL replacement requests (tentative)
- Notification of recommendation of renewal sent to QRF in years 4-6 (from College)

**Week 3**
- Graduate/Undergraduate Commencement (12/13-14)

**Week 4**
- Christmas Break – University closed (12/24-25)
- Recruiting Preview Day (12/7)

**Spring Semester: January 2 – May 15, 2020**
(Winter Session: January 2 – January 23, 2020)

**January**

**Week 1**
- New Year’s Day – University Closed (1/1)
- Winter Session begins (1/2)
- Last day to add classes without college permission for Winter Session (1/2)
- Last day to drop/change grading option w/o college permission for Winter Session (1/3)
- “Fifteenth Day” Census for Winter Session (1/4)
- Call for Emeritus recommendations and Intent to Retire letters

**Week 2**
- Schedule development for Summer 2020 – Phase 2 due (1/10)

**Week 3**
- Merit notification to Faculty (1/15)

**Week 4**
- APRs for probationary TTF submitted through Faculty 180 (1/31)
- Martin Luther King Day – University closed (1/20)
- Last day of classes for Winter Session (1/23)

**Week 5**
- Spring Session begins (1/27)
- Schedule development for Fall 2020 (1/30 –2/13)

**February**

**Elections:** Faculty Senate, A & S Council, PTRC, Undergraduate Council, C/D Steering, CCOb, A&S Staff Council
- Call for the nominations for the Diversity Award
- Call for nominations for Distinguished Teaching Award

**Week 1**
- Notification of renewal letters sent to NTTF in years 4-6 (from Provost by 2/1)
- Last day to add classes without college permission for Spring Session (2/2)
- Last day to apply for May graduation, undergraduate (2/7)
- Faculty emeritus recommendations due in College office (2/10)
- Notification of faculty intent to retire at end of academic year due to the College Office (2/10)
Week 2
- Last day to drop/change grading option w/o college permission for Spring Session (2/9)
- Fifteenth Day Census Date (2/10)
- *Schedule development for Fall 2020 ends (2/13)*

Week 3
- Last Day to Apply for May Graduation, graduates students (2/17)
- *Fall schedules due in the College Office (2/19)*

Recruiting
- Presidents’ Day (2/17)

**M A R C H**

**Week 1**
- Call for evaluation of Chairs and Directors (due 4/17)
- Application for Distinguished Teaching Award due in College Office (due 3/1)
- Diversity Award Nominations due (3/1)

**Week 3**
- Spring Recess (3/16-20)

**Week 4**
- College sends summer worksheets to departments for verification
- Chair/Director Recommendations for TTF APRs submitted via Faculty 180 (3/31)
- Recruiting Falcon Fridays - 3/6, 3/13, 3/27

**A P R I L**

**Week 1**
- Notification of renewal sent to NTTF in years 1-3 (from Provost by 4/1)
- Summer school worksheets and Project Director forms due to the College Office (4/1)
- Deadline for BUFM to submit written request to the Dean and Chair/Director that Winter Session Course be counted as part of that academic year’s load.
- Deadline for Dean to submit a written offer to a BUFM that a Winter Session course be counted as part of year’s load. (4/1) *(subject to change)*
- Workshops to be held for faculty seeking promotion, tenure, or reappointment

**Week 3**
- Last day to withdraw, undergraduates w/ college permission; graduates w/ coordinator approval (4/20)
- Chair/Director evaluations due to College office submitted via college on-line portal (4/20)

**Week 4**
- Recruiting Falcon Friday – 4/3, 4/10, 4/17

**M A Y**

**Week 1**
- Deadline for Dean to inform BUFM (copy to Chair/Director) of decision regarding counting Winter Session Course in-load. Deadline for BUFM to inform Dean (copy to Chair/Director) of decision regarding counting Winter Session course in-load. (5/1) *(subject to change)*

**Week 2**
- Last Day of classes, Spring session (May 8)

**Week 3**
- Exam week (5/11-5/15)
- Graduate Commencement (5/15)
- Undergraduate Commencement (5/15 & 5/16)

**Week 4**
- First 6-week summer session begins (5/20 – 7/1)
- *Classified/Administrative Staff annual evaluations due to Human Resources Memorial Day – University closed (5/25)*
- Last Day to apply for August Graduation, Undergraduates (May 27)

**Summer session, 1st 6-week – May 20 – July 1, 2020**

**Summer session, 8-week term – June 22 – August 14, 2020**

**Summer session, 2nd 6-week – July 6 – August 14, 2020**

**J U N E**

**Week 1**
- Last Day to apply for August Graduation, Graduates (June 8)
<table>
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<tr>
<th>Week 4</th>
<th>8-week summer session begins (6/22-8/14)</th>
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<td><strong>JULY</strong></td>
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| **Week 1** | Last day of the first six-week session (7/1)  
*Independence Day observed – University closed (7/3)* |
| **Week 2** | Second 6-week summer session begins (7/6-8/14) |
| **Week 3** | Contract requests due for adjunct faculty for Fall 2020 (due July 17th) |
| **Week 4** | Chairs/Director begin to develop Winter 2021 class schedule in preparation for data entry (TBD) |
| **AUGUST** |  |
| **Week 3** | Last Day of the second six-week session (8/14)  
Last Day of the eight-week session (8/14)  
Summer Commencement (8/15) |
| **Week 4** | Full-time Faculty academic year contract begins (8/24) |
| **Week 5** | Fall semester begins (August 31 – December 18)  
Winter Session 2021 schedule development packets emailed to units. Winter Session units budget worksheets due to college  
Units receive CSS access to enter data for Winter Session class schedule. College and OSAP review offerings and follow up with units as needed  
Deadline to request large lecture halls, labs, teleconference rooms, and Levis Commons rooms for Winter Session 2021 (TBD) |