

CALENDAR OF ANNUAL FACULTY DEADLINES

AY 2018-19

Dates are Subject to Change
Asterisks Identify Department Heads' Responsibilities

August

- 8/20 Last day for Faculty to submit on-line fall or academic year EXCEL applications (new or extended) for review in August to Dean of Academic Initiatives
- 8/27 Classes begin.

September

- 9/03 Faculty intending to retire at the end of AY 2018-19 provide written notification to the Provost.
- 9/03 Faculty return participation surveys to the Office of Admissions.
- 9/03 Faculty submit requests to teach on-campus and off-campus (e.g., New York) Interim Session courses to the Dean of the Faculty for approval.
- 9/03 Faculty submit copies of course syllabi, which include student learning outcomes, policies on attendance and academic dishonesty, and the Federal Credit Hour statement to the Dean of Advising.
- 9/03 Last day for Faculty to submit on-line Academic Research Committee applications for review in September to Dean of Academic Initiatives.
- * 9/07 Department Heads submit tenure and promotion reviews and materials to the Provost.
- 9/14 Last day for Faculty to submit on-line Travel Planning Form for faculty conference travel, including Department Head's endorsement, to the Dean of Academic Initiatives.
- * 9/14 Department Heads submit requests for overload and part-time faculty for spring semester day and evening courses to the Dean of the Faculty.
- * 9/17 Department Heads send Proposed Course Offerings Form for spring to the Registrar, with a copy to the Provost. INDS courses to be taught by departmental faculty should be included.
- * 9/21 Department Heads submit Capital Projects request forms to the Provost for consideration for the 2019-20 budget. **[Note: This date is subject to change]**
- 9/24 Last day for Faculty to submit on-line Academic Research Committee applications for review in October to the Dean of Academic Initiatives.

October

- 10/01 Faculty submit proposals for Sabbatical Leaves and Leaves of Absence without Pay for AY 2019-20 to the Provost.
- * 10/01 Department Heads submit letters of support and recommendations concerning course coverage for faculty requesting 2019-20 leaves to the Provost and the Dean of the Faculty.
- * 10/01 Department Heads send visitor requests for 2019-20 to the Dean of the Faculty.
- * 10/05 Department Heads send to the Provost reappointment/non-reappointment recommendations for Instructors and Assistant Professors who will have completed two years of service by June 2019.
- * 10/05 Department Heads send proposals for new spring semester courses to the Registrar, with a copy to the Chair of the Curriculum and Educational Policy Committee.
- * 10/08 Department Heads return budget requests for operational expenses to the Dean of the Faculty.
[Note: This date is subject to change]
- * 10/08 Department Heads submit promotion to Professor reviews and materials to the Provost.
- 10/08-09 Fall break.
- 10/15 Faculty submit application to teach on-campus Interim course to Dean of Advising.
- 10/19 Faculty send mid-term grades to the Registrar.
- 10/22 Last day for Faculty to submit on-line applications for Interim Session and/or Spring semester EXCEL Scholars to Dean of Academic Initiatives.
- 10/29 Faculty send Academic Research Committee applications for review at first November meeting to the Dean of Academic Initiatives.

November

- * 11/05 Department Heads send Course Planning form for 2018-19 to the Dean of Academic Initiatives.
- 11/05 Spring registration begins (through 11/16).
- 11/14 Deadline for withdrawing from a course without penalty.
- 11/16 Faculty send textbook orders for Interim Session and spring semester courses to the College Store.
- 11/16 Spring registration ends.
- 11/19 Last day for Faculty to submit on-line Academic Research Committee applications for review at second November meeting to the Dean of Academic Initiatives.

December

- 12/07 Last day of classes.
- * 12/10 Department Heads send Summer Session course proposals to the Registrar.
- 12/21 Faculty send final grades for fall semester courses to the Registrar (due 12:00 noon).

January

- * 1/11 Department Heads submit staffing requests to the Provost.
- 1/21 Last day for Faculty to submit on-line Academic Research Committee applications for review in January to the Dean of Academic Initiatives.
- 1/21 Faculty submit calendar year 2018 Professional Activities Forms to the Provost, with copy to Department Head, for use in salary recommendations.
- 1/25 Faculty submit proposals for January/May 2019 Interim Programs to Office of International and Off-Campus Education.
- 1/28 Classes begin.
- 1/28 Sophomore advisers send Petitions for Admission to the Junior Class to Department Heads.
- 1/28 Faculty submit copies of course syllabi, which include student learning outcomes, policies on attendance and academic dishonesty, and Federal Credit Hour Statement, to the Dean of Advising.
- 1/31 Mid-term review candidates submit materials, including research leave proposals, for Department Heads.

February

- 2/08 Faculty send Interim Session grades to the Registrar.
- * 2/11 Department Heads submit names of members of department who plan to be considered for promotion to Professor.
- * 2/15 Department Heads submit requests for overload and part-time faculty for fall semester courses to the Dean of the Faculty.
- * 2/15 Department Heads submit midterm review evaluations and materials to the Provost.
- 2/18 Last day for Faculty to submit on-line applications for Richard K. Mellon Summer Research Fellowships to the Dean of Academic Initiatives.
- 2/18 Last day for Faculty to submit on-line Academic Research Committee applications for review in February to the Dean of Academic Initiatives.
- * 2/18 Department Heads send Proposed Course Offerings form for fall 2019 courses to the Registrar, with a copy to the Provost.

- * 2/18 Department Heads send reappointment/non-reappointment recommendations to the Provost for the following categories of faculty: 1) Instructors who will have completed one year of service by June 2019; 2) Instructors who will have completed three years of service by June 2019; 3) Assistant Professors who are in the second year of a two-year term (a term which expires in June 2019) and who will have completed three or more years of service by that date but for whom a tenure decision is not required during AY 2018-19; and 4) Assistant Professors who are in the first year of a two-year term (a term which expires in June 2020) and who will have completed three or more years of service by that date but for whom a tenure decision is not required during AY 2018-19.
- * 2/22 Department Heads submit Petitions for Admission to the Junior Class to the Registrar (through 3/11).
- * 2/22 Department Heads send nominations for student awards to be presented at Honors Convocation to the Dean of Advising.

March

- * 3/04 Department Heads send proposals for new fall semester departmental courses to the Registrar, with copies to the Provost and the Curriculum and Educational Policy Committee.
- 3/04 Last day for Faculty to submit on-line applications for Summer EXCEL Scholars to the Dean of Academic Initiatives.
- 3/08 Sophomore faculty advisers send advising files to new advising department (care of department secretary).
- * 3/15 Department Heads assign major advisers for newly declared Sophomores and forward that information to the Office of the Registrar.
- 3/15 Provost's Office sends to Department Heads salary recommendation guidelines and a request for brief narratives assessing the performance of each faculty member. (This date is pending both the President's approval of the guidelines and the Treasurer's release of materials. The exact deadline for receipt of these narratives will be included in the information sent from the Provost's Office.) **[Note: This date is subject to change]**
- 3/18-22 Spring break.
- 3/18 Last day for Faculty to submit on-line Academic Research Committee applications for review in March to the Dean of Academic Initiatives.
- 3/29 Faculty send mid-term grades to the Registrar.

April

- 4/01 Candidates for tenure and promotion review submit names of suggested external evaluators to the Provost.
- 4/01 Candidates for promotion to Professor review submit names of suggested external evaluators to the Provost.
- 4/01 Faculty advisers of selected financial aid recipients return progress reports to Financial Aid Office.
- 4/08 Fall and summer registration begins (through 4/19).

- 4/08 Last day for Faculty to submit on-line Academic Research Committee applications for review in April to the Dean of Academic Initiatives.
- 4/15 Candidates for tenure and promotion review submit materials for external evaluators to the Provost.
- 4/15 Faculty advisers for honorary societies send list (in alphabetical order) of entire current student membership (not just new members) to Communications for commencement program.
- 4/15 Faculty send textbook orders for Summer Session and fall semester courses to the College Store.
- 4/19 Final day of fall registration.
- 4/19 Faculty submit proposals for Teaching with Technology grants for academic year 2019-20.
- 4/22 Last day for Faculty to submit on-line Academic Research Committee applications for review in May to the Dean of Academic Initiatives.
- 4/22 Deadline for withdrawing from a course without penalty.

May

- * 5/01 Department Heads send pre- and post-midterm conference reports and self-evaluations to the Provost.
- 5/10 Last day of classes.
- * 5/10 Department Heads have graduating departmental majors notify the Office of Career Services of their post-graduate status.
- 5/15 Candidates for promotion to Professor review submit materials for external evaluators to the Provost.
- 5/21 Faculty send Senior grades to the Registrar (due 12:00 noon).
- 5/28 Faculty send all other grades to the Registrar (due 12:00 noon).

June

- 6/03 Faculty send letters of intent to apply for Sabbatical Leaves and Unpaid Leaves of Absence for 2019-20 to the Provost.
- * 6/10 Deadline for requesting carryforward of non-operating budget items. **[Note: This date is subject to change]**
- * 6/24 Department Heads and Program Chairs send departmental annual reports to the Provost and the Dean of the Faculty.
- 6/24 Recipients of Research or Advanced Study grants in 2017-18 and 2018 R.K. Mellon Summer Research Fellowships submit final reports to the Dean of Academic Initiatives. Grant recipients who would like an extension for their grant must submit a written request to the Dean of Academic Initiatives by this date.
- * 6/30 Department Heads send nominations of first-year student advisers to the Dean of Advising.

July

- 7/01 Requests for Supplemental Instruction (SI) should be sent to the Dean of Advising.
- * 7/15 Department Heads submit requests for overload and part-time faculty for fall semester sections relying on first-year student registrations, with final list of instructor assignments, to the Dean of the Faculty.
- * 7/22-8/12 Department Heads send changes in departmental listings in front pages of Lafayette College Directory to Communications Division.

August

- 8/12 Last day for Faculty to submit on-line applications for summer EXCEL Scholar extensions for approval in September to the Dean of Academic Initiatives.
- 8/15-19 New Faculty Orientation Program. (Date to be confirmed)
- 8/19 Last day for Faculty to submit on-line applications for new EXCEL Scholars for review in September to the Dean of Academic Initiatives.
- 8/23-25 Orientation Program for the Class of 2023.
- 8/26 Deadline for Department Heads and Program Chairs to update on-line Advising Handbook.
- 8/26 Classes begin.