

CALENDAR OF ANNUAL FACULTY DEADLINES**AY 2019-20**

Dates are Subject to Change
Asterisks Identify Department Head/Program Chair Responsibilities

August 2019

- 8/19 Last day for Faculty to submit online Fall or academic year EXCEL applications (new or extended) for review in August to the Associate Dean for Faculty Support.
- 8/26 Classes begin.

September 2019

- 9/02 Faculty intending to retire at the end of AY 2019-20 provide written notification to the Provost.
- 9/02 Faculty return participation surveys to the Office of Admissions.
- 9/02 Faculty submit requests to teach on-campus and off-campus Interim Session courses to the Associate Dean of Curriculum for approval.
- 9/02 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 and Co-Curricular Programs.
- 9/02 Last day for Faculty to submit online Academic Research Committee applications for review in September to the Associate Dean for Faculty Support.
- * 9/06 Department Heads/Program Chairs submit tenure and promotion reviews and materials to the Provost.
- 9/13 Last day for Faculty to submit online Travel Planning Form for faculty conference travel, including Department Head's/Program Chair's endorsement, to the Associate Dean for Faculty Support.
- * 9/15 Department Heads/Program Chairs submit requests for overload and part-time faculty for spring semester day and evening courses to the Dean of the Faculty.
- * 9/16 Department Heads/Program Chairs send Proposed Course Offerings Form for spring to the Registrar, with a copy to the Associate Dean of Curriculum. INDS courses to be taught by departmental faculty should be included.
- 9/23 Last day for Faculty to submit online Academic Research Committee applications for review in October to the Associate Dean for Faculty Support.

October 2019

- 10/01 Faculty submit proposals for Sabbatical Leaves and Leaves of Absence without Pay for AY 2020-21 to the Provost.
- * 10/01 Department Heads/Program Chairs submit letters of support and recommendations concerning course coverage for faculty requesting 2020-21 leaves to the Provost and the Dean of the Faculty.

- * 10/04 Department Heads/Program Chairs send to the Provost reappointment/non-reappointment recommendations for Instructors and Assistant Professors who will have completed two years of service by June 2020.
 - * 10/04 Department Heads/Program Chairs send proposals for new spring semester courses to the Registrar, with a copy to the Chair of the Curriculum and Educational Policy Committee and the Associate Dean of Curriculum.
 - * 10/07 Department Heads/Program Chairs return budget requests for both capital and operational expenses to the Provost. **[Note: This date is subject to change]**
 - * 10/07 Department Heads/Program Chairs submit promotion to Professor reviews and materials to the Provost.
- 10/14-15 Fall break.
- 10/15 Faculty submit application to teach on-campus Interim course to the Associate Dean of Curriculum.
 - 10/18 Faculty send mid-term grades to the Registrar.
 - 10/21 Last day for Faculty to submit online applications for Interim Session and/or Spring semester EXCEL Scholars to the Associate Dean for Faculty Support.
 - 10/28 Faculty send Academic Research Committee applications for review at first November meeting to the Associate Dean for Faculty Support.

November 2019

- * 11/01 Department Heads/Program Chairs send visitor staffing requests for 2020-21 to the Dean of the Faculty.
 - * 11/05 Department Heads/Program Chairs send Course Planning form for 2020-21 to the Associate Dean of Curriculum.
- 11/04 Spring registration begins (through 11/15).
- 11/12 Deadline for withdrawing from a course without penalty.
- 11/15 Faculty send textbook orders for Interim Session and spring semester courses to the College Store.
- 11/15 Spring registration ends.
- 11/18 Last day for Faculty to submit online Academic Research Committee applications for review at second November meeting to the Dean of Academic Initiatives.

December 2019

- 12/06 Last day of classes.
- * 12/09 Department Heads/Program Chairs send Summer Session course proposals to the Registrar and Associate Dean of Curriculum.
- 12/20 Faculty send final grades for fall semester courses to the Registrar by noon.

January 2020

- 1/20 Last day for Faculty to submit online Academic Research Committee applications for review in January to the Dean of Academic Initiatives.
- 1/20 Faculty submit calendar year 2019 Professional Activities Forms to the Provost, with copy to Department Head/Program Chair, for use in salary recommendations.
- 1/24 Faculty submit proposals for January/May 2020 Interim Programs to Office of International and Off-Campus Education.
- 1/27 Classes begin.
- 1/27 Sophomore advisers send Petitions for Admission to the Junior Class to Department Heads/Program Chairs.
- 1/27 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 and Co-Curricular Programs.
- 1/31 Midterm review candidates submit materials, including research leave proposals, to Department Heads/Program Chairs.

February 2020

- 2/07 Faculty send Interim Session grades to the Registrar by noon.
- * 2/10 Department Heads/Program Chairs submit names of members of department who plan to be considered for promotion to Professor to the Provost.
- * 2/14 Department Heads/Program Chairs submit midterm review evaluations and materials to the Provost.
- * 2/15 Department Heads/Program Chairs submit requests for overload and part-time faculty for fall semester courses to the Dean of the Faculty.
- 2/17 Last day for Faculty to submit online applications for Richard K. Mellon Summer Research Fellowships to the Dean of Academic Initiatives.
- 2/17 Last day for Faculty to submit online Academic Research Committee applications for review in February to the Dean of Academic Initiatives.
- * 2/17 Department Heads/Program Chairs send Proposed Course Offerings form for fall 2020 courses to the Registrar, with a copy to the Associate Dean of Curriculum.
- * 2/17 Department Heads/Program Chairs 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 2020; 2) Instructors who will have completed three years of service by June 2020; 3) Assistant Professors who are in the second 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 2019-20; and 4) Assistant Professors who are in the first year of a two-year term (a term which expires in June 2021) 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 2019-20.
- * 2/21 Department Heads/Program Chairs submit tenure track staffing requests to the Provost.

- * 2/21 Department Heads/Program Chairs submit Petitions for Admission to the Junior Class to the Registrar (through 3/11).
- * 2/21 Department Heads/Program Chairs send nominations for student awards to be presented at Honors Convocation to the Dean of Advising and Co-Curricular Programs.

March 2020

- * 3/02 Department Heads/Program Chairs send proposals for new fall semester departmental courses to the Registrar, with copies to the Associate Dean of Curriculum and the Curriculum and Educational Policy Committee.
- 3/02 Last day for Faculty to submit online applications for Summer EXCEL Scholars to the Associate Dean for Faculty Support.
- 3/06 Sophomore faculty advisers send advising files to new advising department (care of department secretary).
- * 3/13 Department Heads/Program Chairs assign major advisers for newly declared Sophomores and forward that information to the Office of the Registrar.
- 3/13 Provost's Office sends to Department Heads/Program Chairs 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]**
- 3/16 Last day for Faculty to submit online Academic Research Committee applications for review in March to the Associate Dean for Faculty Support .
- 3/16-20 Spring break.
- 3/27 Faculty send mid-term grades to the Registrar.

April 2020

- 4/06 Candidates for tenure and promotion review submit names of suggested external evaluators to the Provost.
- 4/06 Candidates for promotion to Professor review submit names of suggested external evaluators to the Provost.
- 4/06 Faculty advisers of selected financial aid recipients return progress reports to Financial Aid Office.
- 4/06 Fall and summer registration begins (through 4/17).
- 4/06 Last day for Faculty to submit online Academic Research Committee applications for review in April to the Dean of Academic Initiatives.
- 4/13 Candidates for tenure and promotion review submit materials for external evaluators to the Provost.
- 4/13 Faculty advisers for honorary societies send list (in alphabetical order) of entire current student membership (not just new members) to Communications for commencement program.
- 4/13 Faculty send textbook orders for Summer Session and fall semester courses to the College Store.

- 4/17 Final day of fall registration.
- 4/17 Faculty submit proposals for Teaching with Technology grants for academic year 2020-21.
- 4/20 Last day for Faculty to submit online Academic Research Committee applications for review in May to the Dean of Academic Initiatives.
- 4/20 Deadline for withdrawing from a course without penalty.

May 2020

- * 5/01 Department Heads/Program Chairs send pre- and post-midterm conference reports and self-evaluations to the Provost.
- 5/08 Last day of classes.
- * 5/08 Department Heads/Program Chairs 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.
- 5/19 Faculty send Senior grades to the Registrar by noon.
- 5/26 Faculty send all other grades to the Registrar by noon.

June 2020

- 6/01 Faculty send letters of intent to apply for Sabbatical Leaves and Unpaid Leaves of Absence for 2021-22 to the Provost.
- * 6/08 Deadline for requesting carryforward of non-operating budget items to the Provost. **[Note: This date is subject to change]**
- * 6/22 Department Heads/Program Chairs send departmental annual reports to the Provost and the Dean of the Faculty.
- 6/22 Recipients of Research or Advanced Study grants in 2018-19 and 2019 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 Associate Dean for Faculty Support by this date.
- * 6/30 Department Heads/Program Chairs send nominations of first-year student advisers to the Dean of Advising and Co-Curricular Programs.

July 2020

- 7/01 Requests for Supplemental Instruction (SI) should be sent to the Dean of Advising and Co-Curricular Programs.
- * 7/13 Department Heads/Program Chairs 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.

- * 7/20-8/10 Department Heads/Program Chairs send changes in departmental listings in front pages of Lafayette College Directory to Communications Division.

August 2020

- 8/10 Last day for Faculty to submit online applications for summer EXCEL Scholar extensions for approval in September to the Associate Dean for Faculty Support.
- 8/13-17 New Faculty Orientation Program. (Date to be confirmed)
- 8/17 Last day for Faculty to submit online applications for new EXCEL Scholars for review in September to the Associate Dean for Faculty Support.
- 8/24 Deadline for Department Heads/Program Chairs to update online Advising Handbook.
- 8/28-30 Orientation Program for the Class of 2024.
- 8/31 Classes begin.