CALENDAR OF ANNUAL FACULTY DEADLINES

AY 2021-22

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

August 2021

8/12-8/16   New Faculty Orientation.

8/23   Last day for Faculty to submit online applications for fall or academic year EXCEL Scholars (new or extended) for review in September to the Dean of the Faculty.

8/27-29   Orientation Program for the Class of 2025.

8/30   Classes begin.

September 2021

9/01   Faculty intending to retire at the end of AY 2021-22 provide written notification to the Provost.

9/01   Faculty return participation surveys to the Office of Admissions.

9/01   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.

9/03   Last day for Faculty to submit online Travel Planning Form for faculty conference travel, including Department Head's/Program Chair's endorsement, to the Dean of the Faculty.

9/06   Last day for Faculty to submit online Academic Research Committee applications (regular business) for review in September to the Dean of the Faculty.

*   9/08   Department Heads/Program Chairs submit evaluations and recommendations for tenure and promotion reviews to the Provost.

9/10   Student deadline for add/drop, conversion to pass/fail, or audit declaration.

*   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.

9/15   Deadline to submit expressions of interest in leading Lafayette faculty-led fall 2022 semester abroad program(s) to the Office of International and Off-Campus Education.

*   9/24   Department Heads/Program Chairs send proposed spring 2022 Course & Hours Schedule to the Registrar, with a copy to the Dean of the Curriculum. INDS courses to be taught by departmental faculty should be included.

9/27   Last day for Faculty to submit online Academic Research Committee applications (Faculty Research & Advanced Study Grants and regular business) for review in October to the Dean of the Faculty.

October 2021

10/01   Faculty submit proposals for Sabbatical Leaves and Leaves of Absence without Pay for AY 2022-23 to the Provost.

*   10/01   Department Heads/Program Chairs submit letters of support and recommendations concerning course coverage for faculty requesting AY 2022-23 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 2022.

*   10/04   Proposals for new spring semester departmental/program/special topics courses must be submitted through the Online Curriculum Proposal Portal with approval of the Department Head/Program Chair.

*   10/08   Department Heads/Program Chairs submit evaluations and recommendations for promotion to Professor reviews to the Provost.

*   10/08   Department Heads/Program Chairs return budget requests for both capital and operational expenses to the Provost. **[Note: This date is subject to change]**

10/11-12   Fall break.

10/15   Faculty deadline to reply to Call for Interim Courses from the Dean of the Curriculum.

10/22   Faculty submit mid-term grades via Banner Self Service by noon.

10/25   Last day for Faculty to submit online Academic Research Committee applications (NCUR, Faculty Research & Advanced Study Grants, and regular business) for review in November to the Dean of the Faculty.

November 2021

*   11/01   Department Heads/Program Chairs send visitor staffing requests for AY 2022-23 to the Dean of the Faculty.

11/01   Spring pre-registration begins (through 11/12) – anticipated; dates to be confirmed.

*   11/05   Department Heads/Program Chairs send Course Planning form for AY 2022-23 to the Dean of the Curriculum.

11/12   Spring pre-registration ends – anticipated; dates to be confirmed.

11/15   Faculty send textbook orders for Interim Session and spring semester courses to the College Store.

11/16   Deadline for withdrawing from a course; WD recorded.

11/22   Last day for Faculty to submit online Academic Research Committee applications (Winter Interim EXCEL Scholars and regular business) for review in December to the Dean of the Faculty.

December 2021

12/10   Last day of classes.

12/14   Final exams begin.

12/21   Final exams end.

12/27   Faculty submit final grades via Banner Self Service by noon.

January 2022

1/03   Interim Session begins.

1/15   Faculty submit proposals for January/May 2023 Interim Programs to the Office of International and Off-Campus Education.

1/17   Last day for Faculty to submit online Academic Research Committee applications (Spring Semester EXCEL Scholars and regular business) for review in January to the Dean of the Faculty.

1/21   Interim Session ends.

1/24   Classes begin.

1/24   Sophomore advisers send Petitions for Admission to the Junior Class to Department Heads/Program Chairs.

1/24   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 2022

*   2/01   Department Heads/Program Chairs submit names of members of department/program who plan to be considered for promotion to Professor in AY 2022-23 to the Provost.

2/04   Student deadline for adding/dropping courses, conversion to pass/fail, or declaration of audit.

2/04   Faculty submit Interim session final grades via Banner Self Service by noon.

2/07   Faculty submit Professional Activities Forms to the Provost, with copy to Department Head/Program Chair, for use in salary recommendations.

2/14   Last day for Faculty to submit online Academic Research Committee applications (Richard K. Mellon Research Fellowships, Scott Awards, Faculty Research & Advanced Study Grants, and regular business) for review in February to the Dean of the Faculty.

*   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.

*   2/18   Department Heads/Program Chairs submit tenure track staffing requests to the Dean of the Faculty. **[Note: This date is subject to change]**

*   2/18   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 2022; 2) Instructors who will have completed three years of service by June 2022; 3) Assistant Professors who are in the second year of a two-year term (a term which expires in June 2022) 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 2021-22; and 4) Assistant Professors who are in the first year of a two-year term (a term which expires in June 2022) 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 2021-22.

*   2/18   Department Heads/Program Chairs send proposed fall 2022 Course & Hours Schedule to the Registrar, with a copy to the Dean of the Curriculum. FYS and INDS courses to be taught by departmental faculty should be included.

    2/21   Proposals for <u>new</u> fall semester departmental/program/special topics courses must be submitted through the Online Curriculum Proposal Portal with approval of the Department Head/Program Chair.

    2/21   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 tentative due date is April 18. The exact deadline for submitting these narratives will be included in the information sent from the Provost's Office.) **[Note: This date is subject to change]**

March 2022

    3/04   Faculty deadline to reply to Call for Summer Courses from the Dean of the Curriculum.

*   3/11   Department Heads/Program Chairs assign major advisers for newly declared Sophomores and forward that information to the Office of Advising and Co-Curricular Programs.

    3/14   Last day for Faculty to submit online Academic Research Committee applications and applications for Summer EXCEL Scholars for review in March to the Dean of the Faculty.

  3/14-18   Spring break.

    3/25   Faculty submit mid-term grades via Banner Self Service by noon.

*   3/25   Department Heads/Program Chairs send nominations for student awards to be presented at Honors Convocation to the Dean of Advising and Co-Curricular Programs.

April 2022

    4/01   Candidates for tenure and promotion review in AY 2022-23 submit names of suggested external evaluators to the Provost.

    4/01   Candidates for promotion to Professor review in AY 2022-23 submit names of suggested external evaluators to the Provost.

    4/04   Fall and summer pre-registration begins (through 4/15) – anticipated; dates to be confirmed.

4/04   Faculty advisers of selected financial aid recipients return progress reports to Financial Aid Office.

4/11   Last day for Faculty to submit online Academic Research Committee applications (regular business and, if funds remain, Faculty Research & Advanced Study Grants) for review in April to the Dean of the Faculty.

4/11   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   Final day of fall pre-registration – anticipated; dates to be confirmed.

4/15   Candidates for tenure and promotion review in AY 2022-23 submit materials for external evaluators to the Provost.

4/15   Faculty submit proposals for Teaching with Technology grants for AY 2022-23.

*   4/18   Department Heads/Program Chairs send salary narratives to Provost's Office. **[Note: This date is subject to change]**

4/18   Deadline for withdrawing from a course; WD recorded.

May 2022

*   5/01   Department Heads/Program Chairs send pre- and post-midterm conference reports and self-evaluations to the Provost.

5/01   Faculty send textbook orders for Summer Session and fall semester courses to the College Store.

*   5/06   Department Heads/Program Chairs have graduating departmental majors notify the Gateway Career Center of their post-graduate status.

5/06   Last day of classes.

5/09   Final exams begin.

5/16   Final exams end.

5/16   Candidates for promotion to Professor review in AY 2022-23 submit materials for external evaluators to the Provost.

5/17   Faculty submit Senior final grades via Banner Self Service by noon.

5/21   Commencement.

5/23   Faculty submit all other final grades via Banner Self Service by noon.

June 2022

6/01   Faculty send letters of intent to apply for Sabbatical Leaves and Unpaid Leaves of Absence for AY 2023-24 to the Provost.

*   6/07   Deadline for requesting carryforward of non-operating budget items to the Provost. **[Note: This date is subject to change]**

* 6/21   Department Heads/Program Chairs send departmental/program annual reports to the Provost and the Dean of the Faculty.

* 6/21   Department Heads/Program Chairs send departmental/program annual assessment reports to the Dean of the Curriculum.

   6/27   Recipients of Research or Advanced Study grants in 2020-21 and 2021 R.K. Mellon Summer Research Fellowships submit final reports to the Dean of the Faculty. Grant recipients who would like an extension for their grant must submit a written request to the Dean of the Faculty 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 2022

   7/01   Requests for Supplemental Instruction (SI) should be sent to the Director of the Academic Resource Hub.

* 7/12   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.

August 2022

   8/08   Last day for Faculty to submit online applications for summer EXCEL Scholar extensions for approval in September to the Dean of the Faculty.

 8/11-15 New Faculty Orientation Program. (Dates to be confirmed)

   8/22   Last day for Faculty to submit online applications for new EXCEL Scholars for review in September to the Dean of the Faculty.

 8/26-28 Orientation Program for the Class of 2026.

   8/29   Classes begin.

   8/29   Last day for Faculty to submit online Travel Planning Form for faculty conference travel, including Department Head's/Program Chair's endorsement, to the Dean of the Faculty.