

CALENDAR OF ANNUAL FACULTY DEADLINES

AY 2023-24

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

August 2023

- 8/01 Deadline to submit expressions of interest in leading a semester long faculty-led program for 2024-25 semester abroad program(s) to the Office of International and Off-Campus Education.
- 8/17-18, 21 New Faculty Orientation.
- 8/25-27 Orientation Program for the Class of 2027.
- 8/21 Last day for Faculty to submit online applications for fall or academic year EXCEL Scholars (new or extended) and regular business for review in September to the Dean of the Faculty.
- 8/25 Faculty submits proposals and applications for Sabbatical Leaves and Leaves of Absence without Pay for AY 2024-25 to the Provost.
- * 8/25 Department Heads/Program Chairs submit letters of support and recommendations concerning course coverage for faculty requesting AY 2024-25 leaves to the Provost and the Dean of the Faculty.
- 8/27 Convocation (10:00 a.m.)
- 8/28 Classes begin.

September 2023

- 9/01 Faculty intending to retire at the end of AY 2023-24 provide written notification to the Provost.
- 9/01 Faculty return participation surveys to the Office of Admissions.
- 9/01 Last day for faculty to submit online Travel Planning Form for 2023-24 faculty conference travel, including Department Head/Program Chair's endorsement, to the Associate Provost through the online Travel Planning Form portal. (This is found under "Procedures" at <https://provost.lafayette.edu/faculty-travel-support/>)
- * 9/08 Department Heads/Program Chairs submit evaluations and recommendations for tenure and promotion reviews to the Provost.
- 9/08 Student deadline for add/drop, conversion to pass/fail, or audit declaration.
- * 9/08 Department Heads/Program Chairs send proposed spring 2024 Course & Hours Schedule to the Registrar, with a copy to the Associate Provost. INDS courses to be taught by departmental faculty should be included.
- * 9/08 Department Heads/Program Chairs upload the department/program's fall 2023 semester syllabi to the departmental/program shared syllabi collection folder.
- * 9/15 Department Heads/Program Chairs submit requests for overload and part-time faculty for spring semester day and evening courses via online portal to be reviewed by the Dean of the Faculty.

- 9/18 Last day for Faculty to submit online Faculty Academic Research Committee applications (Faculty Research & Advanced Study Grants and regular business) for review at the September 28 meeting.
- * 9/28 Proposals for new spring semester departmental/program/special topics courses must be submitted through the Online Curriculum Proposal Portal with the approval of the Department Head/Program Chair.

October 2023

- * 10/02 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 2024.
- * 10/06 Department Heads/Program Chairs submit evaluations and recommendations for promotion to Professor reviews to the Provost.
- * 10/06 Department Heads/Program Chairs return budget requests for both capital and operational expenses to the Provost. [Date subject to change]
- 10/06 Faculty deadline to reply to the Call for Interim Courses from the Associate Provost.
- 10/09-10 Fall break.
- 10/13 Faculty deadline to submit names best qualified to serve as Department Head and/or Program Chair for department/programs that having department heads and/or program chairs ending terms AY 2023-24.
- 10/20 Faculty submit mid-term grades via Banner Self Service.
- 10/27 Last day for Faculty to submit online Faculty Academic Research Committee applications (NCUR, Faculty Research & Advanced Study Grants and regular business) for review at the November 9th meeting.

November 2023

- * 11/01 Department Heads/Program Chairs send visitor staffing requests for AY 2024-25 via online portal to be reviewed by the Dean of the Faculty.
- * 11/01 Department Heads/Program Chairs send Course Planning form for AY 2024-25 to the Associate Provost.
- 11/06 Spring pre-registration begins – anticipated; dates to be confirmed.
- 11/14 Deadline for withdrawing from a course; WD recorded.
- 11/15 Faculty send textbook orders for Interim Session and spring semester courses to the College Store.
- 11/16 Last day for Faculty to submit online Faculty Academic Research Committee applications (Winter Interim EXCEL Scholars and regular business) for review at the November 30th meeting.

December 2023

- 12/8 Last day of classes.
- 12/12 Final exams begin.
- 12/19 Final exams end.
- 12/22 Faculty submit final grades via Banner Self Service by noon.

January 2024

- 1/02 Interim Session begins.
- 1/15 Faculty submit proposals for January/May 2025 Interim Programs to the Office of International and Off-Campus Education.
- 1/15 Last day for Faculty to submit online Faculty Academic Research Committee applications (Spring Semester EXCEL Scholars and regular business) for review at the January 25th meeting.
- 1/19 Interim Session ends.
- 1/22 Classes begin.
- 1/26 Midterm review candidates submit Professional Activities Form to Provost Office.
- 1/31 Midterm review candidates last day to upload midterm materials to Spaces site and release file to DRC/PRC.
- * 1/31 Department Heads/Program Chairs submit lecturer and staffing requests via email to the Dean of the Faculty. [Date subject to change]

February 2024

- * Feb Proposals for new fall semester departmental/program/special topics courses must be submitted through the Online Curriculum Proposal Portal with approval of the Department Head/Program Chair. [Final Date TBD]
- * 2/01 Department Heads/Program Chairs submit names of members of department/program who plan to be considered for promotion to Professor in AY 2024-25 to the Provost.
- 2/02 Student deadline for adding/dropping courses, conversion to pass/fail, or declaration of audit.
- * 2/02 Department Heads/Program Chairs send proposed fall 2024 Course & Hours Schedule to the Registrar, with a copy to the Associate Provost. FYS and INDS courses to be taught by departmental faculty should be included.
- 2/02 Faculty submit Interim session final grades via Banner Self Service by noon.
- 2/05 Faculty submit Professional Activities Forms to the Provost, with copy to Department Head/Program Chair, for use in salary recommendations.
- * 2/09 Department Heads/Program Chairs upload the department/program's Spring 2024 semester syllabi to the departmental/program shared syllabi collection folder.
- 2/12 Last day for Faculty to submit online Faculty Academic Research Committee applications (Richard K. Mellon Research Fellowships, Scott Awards, Faculty Research & Advanced Study Grants, and regular business) to be reviewed at the February 22nd meeting.
- * 2/16 Department Heads/Program Chairs submit requests for overload and part-time faculty for fall semester courses via online portal to be reviewed by the Dean of the Faculty.

- * 2/16 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 2024; 2) Instructors who will have completed three years of service by June 2024; 3) Assistant Professors who are in the second year of a two-year term (a term which expires in June 2024) 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 2023-24; and 4) Assistant Professors who are in the first year of a two-year term (a term which expires in June 2024) 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 2023-24.
- 2/20 Department Heads/Program Chairs submit midterm review evaluations and materials to the Provost.
- 2/20 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 15. The exact deadline for submitting these narratives will be included in the information sent from the Provost's Office.) [Date subject to change]

March 2024

- 3/04 Faculty Advisers for honorary societies begin sending an alphabetical listing of graduating seniors who have been inducted in the honorary societies (not just new members) to Communications (Stella Varkanis) for the Commencement Program.
- * 3/08 Department Heads/Program Chairs assign major advisers for newly declared Sophomores and forward that information to the Office of Advising and Co-Curricular Programs. [Date subject to change]
- 3/08 Faculty deadline to reply to the Call for Summer Courses from the Associate Provost.
- 3/11-15 Spring break.
- 3/18 Last day for Faculty to submit online Faculty Academic Research Committee applications and applications for Summer EXCEL Scholars for review at the March 28th meeting.
- 3/22 Faculty submit mid-term grades via Banner Self Service.
- * 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. [Date subject to change]

April 2024

- 4/01 Candidates for tenure and promotion review in AY 2024-25 submit names of suggested external evaluators to the Provost.
- 4/01 Candidates for promotion to Professor review in AY 2024-25 submit names of suggested external evaluators to the Provost.
- * 4/01 Department Heads/Program Chairs submit tenure track staffing requests via email to the Dean of the Faculty. [Date subject to change]
- 4/08 Fall and summer pre-Registration begins [tentative]
- 4/12 Last day for faculty advisers for honorary societies to send list of graduating seniors who have been inducted in the honorary societies (not just new members) to Communications (Stella Varkanis) for the Commencement Program.

- 4/15 Candidates for tenure and promotion review in AY 2024-25 submit materials for external evaluators to the Provost.
- 4/15 Last day for Faculty to submit online Faculty Academic Research Committee applications (regular business and, if funds remain, Faculty Research & Advanced Study Grants) for review at the April 25th meeting.
- * 4/15 Department Heads/Program Chairs send salary narratives to Provost's Office. [Date subject to change]
- 4/15 Deadline for withdrawing from a course; WD recorded.
- 4/17 Faculty send textbook orders for Summer Session and fall semester courses to the College Store.

May 2024

- * 5/01 Department Heads/Program Chairs send pre- and post-midterm conference reports and self-evaluations to the Provost.
- * 5/06 Department Heads/Program Chairs have graduating departmental majors notify the Gateway Career Center of their post-graduate status.
- 5/03 Last day of classes.
- 5/06 Final exams begin.
- 5/13 Final exams end.
- 5/14 Faculty submit Senior final grades via Banner Self Service by noon.
- 5/15 Candidates for promotion to Professor review in AY 2024-25 submit materials for external evaluators to the Provost.
- 5/19 Commencement
- 5/21 Faculty submit all other final grades via Banner Self Service by noon.

June 2024

- 6/03 Requests to partner with the Academic Resource Hub to have Supplemental Instruction (SI), Mentored Study Groups (MSG), or Drop-In Tutoring should be submitted to resourcehub@lafayette.edu to the attention of the Director or Associate Director of the Academic Resource Hub.
- 6/03 Faculty send letters of intent to apply for Sabbatical Leaves and Unpaid Leaves of Absence for AY 2025-26 to the Provost.
- * 6/20 Department Heads/Program Chairs send departmental/program annual reports to the Provost and the Dean of the Faculty.
- * 6/20 Department Heads/Program Chairs send departmental/program annual assessment reports to the Associate Provost.

- 6/26 Recipients of Research or Advanced Study grants in 2022-23 and 2023 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.
- * 6/28 Department Heads/Program Chairs coordinate with First-Year Class Dean to identify first-year student advisers.

July 2024

- * 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, via online portal to be reviewed by the Dean of the Faculty.

August 2024

- 8/1 Deadline to submit expressions of interest in leading a semester long faculty-led program for 2025-26 semester abroad program(s) to the Office of International and Off-Campus Education.
- 8/07 Last day for Faculty to submit online applications for summer EXCEL Scholar extensions for approval at the September meeting. [Note: date to be confirmed]
- 8/15,16,19 New Faculty Orientation Program. [Note: dates to be confirmed]
- 8/21 Last day for Faculty to submit online applications for new EXCEL Scholars for review at the September meeting. [Note: date to be confirmed]
- 8/22-23 Orientation Program for the Class of 2028. [Note: dates to be confirmed]
- 8/26 Classes begin.
- 8/28 Last day for Faculty to submit online Travel Planning Form for faculty conference travel, including Department Head/Program Chair endorsement, to the Associate Provost.