

CALENDAR OF ANNUAL FACULTY DEADLINES

AY 2024-25

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

August 2024

- 8/01 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.
- 8/8-9, 12 New Faculty Institute.
- 8/22-25 Orientation Program for the Class of 2028.
- 8/19 Last day for Faculty to submit online applications for fall or academic year EXCEL Scholars (new or extended) to the Dean of the Faculty.
- 8/23 Faculty members submit proposals and complete applications for Sabbatical Leaves and Leaves of Absence without Pay for AY 2025-26 to the Provost.
- * 8/23 Department Heads/Program Chairs submit letters of support and recommendations concerning course coverage for faculty requesting AY 2025-26 leaves to the Provost and the Dean of the Faculty.
- 8/22 Convocation (3 p.m.)
- 8/26 Classes begin.

September 2024

- 9/01 Faculty intending to retire at the end of AY 2024-25 provide written notification to the Provost.
- 9/06 Last day for faculty to submit online Travel Planning Form for 2024-25 faculty conference travel, including Department Head/Program Chair's endorsement, to the Dean of Faculty through the online Travel Planning Form portal. (This is found under "Procedures" at <https://provost.lafayette.edu/faculty-travel-support/>)
- 9/06 Student deadline for add/drop, conversion to pass/fail, or audit declaration.
- 9/06 Last day for Faculty to submit online applications for regular Research Support business for review in September to the Dean of the Faculty.
- * 9/06 Department Heads/Program Chairs send proposed spring 2025 Course & Hours Schedule to the Registrar, with a copy to the Associate Provost. INDS courses to be taught by departmental Faculty should be included. Subsequent deadlines per memo from the Registrar's Office.
- * 9/06 Department Heads/Program Chairs upload the department/program's Fall 2024 semester syllabi to the departmental/program shared syllabi collection folder.

- * 9/09 Department Heads/Program Chairs submit evaluations and recommendations for tenure with promotion to associate professor rank reviews to the Provost.
- * 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.
- 9/27 Last day for Faculty to submit online Faculty Academic Research Committee applications (Faculty Research & Advanced Study Grants and regular business) for review at the October 10 meeting.
- * 9/30 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 2025.

October 2024

- * 10/02 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.
- 10/04 Faculty deadline to reply to the Call for Interim Courses from the Associate Provost.
- 10/10 Faculty deadline to nominate individuals best qualified to serve as Department Head and/or Program Chair for department/programs that have heads/chairs ending terms AY 2024-25.
- * 10/11 Department Heads/Program Chairs submit evaluations and recommendations for promotion to Professor reviews to the Provost.
- 10/14-15 Fall break.
- 10/18 Faculty submit midterm grades via Banner Self Service.
- 10/28 Last day for Faculty to submit online Faculty Academic Research Committee applications (Winter Interim EXCEL Scholars and regular business) for review at the November meeting.

November 2024

- * 11/01 Department Heads/Program Chairs send visitor staffing requests for AY 2025-26 via online portal to be reviewed by the Dean of the Faculty.
- * 11/01 Department Heads/Program Chairs send Course Planning form for AY 2025-26 to the Associate Provost.
- 11/04 Spring pre-registration begins – anticipated; dates to be confirmed.
- 11/12 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.
- 11/22 Last day for Faculty to submit online Faculty Academic Research Committee applications (Faculty Research & Advanced Study Grants and regular business) for review at the December meeting.

December 2024

- 12/06 Last day of classes.
- 12/10 Final exams begin.
- 12/17 Final exams end.
- 12/20 Faculty submit final grades via Banner Self Service by noon.

January 2025

- 1/06 Interim Session begins.
- 1/15 Faculty submit proposals for January/May 2026 off-campus (abroad and domestic) Interim Programs to the Office of International and Off-Campus Education.
- 1/20 Last day for Faculty to submit Spring Semester EXCEL Scholar applications via online portal for review in January.
- 1/24 Interim Session ends.
- 1/27 Classes begin.
- 1/27 Midterm review candidates submit Professional Activities Form to the Provost's Office.
- 1/31 Midterm review candidates' last day to upload midterm materials to Spaces site and release file to DRC/PRC.

February 2025

- * 2/03 Department Heads/Program Chairs submit names of department/program members who plan to be considered for promotion to Professor in AY 2025-26 to the Provost.
- 2/07 Student deadline for adding/dropping courses, conversion to pass/fail, or declaration of audit.
- * 2/07 Department Heads/Program Chairs send proposed fall 2025 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.
- 2/03 Faculty submit Professional Activities Forms to the Provost, with copy to Department Head/Program Chair, for use in salary recommendations.
- 2/07 Faculty submit Interim session final grades via Banner Self Service by noon.
- * 2/07 Department Heads/Program Chairs upload the department/program's Spring 2024 semester syllabi to the departmental/program shared syllabi collection folder.
- 2/14 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 meeting.

- * 2/17 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.
- * 2/17 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 2025; 2) Instructors who will have completed three years of service by June 2025; 3) Assistant Professors who are in the second year of a two-year term (a term which expires in June 2025) 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 2024-25; and 4) Assistant Professors who are in the first year of a two-year term (a term which expires in June 2025) 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 2024-25.
- 2/19 Department Heads/Program Chairs submit midterm review evaluations to the Provost's office.

March 2025

- March 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]
- * 3/06 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.
- 3/07 Faculty deadline to reply to the Call for Summer Courses from the Associate Provost.
- * 3/07 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]
- * 3/07 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]
- 3/17-21 Spring break.
- 3/21 Last day for Faculty to submit Summer EXCEL Scholar applications via the online portal for review in April.
- 3/28 Candidates for tenure and promotion review in AY 2025-26 submit names of suggested external evaluators, CV, scholarship description, and list of materials for external reviewers to the Provost.
- 3/28 Candidates for promotion to Professor review in AY 2025-26 submit names of suggested external evaluators, CV, scholarship description and list of materials for external reviewers to the Provost.
- 3/28 Candidates for tenure and promotion review in AY 2025-26 submit a list of individuals invited to write letters of support to their department head/program chair, copy to the Provost's Office.
- 3/28 Faculty submit midterm grades via Banner Self Service.

April 2025

- * 4/01 Department Heads/Program Chairs submit tenure track staffing requests via email to the Dean of the Faculty. [Date subject to change]
- 4/04 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 in April.
- 4/07 Fall and summer pre-Registration begins [tentative]
- 4/14 Candidates for tenure and promotion review in AY 2025-26 submit final materials for external evaluators to the Provost.
- * 4/15 Department Heads/Program Chairs send salary narratives to the Provost's Office. [Date subject to change]
- 4/17 Faculty send textbook orders for Summer Session and fall semester courses to the College Store.
- 4/21 Deadline for withdrawing from a course; WD recorded.

May 2025

- * 5/01 Department Heads/Program Chairs send pre- and post-midterm conference reports and self-evaluations to the Provost.
- 5/02 Candidates for promotion to Professor review in AY 2025-26 submit a list of individuals invited to write letters of support to their department head/program chair, copy to the Provost's Office.
- 5/02 Candidates for promotion to Senior Lecturer review in AY 2025-26 submit a list of individuals invited to write letters of support to their department head/program chair, copy to the Provost's Office.
- * 5/05 Department Heads/Program Chairs have graduating departmental majors notify the Gateway Career Center of their post-graduate status.
- 5/09 Last day of classes.
- 5/12 Final exams begin.
- 5/15 Candidates for promotion to Professor review in AY 2025-26 submit final materials for external evaluators to the Provost.
- 5/19 Final exams end.
- 5/20 Faculty submit Senior final grades via Banner Self Service by noon.
- 5/24 Commencement
- 5/27 Faculty submit all other final grades via Banner Self Service by noon.

June 2025

- 6/02 Faculty send letters of intent to apply for Sabbatical Leaves and Unpaid Leaves of Absence for AY 2026-27 to the Provost.
- 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.
- * 6/20 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 2023-24 and 2024 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.

July 2025

- * 7/11 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.
- * 7/11 Department Heads/Program Chairs coordinate with First-Year Class Dean to identify first-year student advisers.

August 2025

- 8/01 Deadline to submit expressions of interest in leading a semester-long faculty-led program for 2026-27 semester abroad program(s) to the Office of International and Off-Campus Education.
- 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]
- 8/21-24 Orientation Program for the Class of 2029. [Note: dates to be confirmed]
- 8/25 Classes begin.