

## **CALENDAR OF ANNUAL FACULTY DEADLINES**

### **AY 2025-26**

Dates may be subject to change  
Asterisks Identify Department Head/Program Chair Responsibilities

### **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.
- 8/13-15,18 New Faculty Orientation.
- 8/21-24 Orientation Program for the Class of 2029.
- 8/18 Last day for Faculty to submit online applications for fall or academic year EXCEL Scholars (new or extended) to the Research Support Committee for review at the August 27 meeting.
- 8/22 Last day for Faculty members to submit proposals and complete applications for Sabbatical Leaves and Leaves of Absence without Pay for AY 2026-27 to the Academic Affairs Manager [Marlene Vant Hoogt].
- \* 8/22 Department Heads/Program Chairs final date to submit letters of endorsement and plans regarding course coverage for faculty who are requesting leaves during AY 2026-27 to the Academic Affairs Manager.
- 8/21 Convocation
- 8/25 Classes begin.

### **September 2025**

- 9/01 Faculty members planning to retire at the conclusion of AY 2025-26 to submit written notification to the Academic Affairs Manager.
- 9/05 The final date for faculty to submit a Travel Planning Form for 2025-26 faculty conference travel, which must include the Department Head/Program Chair's endorsement, via the online Travel Planning Form portal. (This is found under "Procedures" at <https://provost.lafayette.edu/faculty-travel-support/>)
- 9/05 Student deadline for add/drop, conversion to pass/fail, or audit declaration.
- \* 9/10 Department Heads/Program Chairs send proposed Spring 2026 Course & Hours Schedule to the Registrar, with a copy to the Associate Provost of Curriculum [Markus Dubischar]. INDS courses to be taught by departmental Faculty should be included. Subsequent deadlines per memo from the Registrar's Office.

- \* 9/12 Department Heads/Program Chairs to submit DRC/PRC evaluations and recommendations of promotion to associate professor with continuous tenure to the Academic Affairs Manager.
- \* 9/15 DH/PCs 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.
- 9/26 Last day for Faculty to submit online applications for Faculty Research Grants, Advanced Study Grants, and Scott and Mellon Fellowships for Fall semester review by the Research Support Committee at the October 6 meeting.
- \* 9/30 Department Heads/Program Chairs send reappointment/non-reappointment recommendations for Instructors and Assistant Professors who will have completed two years of service whose terms expire June 2026 to the Academic Affairs Manager.

### **October 2025**

- \* 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.
- 10/03 Faculty deadline to reply to the Call for Interim Courses from the Associate Provost of Curriculum [Markus Dubischar].
- \* 10/07 Department Heads/Program Chairs return budget requests for both capital and operational expenses to the Director of Academic Operations [Amy Klotz]. [Date subject to change]
- 10/10 Faculty in departments or programs that have Department Heads/Program Chairs with terms ending in AY 2025-26 to submit recommendation memorandums of head/chair to Academic Affairs Manager.
- \* 10/10 Department Heads/Program Chairs to submit DRC/PRC evaluations and recommendations of promotion to Professor reviews to the Academic Affairs Manager.

10/13-14 Fall break.

10/17 Faculty submit midterm grades via Banner Self Service.

10/17 Last day for Faculty to submit online applications for Winter Interim EXCEL Scholars for review by the Research Support Committee at the October 27 meeting.

### **November 2025**

- \* 11/03 Department Heads/Program Chairs send Course Planning form for AY 2026-27 to the Associate Provost of Curriculum.
- \* 11/10 Department Heads/Program Chairs send visitor staffing requests for AY 2026-27 via online portal to be reviewed by the Dean of the Faculty.

11/11 Spring pre-registration begins – anticipated; date to be confirmed.

11/10 Deadline for withdrawing from a course; WD recorded.

- \* 11/17 Department Heads/Program Chairs may share their intent to submit tenure track staffing requests to the Dean of the Faculty.

11/25 Faculty send textbook orders for Interim Session courses to the College Store.

### **December 2025**

12/05 Last day of classes.

12/09 Final exams begin.

- \* 12/15 Department Heads/Program Chairs final day to submit the names of department/program faculty members who wish to be reviewed in AY 2026-27 for promotion to the rank of Professor to the Academic Affairs Manager.

- \* 12/15 Department Heads/Program Chairs final day to submit the names of department/program faculty members who wish to be reviewed in 2026-27 for promotion to the rank of Senior Lecturer to the Academic Affairs Manager.

12/16 Final exams end.

12/19 Faculty submit final grades via Banner Self Service by noon.

12/19 Faculty send textbook orders for spring semester courses to the College Store.

### **January 2026**

1/05 Interim Session begins.

1/14 The final day for midterm review candidates to submit the Professional Activities Form to the Academic Affairs Manager for inclusion in their midterm file.

1/15 The final day for midterm review candidates to upload their midterm materials to Spaces site and release the file to DRC/PRC.

1/15 Faculty submit proposals for January/May 2027 off-campus (abroad and domestic) Interim Programs to the Office of International and Off-Campus Education.

1/23 Last day for Faculty to submit Spring Semester EXCEL Scholar applications via online portal for review February 2.

1/23 Interim Session ends.

1/26 Classes begin.

- 1/26 Candidates seeking tenure and promotion review in AY 2026-27 to submit names of proposed external reviewers, a CV, a description of their scholarship, and a list of materials intended for external reviewers the Academic Affairs Manager.
- 1/26 Candidates for promotion to Professor review in AY 2026-27 to submit names of proposed external reviewers, a CV, a description of their scholarship, and a list of materials intended for external reviewers the Academic Affairs Manager.

### **February 2026**

- 2/06 Student deadline for adding/dropping courses, conversion to pass/fail, or declaration of audit.
- \* 2/06 Department Heads/Program Chairs send proposed Fall 2026 Course & Hours Schedule to the Registrar, with a copy to the Associate Provost of Curriculum. FYS and INDS courses to be taught by departmental faculty should be included.
- 2/06 Faculty submit Interim session final grades via Banner Self Service by noon.
- \* 2/12 Department Heads/Program Chairs to submit DRC/PRC evaluations (with recommendation of reappointment and research leave endorsements of midterm review candidates to the Academic Affairs Manager.
- 2/13 Last day for Faculty to submit online applications for Faculty Research Grants, Advanced Study Grants, and Scott and Mellon Fellowships for Spring semester review by the Research Support Committee at the February 23 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.
- \* 2/17 Department Heads/Program Chairs submit recommendations for reappointment or non-reappointment to the Academic Affairs Manager for the following categories of faculty: 1) Instructors who will have completed one year of service by June 2026; 2) Instructors who will have completed three years of service by June 2026; 3) Assistant Professors who are in the second year of a two-year term (a term which expires in June 2026) 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 2025-26; and 4) Assistant Professors who are in the first year of a two-year term (a term which expires in June 2026) and who will have completed three or more years of service by that date; 5) Associate Professors who do not require a tenure decision is not required during AY 2025-26; 6) Lecturers with terms ending June 2027.

### **March 2026**

- March Office of the Provost 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 Office of the Provost.) [Date subject to change]

- \* 3/05 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.
- \* 3/02 Department Heads/Program Chairs submit tenure track staffing requests via email to the Dean of the Faculty.
- 3/02 The final date for faculty members to submit their Professional Activities Forms [via Google Form], with a copy sent to their Department Head/Program Chair, for use in salary recommendations.
- 3/06 Faculty deadline to reply to the Call for Summer Courses from the Associate Provost of 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. [Date subject to change]
- 3/13 Final date for Faculty to submit Summer EXCEL Scholar applications via the online portal for review March 23.
- \* 3/20 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]
- 3/16-20 Spring break.
- 3/27 Candidates seeking tenure and promotion review in AY 2026-27 to submit final materials (via shared Google drive) that they wish to have evaluated by external reviewers to the Academic Affairs Manager.
- 3/27 Candidates seeking tenure and promotion review in AY 2026-27 to submit a list of individuals who they wish to be invited to write letters of support to their Department Head/Program Chair and the Academic Affairs Manager.
- 3/27 Candidates seeking promotion to Senior Lecturer review in AY 2026-27 to submit a list of individuals who they wish to be invited to write letters of support to their Department Head/Program Chair and the Academic Affairs Manager.
- 3/27 Faculty submit midterm grades via Banner Self Service.

### **April 2026**

- 4/03 Last day for Faculty to submit online Research Support Committee applications (regular business and, if funds remain, Faculty Research & Advanced Study Grants) for review in April.
- 4/13 Fall and summer pre-Registration begins [anticipated; date to be confirmed]
- \* 4/15 Department Heads/Program Chairs send salary narratives to Executive Assistant [Nancy Williams] in the Office of the Provost. [Date subject to change]

- 4/20 Deadline for withdrawing from a course; WD recorded.
- 4/30 Faculty send textbook orders for Summer Session courses to the College Store.

### **May 2026**

- \* 5/01 Department Heads/Program Chairs send pre- and post-midterm conference reports along with self-evaluation of the faculty member to the Academic Affairs Manager.
- 5/01 Candidates seeking promotion to Professor review in AY 2026-27 to submit a list of individuals who they wish to be invited to write letters of support to their Department Head/Program Chair and the Academic Affairs Manager.
- 5/01 Candidates seeking promotion to Professor review in AY 2026-27 to submit final materials (via shared Google drive) that they wish to have evaluated by external reviewers to the Academic Affairs Manager.
- \* 5/07 Department Heads/Program Chairs have graduating departmental majors notify the Gateway Career Center of their post-graduate status.
- 5/08 Last day of classes.
- 5/11 Final exams begin.
- 5/18 Final exams end.
- 5/19 Faculty submit Senior final grades via Banner Self Service by noon.
- 5/23 Commencement
- 5/26 Faculty submit all other final grades via Banner Self Service by noon.

### **June 2026**

- 6/01 The deadline for faculty to submit *Letters of Intent* to the Academic Affairs Manager (via DocuSign) if they intend to apply for Enhanced Sabbatical, Sabbatical or Unpaid Leaves of Absence to take in the 2027-28 academic year.
- 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](mailto: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 through an online submission process.
- \* 6/20 Department Heads/Program Chairs send departmental/program annual assessment reports to the Associate Provost of Curriculum.

- 6/26 Recipients of Faculty Research or Advanced Study grants in 2024-25 and 2025 R.K. Mellon and Scott Fellowships submit final reports to the Associate Provost of Scholarship, Research, & Academic Initiatives Grant recipients who would like an extension for their grant must submit a written request to the Associate Provost of Scholarship, Research, & Academic Initiatives by this date.
- 6/29 Faculty send textbook orders for fall semester courses to the College Store.