Arts & Sciences Administrative Calendar for Chairs & Directors
AY 2023-24

Month	Date	Event/Task	Category
August	22-23	TTE, Teaching Faculty & Visiting Teaching Faculty orientation	A&S
	24-29	New student orientation and registration	Univ Events
	30	Undergraduate Classes Begin	Registrar
	30	Convocation, Wren Yard, 7:15	Univ Events
September	1	College-Wide Faculty Meeting & Reception, 3:30-5:00, Tucker 127A, followed by faculty picnic, Wren Yard, 5-6:30	Meeting
	1	Banner Closes to Dept/Programs - Spreadsheets due at 5PM (Spring 2024)	Sched
	Early	New start-up budget allocation requests (Administrators will be prompted)	Budget
	5	Faculty of Arts & Sciences (FAS) Zoom (3:30PM-5:00PM) OR Tucker 127 & Reception in Ewell Hall (5 - 7PM)	Meeting
	8	CCPD Retreat, James Blair Hall Rm 229 (2:00PM-5:00PM)	Meeting
	Mid	Personnel Policies: Dept/Progs upload any updated personnel policies to Box: A&S Personnel Policies	A&S
	18	Requests for flexible merit due	A&S
	21	CCPD Meeting via Zoom (3:30PM - 5:00PM)	Meeting
September	Mid	HEETF submission review due date for departments/programs	Budget
	Late	Due: Pre-SSRL proposals due on specified date, following new submission process per Dean's call for proposals	FPS
	11	Add/drop deadline	Registrar
	15	Facutly Grant Fund proposals due (round 1)	
October	1	Due: Faculty Appointment Forms due for Spring Adjunct new hires or re-hires	FPS
	3	FAS Meeting, Zoom (3:30PM-5PM)	Meeting
	5	CCPD Meeting via Zoom OR Tucker 127 (3:30PM - 5:00PM)	Meeting
	6	Due: Tenure dossiers to Dean A&S via Blackboard, per Dean's memo	FPS
	12-15	Fall Break	Univ Events
	14	Deadline for EPC submissions for courses to be visible during the advising period	Sched
	16	Due: Nominations for Professorships and Awards to A&S Dean's Office	Awards
	19-22	Homecoming Weekend	Univ Events
	Mid	Academic Scheduling Begins (Summer 2024)	Sched
	18	Spring 2023 Course Room Assignments Posted, Ad Hoc Schedule Changes Survey Reopens	Sched
	27-29	Family Weekend	Univ Events
	30	Course withdrawal deadline; deadline to elect pass/fail for juniors and seniors	Registrar
	Late	Visiting Teaching Faculty Call	FPS
November	1	Academic Scheduling Begins for 2024-25 Academic Year	Sched
	2	CCPD Meeting, location TBD (3:30PM-5:00PM)	Meeting
	6	Graduate Registration for Spring 2024 Begins	Registrar
	7	Election Day (offices closed, no classes)	Univ Events
	10	Undergraduate Registration for Spring 2024 Begins	Sched
	14	FAS Meeting, Zoom (3:30PM-5:00PM) OR Tucker 127	Meeting
	20-21	Remote instruction days (courses in session remotely, offices closed)	
	Mid	Due: Post-SSRL Leave Activity Reports due for prior year SSRL per date specified in Dean's memo	FPS
	22-26	Thanksgiving Break	Univ Events
	Late	Visiting Teaching Faculty requests due	Dean
December	1	Due: Promotion-to-Full dossiers, via Blackboard, per Dean's memo	FPS
	5	FAS Meeting, Zoom or Tucker 127 (3:30PM-5:00PM)	Meeting
	7	CCPD Meeting, location via Zoom (3:30PM-5:00PM)	Meeting
	8	Undergraduate Classes End	Univ Events
	8	Fall 2024 Schedule due in Banner	Sched
	8	Deadline for last EPC meeting of Fall semester	Sched

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December	11	Due: Fac Appt Form (FAF) for written offer letter before break -or- Hiring Proposal deadline to extend verbal offer before break	FPS
	15	Faculty Grant Fund proposals due (round 2)	
	Mid	Visiting Teaching Faculty Search Authorizations sent to departments/programs	FPS
	Mid	Adjunct Faculty Call	FPS
	11-15, 18-19	Final Exams	Univ Events
	TBD	Round 1 of Summer Scheduling Ends (Summer 2024)	Sched
January	2	Fall 2022 grades due in Banner by 9AM	Univ Events
	Mid	Adjunct allocation requests due	FPS
	24	Undergraduate Classes Begin	Registrar
February	1	CCPD Meeting, location via Zoom (3:30PM-5:00PM)	Meeting
	2	Due: Interim (mid-probationary) dossiers via Blackboard, per Dean's memo	FPS
	6	FAS Meeting, Zoom or Tucker (3:30-5:00PM)	Meeting
	9-11	Charter Day Weekend	Univ Events
	Mid	Adjunct Allocations out to departments/programs	FPS
	15	CCPD Meeting, location via Zoom (3:30PM-5:00PM)	Meeting
	Late	Dean's Call for TTE and Teaching Faculty Position Requests (due early April)	FPS
	Late	Due: Request for lab/course fee adjustments	Budget
March	1	Due: Summer School Requests for Issuance of Contracts using Adjunct/Summer Facutly Appointment Form	FPS
	5	FAS Meeting, Zoom or Tucker (3:30PM-5:00PM)	Meeting
	7	CCPD Meeting, Location TBD (3:30PM - 5:00PM)	Meeting
	10	Deadline for EPC submissions for courses to be visible during the advising period	Sched
	15	Faculty Grant Fund proposals (round 3)	
	9-17	Spring Break	Univ Events
	Mid	Faculty Merit Evaluation scores and faculty CVs due to Box per Dean's memo	A&S
	21	CCPD Meeting via Zoom (3:30PM - 5:00PM)	Meeting
	Late	Undergraduate Summer 2024 Registration Begins	Sched
	Late	Graduate Registration for Fall 2023 begins	Sched
	TBD	Fall 2023 Viewable in Banner Dynamic Schedule w/ Room Assignments	Sched
	TBD	Ad Hoc Schedule Changes Survey Opens	Sched
April	1	Due: Faculty Appointment Forms to Dean's Office for Teaching Faculty new hires, and Adjunct new hires & re-hires for next AY	FPS
	2	FAS Meeting, Zoom (3:30PM-5:00PM)	Meeting
	Early	TTE and Teaching Faculty position requests due	FPS
	TBD	Undergraduate Registration for Fall 2024 Begins	Sched
	4	CCPD Meeting, location TBD (3:30PM-5:00PM)	Meeting
	Mid	Due: names of declared candidates for promotion to full professor, per Dean's call	FPS
	Late	Due: Performance Evaluations for non-faculty employees	UHR
May	2	CCPD Meeting, date and location TBD	
	3	Undergraduate Classes End	Registrar
	7	FAS Meeting, Zoom or Tucker (3:30PM-5:00PM) & FAS Reception	Meeting
	18	Due: Graduating Students' Spring 2023 Grades in Banner by 9AM	Univ Events
	16-18	Commencement	Univ Events
	23	Due: Spring 2024 Grades in Banner by 9AM	Univ Events
	28	May 28 - June 28 Summer Session I	Sched
June	15	Faculty Grand Fund proposals due (round 4)	
July	Early	TTE and Teaching Faculty search authorizations to departments/programs	FPS
	1	July 1 – August 2 Summer Session II	Sched