

# Arts & Sciences Administrative Calendar for Chairs & Directors

AY 2025-26

Month	Date	Event/Task	Category
August	22-29	Start Work on Job Ad and Rubric (TTE/TF)	FPS
	19-20	TTE, Teaching Faculty & Visiting Teaching Faculty orientation	A&S
	22-26	New student orientation and registration	Univ Events
	27	Undergraduate Classes Begin	Registrar
	27	Convocation, Wren Yard, 7:15	Univ Events
	27	Due: Flexible Merit Requests with Chair Endorsements	A&S
	29	College-Wide Faculty Meeting & Reception. Meeting: 3:30-5pm, Tucker 127A; Reception: Wren Yard, 5-6:30pm	Meeting
	29	Final date to submit Job Ad and Rubric Review & Approval (TTE/TF)	FPS
	late	Call for SSRL Proposals for 2026-27 sent to chairs/dirs	FPS
September	Early	New start-up budget allocation requests (Administrators will be prompted)	Budget
	2	Faculty of Arts & Sciences (FAS) Tucker 127A/Zoom (3:30PM-5:00PM) & Reception at Ewell Hall (5 - 7PM)	Meeting
	4	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	8	Add/drop deadline	Registrar
	10	Final date to request DO staff to begin WorkDay Position Description (PD) (TTE/TF)	FPS
	Mid	HEETF submission review due date for departments/programs	Budget
	15	Call for 2024-25 SSRL Reports from returning faculty, utilizing submission process per Dean's call for reports.	FPS
	Mid	Personnel Policies: Dept/Progs upload any updated personnel policies to Box: A&S Personnel Policies	A&S
	18	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	18	Final date to request DO staff to activate WorkDay Requisition & Posting (TTE/TF)	FPS
	22	Spring 2026 Course Room Assignments Posted, Ad Hoc Schedule Changes Survey Reopens	Sched
	Late	Per Teaching Faculty policy, scheduled contract renewals issued for next AY	FPS
	26	Due: SSRL proposals for 2026-27 due, utilizing submission process per Dean's call for proposals	FPS
	Late	Due: Nominations for Professorships and Awards to A&S Dean's Office	Awards
October	3	Due: Faculty Grant Fund and Teaching Faculty Grant Fund proposals due (Round 1)	A&S
	3-5	Family Weekend	Univ Events
	7	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	2	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	3	Due: Tenure dossiers to Dean A&S, enroll Dean's Office per Dean's memo instructions	FPS
	9-12	Fall Break	Univ Events
	10	Deadline for EPC submissions for courses to be visible during the advising period	Sched
	16	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	16-19	Homecoming Weekend	Univ Events
	Mid	Academic Scheduling Begins (Summer 2026)	Sched
	27	Course withdrawal deadline; deadline to elect pass/fail for juniors and seniors	Registrar
	Late	Visiting teaching faculty call for position requests and recruitments to begin next AY	FPS
November	3	Due: Faculty Appointment Forms due for Spring Adjunct new hires or re-appointments	FPS
	TBD	Academic Scheduling Begins for 2026-27 Academic Year	Sched
	4	Election Day (offices closed, no classes)	Univ Events
	6	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	TBD	Graduate Registration for Spring 2026 Begins	Registrar
	TBD	Undergraduate Registration for Spring 2026 Begins	Sched
	11	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	19	Call for Teaching Faculty renewal and/or promotion requests	FPS
	20	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	14	Due: Post-SSRL Leave Activity Reports due for 2024-25 SSRL following submission process specified in Dean's call	FPS
	24-25	Remote instruction days (courses in session remotely, offices closed)	Univ Events
	26-30	Thanksgiving Break	Univ Events
December	Late	Visiting Teaching Faculty requests due	Dean
	2	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	Early	Search Committees Complete Zoom long list interviews (TTE/TF)	FPS
	4	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	5	Due: Promotion dossiers, enroll Dean's Office per Dean's memo instructions	FPS
	5	Undergraduate Classes End	Univ Events
	5	Deadline for last EPC meeting of Fall semester	Sched
	TBD	Fall 2026 Schedule due in Banner	Sched
	8-12	Search committees & chair/dir select short list candidates and seek VD approval of campus interview (TTE/TF)	FPS
	10	Due: Fac Appt Form (FAF) for written offer letter before break -or- Hiring Proposal deadline to extend verbal offer before break	FPS
	16	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	Mid	Visiting Teaching Faculty Search Authorizations sent to departments/programs for early Spring recruitment	FPS
	Mid	Adjunct Faculty Call	FPS
	Mid	Schedule on-campus interviews for January and early February (TTE/TF)	FPS
	8-12, 15-16	Final Exams	Univ Events
	TBD	Round 1 of Summer Scheduling Ends (Summer 2026)	Sched

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**AY 2025-26**

Month	Date	Event/Task	Category
January	5	Fall 2025 grades due in Banner by 9AM	Univ Events
	Mid	Adjunct allocation requests due	FPS
	21	Undergraduate Classes Begin	Registrar
	30	Due: Interim dossiers, enroll Dean's Office per Dean's memo instructions	FPS
	Late	VTF job ads & rubrics due on date specified in search authorization	FPS
	Late	Summer School Faculty Hiring Memo Issued	FPS
February	5	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	3	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	early	Request DO staff to begin WorkDay Position Description (PD) by date specified in search authorization (VTF)	FPS
	6-8	Charter Day Weekend	Univ Events
	Mid	Request DO staff to activate WorkDay Requisition and posting by date specified in search authorization (VTF)	FPS
	Mid	Adjunct Allocations out to departments/programs	FPS
	Mid	Adjunct pools updated for new recruitment season	FPS
	19	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	27	Complete campus interviews and hold department meeting to select finalists (TTE/TF)	FPS
	Late	Dean's Call for TTE and Teaching Faculty Position Requests (due early April)	Dean
	Late	Due: Request for lab/course fee adjustments	Budget
March	2	Due: Summer School Faculty Appointment Forms due, per Summer School Faculty Hiring Memo instructions	FPS
	3	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	5	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	6	Deadline for EPC submissions for courses to be visible during the advising period	Sched
	6	Due: Faculty Grant Fund and Teaching Faculty Grant Fund proposals due (Round 2)	A&S
	6	Work with DO staff primary recruiter to initiate offer approvals for top finalist (TTE/TF)	FPS
	7-15	Spring Break	Univ Events
	Mid	Faculty Merit Evaluation scores and faculty CVs due to Box per Dean's memo	A&S
	19	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	23	Due: Faculty Appointment Forms (FAF) to Dean's Office for Tenure Eligible and Teaching Faculty new hires	FPS
	Late	Undergraduate Summer 2026 Registration Begins	Sched
	Late	Complete VTF Zoom Interviews (recommended between late March - late April)	FPS
	Late	Graduate Registration for Fall 2026 begins	Sched
	TBD	Fall 2026 Viewable in Banner Dynamic Schedule w/ Room Assignments	Sched
	TBD	Ad Hoc Schedule Changes Survey Opens	Sched
April	7	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	Early	Due: TTE and Teaching Faculty position requests	FPS
	Early	Due: Teaching Faculty Promotion Dossiers	FPS
	TBD	Undergraduate Registration for Fall 2026 Begins	Sched
	2	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	Mid	Due: names of declared candidates for promotion to full professor, per Dean's call	FPS
	16	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	
	24	VTF interviews complete	FPS
	29	Work with DO staff primary recruiter to initiate offer for top finalist (VTF)	FPS
	Late	Due: Performance Evaluations for non-faculty employees	UHR
May	1	Undergraduate Classes End	Registrar
	4	Adjunct Fall 2026 Faculty Appointments Forms due, per Dean Allocation Memo instructions	FPS
	5	FAS Meeting, Tucker 127A/Zoom (3:30PM-5:00PM) & FAS Reception 5:00PM-7:00PM	Meeting
	7	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	4-8, 11-12	Final Exams	Univ Events
	TBD	Due: Graduating Students' Spring 2026 Grades in Banner by 9AM	Univ Events
	15	Final due date for Faculty Appointment Forms to Dean's Office for Visiting Teaching Faculty new hires	FPS
	14-16	Commencement	Univ Events
	TBD	Due: Spring 2026 Grades in Banner by 9AM	Univ Events
	26	<b>May 26 - June 26 Summer Session I</b>	Sched
June	29	<b>June 29 – July 31 Summer Session II</b>	Sched
July	Mid	TTE and Teaching Faculty search authorizations issued to departments/programs	FPS