

Arts & Sciences Administrative Calendar for Chairs & Directors

AY 2026-27

Month	Date	Event/Task	Category
August 2026	13-14	Tenured or Tenure Eligible (TTE), Teaching Faculty (TF) & Visiting Teaching Faculty (VTF) orientation	A&S
	21-28	Start Work on Job Ad and Rubric (TTE/TF Recruitments)	FPS
	21	Search Committees Approved (TTE/TF Recruitments)	FPS
	21-25	New student orientation and registration	Univ Events
	mid	Call for Teaching Faculty renewal and/or promotion requests	FPS
	26	Undergraduate Classes Begin	Registrar
	26	Convocation, Wren Yard, 7:15	Univ Events
	26	Due: Flexible Merit Requests with Chair Endorsements	A&S
	28	College-Wide Faculty Meeting & Reception. Meeting: 3:30-5pm, Tucker 127A; Reception: Wren Yard, 5-6:30pm	Meeting
	28	Final date to submit Job Ad and Rubric Review & Approval (TTE/TF)	FPS
	Late	Call for SSRL Proposals for 2027-28 sent to chairs/dirs	FPS
September 2026	Early	New start-up budget allocation requests (Administrators will be prompted)	Budget
	1	Faculty of Arts & Sciences (FAS) Chesapeake C (Sadler)/Zoom (3:30PM-5:00PM) & Reception at Ewell Hall (5 - 7PM)	Meeting
	3	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	4	Add/drop deadline	Registrar
	9	Final date to request DO staff to begin WorkDay Position Description (PD) (TTE/TF)	FPS
	11	Deadline for Spring 2027 CLSS scheduling	Sched
	14	Call for 2025-26 SSRL Reports from returning faculty, utilizing submission process per Dean's call for reports.	FPS
	Mid	HEETF submission review due date for departments/programs	Budget
	Mid	Personnel Policies: Dept/Progs upload any updated personnel policies to Box: A&S Personnel Policies	A&S
	17	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	17	Final date to request DO staff to activate WorkDay Requisition & Posting (TTE/TF)	FPS
	18-20	Family Weekend	Univ Events
	25	Due: SSRL proposals for 2027-28 due, utilizing submission process per Dean's call for proposals	FPS
	Late	Per Teaching Faculty policy, scheduled contract renewals issued for next AY	FPS
	Late	Due: Nominations for Professorships and Awards to A&S Dean's Office	Awards
October 2026	1	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	2	Due: Tenure dossiers to Dean A&S, enroll Dean's Office per Dean's memo instructions	FPS
	2	Due: Faculty Grant Fund and Teaching Faculty Grant Fund proposals due (Round 1)	A&S
	6	FAS Meeting, Tidewater A, Sadler/Zoom (3:30PM-5PM)	Meeting
	8-11	Fall Break	Univ Events
	9	Deadline for EPC submissions for courses to be visible during the advising period	Sched
	12	Spring 2027 Schedule Live in PATH	Sched
	mid	Due: Teaching Faculty materials to request contract renewal and/or promotion, per Dean memo instructions.	FPS
	15	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	Mid	Academic Scheduling Begins (Summer 2027)	Sched
	22-25	Homecoming Weekend	Univ Events
	26	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 2026	2	Due: Faculty Appointment Forms due for Spring Adjunct new hires or re-appointments	FPS
	2	Graduate Registration for Spring 2027 Begins	Registrar
	3	Election Day (offices closed, no classes)	Univ Events
	5	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	TBD	Academic Scheduling Begins for 2027-28 Academic Year	Sched
	TBD	Undergraduate Registration for Spring 2027 Begins	Sched
	10	FAS Meeting, Tidewater A, Sadler/Zoom (3:30PM-5PM)	Meeting
	13	Due: Post-SSRL Leave Activity Reports due for 2025-26 SSRL following submission process specified in Dean's call	FPS
	19	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	23-24	Remote instruction days (courses in session remotely, offices closed)	Univ Events
	25-29	Thanksgiving Break	Univ Events
December 2026	Late	Visiting Teaching Faculty requests due	Dean
	1	FAS Meeting, Tidewater A, Sadler/Zoom (3:30PM-5PM)	Meeting
	Early	Search Committees Complete Zoom long list interviews (TTE/TF)	FPS
	3	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	4	Due: Promotion dossiers, enroll Dean's Office per Dean's memo instructions	FPS
	4	Undergraduate Classes End	Univ Events
	4	Deadline for last EPC meeting of Fall semester	Sched
	TBD	Fall 2027 Schedule due in Banner	Sched
	7-11	Search committees & chair/dir select short list candidates and seek VD approval of campus interview (TTE/TF)	FPS

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December 2026	9	Due: Fac Appt Form (FAF) for written offer letter before break -or- Hiring Proposal deadline to extend verbal offer before break	FPS
	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
	7-11, 14-15	Final Exams	Univ Events
	TBD	Round 1 of Summer Scheduling Ends (Summer 2027)	Sched
January 2027	4	Fall 2026 grades due in Banner by 9AM	Univ Events
	Mid	Adjunct allocation requests due	FPS
	27	Undergraduate Classes Begin	Registrar
	29	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 2027	4	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	2	FAS Meeting, Tidewater A, Sadler/Zoom (3:30PM-5PM)	Meeting
	early	Request DO staff to begin WorkDay Position Description (PD) by date specified in search authorization (VTF)	FPS
	5-7	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
	18	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	26	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	Dean's Call for TTE and Teaching Faculty Position Requests (due early April)	Budget
March 2027	1	Due: Summer School Faculty Appointment Forms due, per Summer School Faculty Hiring Memo instructions	FPS
	2	FAS Meeting, Tidewater A, Sadler/Zoom (3:30PM-5PM)	Meeting
	4	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	5	Work with DO staff primary recruiter to initiate offer approvals for top finalist (TTE/TF)	FPS
	5	Due: Faculty Grant Fund and Teaching Faculty Grant Fund proposals due (Round 2)	A&S
	12	Deadline for EPC submissions for courses to be visible during the advising period	Sched
	13-21	Spring Break	Univ Events
	Mid	Faculty Merit Evaluation scores and faculty CVs due to Box per Dean's memo	A&S
	18	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	22	Due: Faculty Appointment Forms (FAF) to Dean's Office for Tenure Eligible and Teaching Faculty new hires	FPS
	Late	Undergraduate Summer 2027 Registration Begins	Sched
	Late	Complete VTF Zoom Interviews (recommended between late March - late April)	FPS
	Late	Graduate Registration for Fall 2027 begins	Sched
	TBD	Fall 2027 Viewable in Banner Dynamic Schedule w/ Room Assignments	Sched
	TBD	Ad Hoc Schedule Changes Survey Opens	Sched
April 2027	1	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	6	FAS Meeting, Tidewater A, Sadler/Zoom (3:30PM-5PM)	Meeting
	Early	Due: TTE and Teaching Faculty position requests	FPS
	TBD	Undergraduate Registration for Fall 2027 Begins	Sched
	15	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
	23	VTF interviews complete	FPS
	28	Work with DO staff primary recruiter to initiate offer for top finalist (VTF)	FPS
	Late	Due: Performance Evaluations for non-faculty employees	UHR
May 2027	3	Adjunct Fall 2027 Faculty Appointments Forms due, per Dean Allocation Memo instructions	FPS
	4	FAS Meeting, Tidewater A, Sadler/Zoom (3:30PM-5PM) & FAS Reception 5:00PM-7:00PM	Meeting
	6	CCPD Meeting In-Person, Blair 229 (3:30PM - 5:00PM)	Meeting
	7	Undergraduate Classes End	Registrar
	10-14, 17-18	Final Exams	Univ Events
	TBD	Due: Graduating Students' Spring 2027 Grades in Banner by 9AM	Univ Events
	14	Final due date for Faculty Appointment Forms to Dean's Office for Visiting Teaching Faculty new hires	FPS
	20-22	Commencement	Univ Events
	TBD	Due: Spring 2027 Grades in Banner by 9AM	Univ Events
June 2027	1	June 1 - July 1 Summer Session I // June 1 - August 6 Summer Session III	Sched
July 2027	6	July 6 – August 6 Summer Session II	Sched
	Late	TTE and Teaching Faculty search authorizations issued to departments/programs	FPS