

# CHAIRS' CALENDAR

JULY 2008 - JUNE 2009

## COLORS AND CODES:

DATES IN BLACK: SIGNIFICANT COLLEGE EVENTS

DATES IN BLUE: EVENTS OF SPECIAL INTEREST TO CHAIRS

DATES IN RED: DEADLINES RELEVANT TO CHAIRS

"If appropriate" INDICATES A SUGGESTION

≈ DENOTES AN APPROXIMATE DATE

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# July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b>	<b>3</b> College Closed	<b>4</b> Independence Day Observed College Closed	<b>5</b>
<b>6</b>	<b>7</b> New Student Orientation	<b>8</b> New Student Orientation	<b>9</b>	<b>10</b> Summer Session I Ends New Student Orientation	<b>11</b> ≈ Special classroom requests for FA08 due in Records New Student Orientation	<b>12</b>
<b>13</b>	<b>14</b> Second Summer Session Begins	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> St. Ignatius Day Celebration Last day to withdraw from a course with a grade of W		

2008

# August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b> <small>≈ SP09 schedule due in Records</small>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> <small>If appropriate, help dept. faculty polish promotion materials</small>	<b>14</b> <small>If appropriate, help senior faculty polish sabbatical application</small>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> <small>Second Summer Session Ends</small>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b> <small>New Faculty Orientation (8:30 am – 4:00 pm) WebAdvisor Drop/Add</small>	<b>26</b> <small>WebAdvisor Drop/Add Alpha Workshop</small>	<b>27</b> <small>Fall Faculty Teaching workshop (8:30 am – 4:00 pm) @ Timonium WebAdvisor Drop/Add</small>	<b>28</b> <small>WebAdvisor Drop/Add PT Affiliate Fac. Orientation (5 pm - 9 pm) @ Timonium</small>	<b>29</b> <small>New Student Convocation WebAdvisor Drop/Add</small>	<b>30</b> <small>Freshmen Orientation</small>
<b>31</b> <small>Freshmen Orientation</small>						

2008

# September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> Labor Day College Closed WebAdvisor Drop/Add Core advisors meet with advisees Draft sabb application due to dept.	<b>2</b> UG Classes Begin Loyola Conference WebAdvisor Drop/Add	<b>3</b> WebAdvisor Drop/Add	<b>4</b> WebAdvisor Drop/Add CAS Graduate Chairs Mtg.	<b>5</b> WebAdvisor Drop/Add Faculty update forms due in chair's office	<b>6</b>
<b>7</b> Mass of the Holy Spirit (noon - 2 pm)	<b>8</b> Promotion & Tenure applications due	<b>9</b> Academic Senate	<b>10</b>	<b>11</b> ≈ Begin meeting with faculty re updates New Fac Lunch/Discussion	<b>12</b>	<b>13</b>
	<b>15</b> If appropriate, have dept mtg to discuss sabb application(s); write letter(s)	<b>16</b> If appropriate, have dept meeting to discuss promotion application(s) Loyola Conference	<b>17</b>	<b>18</b> ≈ Proof SP08 schedule. Final changes due to Records	<b>19</b> New Faculty Reception @ Baltimore Country Club, 6:30pm-9:30pm	<b>20</b>
<b>21</b>	<b>22</b> If appropriate, help junior faculty polish sabb application	<b>23</b> Academic Senate	<b>24</b> ≈ Make appt (mid-Oct to late-Nov) with Dean to discuss faculty updates	<b>25</b> CAS/ED/SSBM Chairs Mtg. New Fac Lunch/Discussion	<b>26</b> ≈ Submit 09-10 capital and other new, large budget requests to Dean Honors Convocation	<b>27</b> Family Weekend
<b>28</b>	<b>29</b> Dept promotion letters due	<b>30</b> Rosh Hashanah (begins at sundown on the 29 <sup>th</sup> )				

2008

# October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b>	<b>2</b> CAS Graduate Chairs Mtg.	<b>3</b> ≈ Meetings with faculty re updates concluded	<b>4</b>
<b>5</b>	<b>6</b> Sabbatical applications due	<b>7</b> ≈ Remind faculty of the importance of submitting midterm grades	<b>8</b> ≈ Make sure dept advising material for SP09 is up-to-date	<b>9</b> Yom Kippur (begins at sundown on the 8 <sup>th</sup> )	<b>10</b> "Faculty Friday" (Hug Lounge)	<b>11</b>
<b>12</b>	<b>13</b> ≈ Requests for SU09 and FA09 schedules arrive	<b>14</b> Academic Senate	<b>15</b> SP09 book orders due in Bookstore New Fac Lunch/ Discussion, TBA	<b>16</b> CAS Chairs Mtg. If appropriate, have dept meeting to discuss jr fac sabb app(s); write letters	<b>17</b> Mid Semester Break Midterm grades due in Records by 3 pm	<b>18</b>
<b>19</b>	<b>20</b> Advising for SP09 registration class '09	<b>21</b> Advising for SP09 registration class '09 Loyola Conference	<b>22</b> SP09 registration for '09 Fr. Linnane's State of the College Address (3:00 pm at Chapel)	<b>23</b> CAS/ED/SSBM Chairs Mtg.	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> Jr. Sabbatical app. Due Advising for SP09 registration class '10	<b>28</b> Academic Senate ≈ Notice about 09-10 catalogue copy arrives Advising for SP09 registration class '10	<b>29</b> SP09 registration for '10 ≈ Submit per-course and overload requests for SP08 to Dean	<b>30</b> CAS Graduate Chairs Mtg.	<b>31</b> ≈ Special classroom requests for SP09 due in Records	

2008

# November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b> All Saints Day Liturgy
<b>2</b>	<b>3</b> Advising for SP09 registration class '11	<b>4</b> Loyola Conference Advising for SP09 registration class '11	<b>5</b> SP09 registration for '11	<b>6</b>	<b>7</b> "Faculty Friday" (Hug Lounge)	<b>8</b>
<b>9</b>	<b>10</b> Last day to withdraw from course with a grade of 'W' If appropriate, help dept fac polish tenure materials	<b>11</b> Academic Senate ≈ Distribute fac. evaluation letters to individual faculty Advising for SP09 registration class '12	<b>12</b> If appropriate, have mtg. re reappoint recommendations; write letter(s) New Fac Lunch/ Discussion, TBA Advising for SP09 registration class '12	<b>13</b> SP09 registration for '12 ≈ Conclude mtg(s) with Dean re fac updates	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b> Loyola Conference	<b>19</b>	<b>20</b> CAS Chairs Mtg.	<b>21</b> ≈ SU09 and FA09 schedules due in Records	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b> Academic Senate Thanksgiving Holiday begins after the last class	<b>26</b> Thanksgiving Holiday	<b>27</b> Thanksgiving Holiday College Closed ≈ Submit space needs for 09-10 to Dean	<b>28</b> Thanksgiving Holiday College Closed	<b>29</b>
<b>30</b>						

2008

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> Classes Resume Faculty evaluation and reappoint. letters due to Dean	<b>2</b>	<b>3</b>	<b>4</b> CAS Graduate Chairs Mtg.	<b>5</b> "Faculty Friday" (Hug Lounge)	<b>6</b>
<b>7</b>	<b>8</b> Feast of Immaculate Conception Deadline for non-renewal notice for 1 <sup>st</sup> yr T-T fac is 12/30	<b>9</b> Academic Senate	<b>10</b> Last day of classes ≈ FY09 Operating Budget Request arrives	<b>11</b> Study Day	<b>12</b> Exams	<b>13</b> Exams
<b>14</b>	<b>15</b> Exams	<b>16</b> Loyola Conference Exams	<b>17</b> Exams	<b>18</b> Exams	<b>19</b> Exams Chairs Luncheon with the President (12 noon, Location-College Center Room 113)	<b>20</b> Exams
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> College Closed	<b>25</b> Christmas College Closed	<b>26</b> College Closed	<b>27</b>
<b>28</b>	<b>29</b> College Closed	<b>30</b> College Closed	<b>31</b> College Closed			

2008

# January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b> College Closed	<b>2</b> College Closed	<b>3</b>
<b>4</b>	<b>5</b> WebAdvisor Drop/Add Notifications of Promotion & Tenure decisions	<b>6</b> WebAdvisor Drop/Add	<b>7</b> WebAdvisor Drop/Add	<b>8</b> Teaching Workshop (8:30 am -1 pm) @ Timonium PT Affiiate Fac. Orientation (5 pm - 9 pm) @ Timonium WebAdvisor Drop/Add	<b>9</b> WebAdvisor Drop/Add	<b>10</b>
<b>11</b> Resident Students report to residence halls	<b>12</b> Classes begin WebAdvisor Drop/Add	<b>13</b> WebAdvisor Drop/Add	<b>14</b> WebAdvisor Drop/Add	<b>15</b> Martin Luther King Jr. Convocation WebAdvisor Drop/Add Tenure applications Due	<b>16</b> ≈ If appropriate, have dept meeting to discuss tenure application(s) Summer Research Proposals due to FCD, requires chair's signature	<b>17</b>
<b>18</b>	<b>19</b> Martin Luther King, Jr. Day. College Closed	<b>20</b> Academic Senate	<b>21</b> ≈ FY09 Operating Budget Requests due to Acad. Affairs	<b>22</b> CAS Graduate Chairs Mtg.	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b> New Fac Lunch/ Discussion, TBA	<b>27</b> Loyola Conference	<b>28</b>	<b>29</b> CAS Chairs Mtg.	<b>30</b>	<b>31</b>

2009

# February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b>	<b>3</b> Academic Senate	<b>4</b>	<b>5</b> CAS/ED/SSBM Chairs Mtg. New Fac Lunch/ Discussion	<b>6</b> Submit letter of recommendation for Tenure applicants "Faculty Friday" (Hug Lounge)	<b>7</b>
<b>8</b>	<b>9</b> ≈ Request from Records necessary info to determine honors for graduating seniors	<b>10</b> Loyola Conference ≈ Proof FA09 schedule	<b>11</b> Dept tenure letters due Majors Fair	<b>12</b> Special classroom requests for SU09 due in Records CAS Graduate Chairs Mtg.	<b>13</b> ≈ Submit 09-10 computer requests to Dean	<b>14</b>
<b>15</b>	<b>16</b> Snow Date for Majors Fair	<b>17</b> Academic Senate	<b>18</b>	<b>19</b> CAS Chairs Mtg.	<b>20</b> ≈ Remind faculty of the importance of submitting midterm grades	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> Loyola Conference	<b>25</b> Ash Wednesday ≈ Make sure advising material for FA09 is up-to-date	<b>26</b> Last day for notice of non-renewal to new full-time fac members	<b>27</b> Midterm Grades due in Records by 3:00pm Deadline for non-renewal notice for 2 <sup>nd</sup> yr T-T fac	<b>28</b>

2009

# March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b> Spring Break	<b>3</b> Spring Break	<b>4</b> Spring Break	<b>5</b> Spring Break	<b>6</b> Spring Break	<b>7</b>
<b>8</b>	<b>9</b> Classes Resume	<b>10</b> Academic Senate	<b>11</b>	<b>12</b> CAS/ED/SSBM Chairs Mtg.	<b>13</b> ≈ 09-10 catalogue changes due ≈ SU09 book orders due in Bookstore	<b>14</b>
<b>15</b>	<b>16</b> Advising for FA09 registration class '10	<b>17</b> Loyola Conference ≈ Submit 4/5 & ½ time fac requests for 08-09 to Dean Advising for FA09 registration class '10	<b>18</b> FA09 registration for '10 ≈ Have performance evaluation mtg. with dept staff/admin, admin. assist; write letter(s)	<b>19</b> CAS Chairs Mtg.	<b>20</b> "Faculty Friday" (Hug Lounge) Maryland Day Celebration	<b>21</b>
<b>22</b>	<b>23</b> Advising for FA09 registration class '11	<b>24</b> Academic Senate Advising for FA09 registration class '11	<b>25</b> FA09 registration for '11 New Fac Lunch/Discussion, TBA	<b>26</b> Last day to withdraw from course with a grade of 'W' CAS Graduate Chairs Mtg.	<b>27</b> ≈ Submit SU09 per-course requests to Dean	<b>28</b>
<b>29</b>	<b>30</b> Advising for FA09 registration class '12	<b>31</b> Advising for FA09 registration class '12				

2009

# April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b> FA09 registration for '12	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> Academic Senate	<b>8</b>	<b>9</b> Easter Holiday	<b>10</b> Easter Holiday College Closed	<b>11</b>
<b>12</b> Easter	<b>13</b> Easter Holiday College Closed ≈ Submit FA09 per-course requests to Dean	<b>14</b> Loyola Conference ≈ Evaluation letters for dept staff/admin, admin. assist due to Dean and HR	<b>15</b> FA09 book orders due in Bookstore Tenured, tenured-track salary letters sent by this date	<b>16</b> CAS Graduate Chairs Mtg.	<b>17</b> "Faculty Friday" with Fr. Linnane (Programming Room)	<b>18</b>
<b>19</b> Deans List Luncheon	<b>20</b>	<b>21</b> Academic Senate	<b>22</b>	<b>23</b>	<b>24</b> ≈ Request for SP09 schedule arrives	<b>25</b>
<b>26</b>	<b>27</b> Last day of classes	<b>28</b> Study Day ≈ Dept honors for graduation due in 2 weeks	<b>29</b> Exams ≈ Submit full-time faculty requests for 08-09 to Dean New Fac Celebration Lunch	<b>30</b> Exams		

2009

# May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b> Exams ≈ Submit dept annual report to Dean	<b>2</b> Exams
<b>3</b>	<b>4</b> Exams	<b>5</b> Exams Academic Senate	<b>6</b> Exams	<b>7</b> Exams	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> Loyola Conference ≈Dept honors for graduation due in Records	<b>13</b> Deadline for non-renewal notice for T-T fac due is 6/7	<b>14</b>	<b>15</b> Baccalaureate Mass at 1:30 pm Notification of tenure decisions	<b>16</b> Commencement, 1 <sup>st</sup> Mariner Arena, 11 am
<b>17</b>	<b>18</b> Alpha Workshop	<b>19</b> Alpha Workshop	<b>20</b> Core Advising Workshop	<b>21</b>	<b>22</b> College Closed	<b>23</b>
<b>24</b>	<b>25</b> Memorial Day Observed College Closed	<b>26</b> Academic/Teaching Portfolio Workshop	<b>27</b> Academic/Teaching Portfolio Workshop	<b>28</b> Academic/Teaching Portfolio Workshop Summer 1 Classes Begins	<b>29</b> Academic/Teaching Portfolio Workshop FY 09 Budget Year Ends	<b>30</b>
<b>31</b>						

2009

# June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> FY10 budget year begins	<b>2</b>	<b>3</b>	<b>4</b> ≈ Last day to submit FY09 budget expenses	<b>5</b> Academic Division Summer Picnic (2-6pm) Tentative	<b>6</b>
<b>7</b>	<b>8</b> Deadline for non-renewal notice for T-T fac	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> ≈ Submit final per-course requests for FA09 to Dean	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> Last Day to Withdraw from Summer I with a grade of W	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> New Student Orientation 2013 Summer Orientation Advising Meeting	<b>23</b> New Student Orientation 2013 Summer Orientation Registration	<b>24</b>	<b>25</b> New Student Orientation 2013 Summer Orientation Advising Meeting	<b>26</b> New Student Orientation 2013 Summer Orientation Registration	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

2009