

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

Prepared by Ann Burke and Tara McGrath '10.

Printed on July 8, 2008.

July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3 College Closed	4 Independence Day Observed College Closed	5
6	7 New Student Orientation	8 New Student Orientation	9	10 Summer Session I Ends New Student Orientation	11 ≈ Special classroom requests for FA08 due in Records New Student Orientation	12
13	14 Second Summer Session Begins	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 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>
					1 ≈ SP09 schedule due in Records	2
3	4	5	6	7	8	9
10	11	12	13 If appropriate, help dept. faculty polish promotion materials	14 If appropriate, help senior faculty polish sabbatical application	15	16
17	18	19	20	21 Second Summer Session Ends	22	23
24	25 New Faculty Orientation (8:30 am – 4:00 pm) WebAdvisor Drop/Add	26 WebAdvisor Drop/Add Alpha Workshop	27 Fall Faculty Teaching workshop (8:30 am – 4:00 pm) @ Timonium WebAdvisor Drop/Add	28 WebAdvisor Drop/Add PT Affiliate Fac. Orientation (5 pm - 9 pm) @ Timonium	29 New Student Convocation WebAdvisor Drop/Add	30 Freshmen Orientation
31 Freshmen Orientation						

2008

September

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

2008

October

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

2008

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 Classes Resume Faculty evaluation and reappoint. letters due to Dean	2	3	4 CAS Graduate Chairs Mtg.	5 "Faculty Friday" (Hug Lounge)	6
7	8 Feast of Immaculate Conception Deadline for non-renewal notice for 1 st yr T-T fac is 12/30	9 Academic Senate	10 Last day of classes ≈ FY09 Operating Budget Request arrives	11 Study Day	12 Exams	13 Exams
14	15 Exams	16 Loyola Conference Exams	17 Exams	18 Exams	19 Exams Chairs Luncheon with the President (12 noon, Location-College Center Room 113)	20 Exams
21	22	23	24 College Closed	25 Christmas College Closed	26 College Closed	27
28	29 College Closed	30 College Closed	31 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>
				1 College Closed	2 College Closed	3
4	5 WebAdvisor Drop/Add Notifications of Promotion & Tenure decisions	6 WebAdvisor Drop/Add	7 WebAdvisor Drop/Add	8 Teaching Workshop (8:30 am -1 pm) @ Timonium PT Affiiate Fac. Orientation (5 pm - 9 pm) @ Timonium WebAdvisor Drop/Add	9 WebAdvisor Drop/Add	10
11 Resident Students report to residence halls	12 Classes begin WebAdvisor Drop/Add	13 WebAdvisor Drop/Add	14 WebAdvisor Drop/Add	15 Martin Luther King Jr. Convocation WebAdvisor Drop/Add Tenure applications Due	16 ≈ If appropriate, have dept meeting to discuss tenure application(s) Summer Research Proposals due to FCD, requires chair's signature	17
18	19 Martin Luther King, Jr. Day. College Closed	20 Academic Senate	21 ≈ FY09 Operating Budget Requests due to Acad. Affairs	22 CAS Graduate Chairs Mtg.	23	24
25	26 New Fac Lunch/ Discussion, TBA	27 Loyola Conference	28	29 CAS Chairs Mtg.	30	31

2009

February

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

2009

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 Spring Break	3 Spring Break	4 Spring Break	5 Spring Break	6 Spring Break	7
8	9 Classes Resume	10 Academic Senate	11	12 CAS/ED/SSBM Chairs Mtg.	13 ≈ 09-10 catalogue changes due ≈ SU09 book orders due in Bookstore	14
15	16 Advising for FA09 registration class '10	17 Loyola Conference ≈ Submit 4/5 & ½ time fac requests for 08-09 to Dean Advising for FA09 registration class '10	18 FA09 registration for '10 ≈ Have performance evaluation mtg. with dept staff/admin, admin. assist; write letter(s)	19 CAS Chairs Mtg.	20 "Faculty Friday" (Hug Lounge) Maryland Day Celebration	21
22	23 Advising for FA09 registration class '11	24 Academic Senate Advising for FA09 registration class '11	25 FA09 registration for '11 New Fac Lunch/Discussion, TBA	26 Last day to withdraw from course with a grade of 'W' CAS Graduate Chairs Mtg.	27 ≈ Submit SU09 per-course requests to Dean	28
29	30 Advising for FA09 registration class '12	31 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>
			1 FA09 registration for '12	2	3	4
5	6	7 Academic Senate	8	9 Easter Holiday	10 Easter Holiday College Closed	11
12 Easter	13 Easter Holiday College Closed ≈ Submit FA09 per-course requests to Dean	14 Loyola Conference ≈ Evaluation letters for dept staff/admin, admin. assist due to Dean and HR	15 FA09 book orders due in Bookstore Tenured, tenured-track salary letters sent by this date	16 CAS Graduate Chairs Mtg.	17 "Faculty Friday" with Fr. Linnane (Programming Room)	18
19 Deans List Luncheon	20	21 Academic Senate	22	23	24 ≈ Request for SP09 schedule arrives	25
26	27 Last day of classes	28 Study Day ≈ Dept honors for graduation due in 2 weeks	29 Exams ≈ Submit full-time faculty requests for 08-09 to Dean New Fac Celebration Lunch	30 Exams		

2009

May

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

2009

June

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

2009