

DEANS' CALENDAR

JULY 2009 - JUNE 2010

COLORS AND CODES:

DATES IN BLACK: SIGNIFICANT UNIVERSITY 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 Joshua Gembicki and Erica Smith '11
Printed on July 27, 2009
Updated September 9, 2009-Sandy O'Neil

July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2 Independence Day Observed University Closed	3 Independence Day Observed University Closed	4 Independence Day
5	6 New Student Orientation	7 New Student Orientation	8	9 Summer Session 1 Ends New Student Orientation	10 ≈ Special classroom requests for FA09 due in Records New Student Orientation	11
12	13 Second Summer Session Begins	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 St. Ignatius Day Celebration Last day to withdraw from a course with a grade of W	31	

2009

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 ≈ SPI0 schedule due in Records	4	5	6	7	8
9	10	11	12 If appropriate, help faculty polish promotion materials	13	14	15
16	17	18	19	20 Second Summer Session Ends	21 New Faculty Orientation (8:30 am – 4:00 pm)	22
23	24 WebAdvisor Drop/Add SoE Leadership meeting (9:30am-11am)	25 WebAdvisor Drop/Add	26 Fall Faculty Teaching workshop (8:30 am – 4:00 pm) @ Timonium PT Affiliate Fac. Orientation (5 pm - 9 pm) @ Timonium WebAdvisor Drop/Add	27 New Student Convocation (4:00 pm- 5:00 pm) WebAdvisor Drop/Add Freshmen Orientation	28 Freshmen Orientation WebAdvisor Drop/Add Core advisors meet with advisees	29 Freshmen Orientation
30 Freshmen Orientation	31 UG & Grad Classes Begin SoE Committee of Directors and Chairs Meeting (9am-11am)					

2009

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 Loyola Conference WebAdvisor Drop/Add	2 WebAdvisor Drop/Add	3 WebAdvisor Drop/Add Graduate Chairs Mtg Clinic Steering Council (12:00-2:30 pm)	4 Faculty update forms due in chair's office	5
6 Mass of the Holy Spirit (noon - 2 pm)	7 Labor Day University Closed	8 Academic Senate Student Activities Fair Draft SR sabb application due to dept Promotion & Tenure applications due	9	10 Fr. Linnane's State of the University Address (Alumni Memorial Chapel at 12:15 pm) ≈Begin meeting with faculty re updates ≈New Fac Lunch/ Discussion	11	12
13	14 If appropriate, have dept mtg to discuss sabb application(s); write letter(s) Middle States Visit	15 Academic Senate If appropriate, have dept meeting to discuss promotion application(s)	16	17 ≈ Proof SP10 schedule. Final changes due to Records	18 Rosh Hashanah (begins at sundown on the 18 th) Faculty Friday-Hug Lounge	19
20	21 If appropriate, help junior faculty polish sabb application SoE Leadership meeting (9:30am-11am)	22 Loyola Conference	23 ≈ Make appt (mid-Oct to late-Nov) with Dean to discuss faculty updates	24 CAS/ED/SSBM Chairs Mtg. ≈New Fac Lunch/ Discussion	25 ≈ Submit 10-11 capital and other new, large budget requests to Dean Designation Change Convocation	26 Family Weekend Honors Convocation Fire Works Reception (8pm, The Quad)
27 Yom Kippur (begins at sundown on the 27 th)	28 Yom Kippur Draft JFS sabb app. due to dept	29 Academic Senate Dept letter of recommendation for tenure applicants due	30			

2009

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2 New Faculty Reception with President (6pm Baltimore Country Club)	3
4	5 SR Sabbatical applications due ≈ Meetings with faculty re updates concluded SoE Committee of Directors and Chairs Meeting (9am-11am)	6 Academic Senate & Loyola Conference ≈ Remind faculty of the importance of submitting midterm grades	7 ≈ Make sure dept advising material for SP09 is up-to-date	8 CAS Chairs Mtg.	9 Faculty Assembly-Dr. Snyder address to faculty, 4 th Floor Programming Room	10
11	12 ≈ Requests for SU10 and FA10 schedules arrive	13 Academic Senate	14 ≈ New Fac Lunch/ Discussion, TBA School of Education Launch (6pm McGuire Hall)	15 ≈ SP10 book orders due inBookstore Graduate Chairs Mtg Clinic Steering Council (12:00-2:30 p.m.) If appropriate, have dept meeting to discuss jr fac sabb app(s); write letters	16 UG Holiday Midterm grades due in Records by 3 pm	17
18	19 Advising for SP10 registration class '10 SoE Leadership meeting (9:30am-11am)	20 Advising for SP10 registration class '10	21 SP10 registration for '10	22 CAS/ED/SSBM Chair's Mtg	23	24
25	26 JFS Sabbatical app. Due Advising for SP10 registration class '11	27 Loyola Conference ≈ Notice about 10-11 catalogue copy arrives Advising for SP10 registration class '11	28 SP10 registration for '11 ≈ Submit per-course and overload requests for SP10 to Dean	29	30 ≈ Special classroom requests for SP10 due in Records Faculty Assembly – 4 th Floor Programming	31

2009

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			≈ Majors Fair (Most likely sometime in Nov.)			
1 All Saints Day Liturgy	2 Advising for SP10 registration class '12 SoE Committee of Directors and Chairs Meeting (9am-11am)	3 Academic Senate Advising for SP10 registration class '12	4 SP10 registration for '12	5 CAS Chairs Mtg.	6	7
8	9 Last day to withdraw from course with a grade of 'W' for UG If appropriate, help dept fac polish tenure materials	10 Loyola Conference ≈ Distribute fac. evaluation letters to individual faculty Advising for SP10 registration class '13	11 If appropriate, have mtg. re reappoint recommendations; write letter(s) New Fac Lunch/ Discussion, TBA Advising for SP10 registration class '13	12 SP10 registration for '13 ≈ Conclude mtg(s) with Dean re fac updates Graduate Chairs Mtg Clinic Steering Council (12:00-2:30)	13 "Faculty Friday" –Hug Lounge	14
15	16	17 Academic Senate	18	19	20 ≈ SU10 and FA10 schedules due in Records	21
22	23 SoE Leadership meeting (9:30am- 11am)	24 Loyola Conference Thanksgiving Holiday begins after the last class Last day to withdraw from course with a grade of 'W' for Grad	25 Thanksgiving Holiday no class	26 Thanksgiving Holiday University Closed ≈ Submit space needs for 10-11 to Dean	27 Thanksgiving Holiday University Closed	28
29	30 Classes Resume					

2009

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 Academic Senate Faculty evaluation and reappoint. letters due to Dean	2	3 CAS Chairs Mtg.	4 "Faculty Friday"-Hug Lounge	5
6	7 Deadline for non-renewal notice for 2 nd yr T-T fac is 12/30 SoE Committee of Directors and Chairs Meeting (9am-11am)	8 Feast of Immaculate Conception	9 Last day of classes ≈ FY11 Operating Budget Request arrives	10 UG Study Day	11 Exams Hanukkah begins at sundown on 11th	12 Exams
13	14 Exams	15 Loyola Conference Exams	16 Exams	17 Exams	18 Exams Chairs Luncheon with the President (12 pm) 4 th Flr Program Rm	19 Exams
20	21 SoE Leadership meeting (9:30am-11am)	22	23	24 University Closed	25 Christmas University Closed	26
27	28 University Closed	29 University Closed	30 University Closed Deadline for non-renewal notice for 2 nd yr T-T fac due	31 University Closed		

2009

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1 University Closed Solemnity of Mary	2
3	4 University reopens WebAdvisor Drop/Add	5 WebAdvisor Drop/Add Notifications of Promotion & Tenure Decisions	6 WebAdvisor Drop/Add	7 WebAdvisor Drop/Add	8 WebAdvisor Drop/Add	9 Resident Students report to residence halls
10	11 Classes begin WebAdvisor Drop/Add SoE Committee of Directors and Chairs Meeting(9am-11am)	12 WebAdvisor Drop/Add	13 WebAdvisor Drop/Add	14 WebAdvisor Drop/Add Graduate Chairs Mtg. Clinic Steering Council (12:00-2:30 pm) Teaching Workshop (8:30 am -1 pm) @ Timonium PT Affiliate Fac. Orientation (5 pm - 9 pm) @ Timonium	15 ≈ If appropriate, have dept meeting to discuss tenure application(s) Tenure/Promotion applications Due Summer Research Proposals due to FCD; requires chair's signature	16
17	18 Martin Luther King, Jr. Day. University Closed	19 Academic Senate	20 ≈ FY11 Operating Budget Requests due to Acad. Affairs	21 Martin Luther King Jr. Convocation CAS Chairs Mtg.	22	23
24	25 ≈New Fac Lunch/ Discussion, TBA SoE Leadership meeting (9:30am-11am)	26 Loyola Conference & Academic Senate	27	28 CAS/ED/SSBM Chairs' Mtg.	29	30
31						

2010

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 <i>Last day for notice of non-renewal to new TT faculty Members is Feb. 26th</i>	2 Academic Senate & Loyola Conference	3	4 Graduate Chairs Mtg. Clinic Steering Council (12:00-2:30 pm)	5	6
7	8 ≈ Request from Records necessary info to determine honors for graduating seniors <i>Dept letter of recommendation for tenure applicants due SoE Committee of Directors and Chairs Meeting (9am-11am)</i>	9 Loyola Conference ≈ Proof FA10 schedule	10	11 ≈ Special classroom requests for SU10 due in Records	12 ≈ New Fac Lunch/ Discussion, TBA "Faculty Friday" –Hug Lounge	13
14	15	16 Academic Senate	17 Ash Wednesday Dept honors for graduation due in 2 weeks	18 CAS Chairs Mtg.	19 ≈ Remind faculty of the importance of submitting midterm grades	20
21	22 SoE Leadership meeting (9:30am-11am)	23 Loyola Conference	24 ≈ Make sure advising material for FA10 is up-to-date	25	26 Midterm Grades due in Records by 3:00pm <i>Deadline for non-renewal notice for 1st yr T-T fac</i>	27/28

2010

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 Spring Break	2 Spring Break	3 Spring Break Dept honors for graduation due in Records	4 Spring Break	5 Spring Break	6
7	8 Classes Resume Undergraduate Summer registration begins SoE Committee of Directors and Chairs Meeting (9am-11am)	9 Academic Senate	10	11 CAS/ED/SSBM Chairs' Mtg.	12 ≈ 10-11 catalogue changes due "Faculty Friday" -Hug Lounge ≈ SU10 book orders due in Bookstore	13
14	15 Advising for FA10 registration class '11	16 Loyola Conference ≈ Submit 4/5 & ½ time fac requests for 09-10 to Dean Advising for FA10 registration class '11	17 FA10 registration for '11 ≈ Have performance evaluation mtg. with dept staff/admin, admin. assist; write letter(s)	18 CAS Chairs Mtg.	19 Maryland Day	20
21	22 Advising for FA10 registration class '12	23 Academic Senate Advising for FA10 registration class '12	24 FA10 registration for '12 ≈New Fac Lunch/ Discussion	25 Last day to withdraw from course with a grade of 'W' for UG GRAD Chairs Clinic Steering Council (12:00-2:30 pm)	26 ≈ Submit SU10 per-course requests to Dean Grad COAD (Conference Center 114)	27
28	29 SoE Leadership meeting (9:30am-11am) Passover begins at sundown on 29th	30 Passover	31 Passover			

2010

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 Easter Holiday	2 Good Friday/ Easter Holiday University Closed	3
4 Easter Passover (final 2days Begins at sundown)	5 Easter Holiday Passover University Closed	6 Classes Resume Passover	7 ≈ JR fac up for midterm review submit dossier to dept. no later than May 1	8	9	10
11 Dean's List Luncheon	12 ≈ Submit FA10 per- course requests to Dean Advising for FA10 registration class '13 SoE Committee of Directors and Chairs Meeting (9am-11am)	13 Academic Senate ≈ Evaluation letters for dept staff/admin, admin. assist due to Dean and HR Advising for FA10 registration class '13	14 FA10 registration for '13	15 Graduate Chairs Mtg. Clinic Steering Council (12:00-2:30 pm) ≈ FA10 book orders due in Bookstore Tenured, tenured- track salary letters sent by this date	16 "Faculty Friday" -4 th Floor Programming	17
18	19	20 Loyola Conference & Academic Senate	21	22 CAS Chair's Mtg	23 ≈ Request for SP11 schedule arrives	24
25	26 SoE Leadership meeting (9:30am-11am)	27 Academic Senate Last day of classes	28 UG Study Day ≈ Submit full-time faculty requests for 10-11 to Dean	29 Exams ≈ New Fac End of Year Lunch	30 Exams Chairs Luncheon with the President (12 pm)	

2010

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1 Exams
2	3 Exams ≈ Submit dept annual report to Dean JR fac up for midterm review dossier due to dept.	4 Exams Loyola Conference & Academic Senate ≈ JR fac up for midterm review -- dossier and dept letter due to dean by June 1	5 Exams	6 Exams	7	8
3	10 SoE Committee of Directors and Chairs Meeting (9am-11am)	11 Academic Senate	12 Deadline for non-renewal notice for T-T faculty (yrs 3+) due before June 8	13 Solemnity of the Ascension-Catholic	14 Academic Awards Ceremony at 10 am Baccalaureate Mass at 1:30 pm	15 Commencement, 1 st Mariner Arena, 11 am
16	17 ≈ Alpha Workshop Notification of tenure Decisions SoE Leadership meeting (9:30am-11am)	18 ≈ Alpha Workshop	19 ≈ Core Advising Workshop	20	21	22
23	24	25 Academic/Teaching Portfolio Workshop	26 Academic/Teaching Portfolio Workshop	27 Academic/Teaching Portfolio Workshop	28 Memorial Day University Closed FY 10 Budget Year Ends	29
30	31 Memorial Day University Closed					

2010

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 FY11 budget year Begins JR fac up for midterm review --dossier and dept letter due to dean	2 Summer 1 Classes Begins	3 ≈ Last day to submit FY10 budget expenses	4	5
6	7	8 <i>Deadline for non-renewal notice for T-T faculty (yrs 3+)</i>	9	10	11 <i>≈ Submit final per-course requests for FA10 to Dean</i>	12
13	14	15	16	17	18	19
20	21 <i>SoE Leadership meeting (9:30am-11am)</i>	22 Last Day to Withdraw from Summer 1 with a grade of W	23	24 New Student Orientation <i>2014 Summer Orientation Advising Meeting</i>	25 New Student Orientation <i>2014 Summer Orientation Registration</i>	26
27	28 New Student Orientation <i>2014 Summer Orientation Advising Meeting</i>	29 New Student Orientation <i>2014 Summer Orientation Registration</i>	30			

2010