

Academic Events and Provost Annual Timetable – 2019-2020

AUGUST 2019

August 20 -21	New Faculty Orientation
August 22	New Adjunct Orientation
August 29	Graduate Student Welcome Event
August 28- September 2	New Student Move in Day/Orientation

SEPTEMBER

September 1	<i>Absolute Deadline for new evidence to be accepted by ART (Tenure)*</i>
September 2	Labor Day (college open; no classes)
	Upper-class Student move-in
September 3	FALL CLASSES BEGIN
	Opening of the Academic Year
	Mass of the Holy Spirit
September 5	Academic Convocation
September 9	Last day for adding and dropping Fall Session 1 graduate online courses
September 10	Last day for adding and dropping courses
	Last day for converting to or from Audit
	Last day for conversion of “N” grades for Summer 2019
September 15	<i>Faculty notifies Chairperson (copied to Dean and VPAA) of intent to apply for 2020-2021 Sabbatical.*</i>
September 17	Faculty Welcome Back
September 25	Education Fellowship Info Session

OCTOBER

October 1	<i>VPAA informs candidates who are eligible for tenure review in 2020-2021.*</i>
	<i>Candidate notifies VPAA, Deans and Chair of intent to apply for promotion. (Full Professor)*</i>
October 10	<i>Tenure/Promotion - Department declaration of related departments sent to Dean*</i>
October 11	Last day to withdraw with a “W” for Fall Session 1 graduate online courses
	Deans submit Adjunct Forms for Winter session to the Provost office.
October 14	COLUMBUS DAY (college closed, no classes)
	Undergraduate Admission Academic Preview Day
October 15	Classes will meet on a Monday schedule
October 15	<i>Department Chair and Committee communicates recommendation in writing to the faculty member requesting 2020-2021 Sabbatical (copied to Dean and VPAA).*</i>
	<i>Deans convene area selection Committee for promotion cases.*</i>
	<i>VPAA sends memo to ART, Deans and President of candidates who intend to apply for promotion (Full Professor)*</i>
October 16	Graduate Open House
	Midpoint of semester
October 22	Midterm grades are due by midnight.
October 25	Last day of Fall Session 1 graduate online courses
October 26	Undergraduate Admission Open House

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October 28	Classes begin for Fall Session 2 graduate online courses
October 28-30	Senior advisement for registration for spring 2020 semester.
October 30	Final grades are due for Fall Session 1 graduate online courses
October 31	Senior registration begins for spring 2020 semester

NOVEMBER

November 1	<i>Deans communicate in writing their recommendation regarding the faculty member's sabbatical request, upon receipt of the departmental recommendation, to the faculty member (VPAA and department review committee copied).*</i>
	<i>Faculty Development Grants Summary Report Deadline*</i>
	Last day for adding/dropping Fall Session 2 graduate online courses
November 1-8	Mack Gives Back Week
November 3	Undergraduate Admission Open House
November 4-6	Junior advisement for registration for Spring 2020
November 7	Junior registration for Spring 2020
November 7-8	Senior Class Professional Development Reception
November 8	Last day to withdraw with a "W"
	Last day to convert to Pass/Fail
November 11	Undergraduate Admission Academic Preview Day
	VETERANS DAY (College closed: no classes)
	Deans submit <i>Adjunct Forms</i> for Spring Semester to the Provost office
November 12-14	Sophomore advisement for registration for Spring 2020 semester.
November 15	Sophomore registration begins for Spring 2020 semester
November 15	<i>Deans notify VPAA of Area Committee composition for promotion cases (Full Professor).*</i>
	<i>VPAA notifies President of faculty requesting Sabbatical for AY 2019-2020.*</i>
November 18-20	Freshman advisement for registration for Spring 2020 semester
November 20	<i>President and/or VPAA notify faculty granted approval of 2020-2021 sabbatical leave.*</i>
November 21	Freshman registration begins for Spring 2020 semester
November 27-29	THANKSGIVING RECESS (no classes; college closed)

DECEMBER

December 1	Deans Submit 2 nd Year probationary faculty evaluations to VPAA
	<i>Solicitation of Faculty Development Grant Proposals*</i>
	<i>Faculty Development Grant Progress Report Deadline (only required by faculty that are submitting proposals to extend existing projects)*</i>
December 2	College reopens; classes resume
December 3	Celebration of Light & Hope
December 6	Confirm Department Chair updates for spring 2020
	Alumni Christmas Party
	Last day to withdraw with a "W" for Fall Session 2 graduate online courses

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December 7	Education Fellowship Info Session
December 10	Last day of Fall classes
December 11-12	Reading days
December 13	Transfer Advising Day
December 13-18	Final examinations (Finals on Saturday December 14)
December 15	Promotion candidates submit dossiers to Area Committee (Full Professor).*
	Notification of Non-Reappointment for next academic year for faculty in 2nd academic year of service*
	Sabbatical Report due to Department Chair (with a copy to Dean and VPAA) from Faculty who completed Sabbatical Spring 2019*
December 17	Gaudete Party (Rejoice)
December 18	Graduate Student Celebration Students Finishing in December
December 19	Final grades are due by 5:00 p.m. (undergraduate and graduate)
	Final grades due for Fall Session 2 graduate online courses
	Snow Day for final exams
December 20	Last day of Fall Session 2 graduate online courses
	Employee Christmas Party

JANUARY 2020

January 1	Deadline for 2020-2021 Tenure candidates to declare intent to Chair, Dean and Provost*
	New Year's (College Closed)
January 2	Winter Session Begins
January 4-5	Winter Session classes will meet – Saturday & Sunday
January 6	College Reopens
January 8	Last day to drop winter session course without a “W”
January 9	Transfer Advising Day
January 10	Last day to drop winter session course with a “W”
January 11-12	Winter Session classes will meet – Saturday & Sunday
January 14-15	Registration and New Student Orientation (undergraduate)
January 15	ART submits tenure recommendations to the President*
	VPAA Notifies the ART and Deans of candidates who will be applying for tenure with promotion or promotion only.*
	Winter session classes end
January 16	CLASSES BEGIN
January 19	Winter Session grades due
January 20	MLK Holiday (college closed, winter classes will meet)
	Spring Session 1 graduate online courses begin
January 23	Thursday - Classes meet on a Monday Schedule
January 24	Last day for adding and dropping Spring Session 1 graduate online courses
January 26	White Coat Ceremony (Nursing Program)
January 27	2020-2021 Master Schedules sent to deans from departments
	Last day for adding/dropping courses
	Last day for converting to or from Audit

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	Last day for conversion of “N” grades for Fall 2019
January 29	Global Education Fair
January 30	<i>Deans convene area selection committees for tenure with promotion or promotion only candidates.*</i>

FEBRUARY

February 1	<i>Faculty Development Grant Proposal Deadline*</i>
	Admitted Student Day
February 12	2020-2021 Master Schedule sent to registrar by deans for data entry
February 15	<i>Deans inform VPAA of area committee composition for Tenure with promotion or promotion only cases.*</i>
	Deans submit NTT faculty evaluations to VPAA.
	Deans submit 1st year faculty evaluations to VPAA.
	Sakowich Center for Undergraduate Research & Provost Innovation Fund Deadline
	CETL Faculty Fellowship Deadline
	Davis Education Foundation Grant Deadline
	Zampell Family Faculty Fellowship Deadline
February 17	Presidents Day (college closed, no classes)
February 18	Tuesday - Classes will meet on a Monday schedule.
February 25	Newly Tenured Faculty Reception
February 28	2020-2021 Master Schedule sent to deans by registrar for departmental review
	Last day to withdraw with a “W” for Spring Session graduate online courses
February 29	Admitted Student Day

MARCH

March 1	<i>Tenure and promotion or promotion only candidates submit dossiers to Area Committee.*</i>
	<i>Renewal/Non-renewal Letters to NTT Faculty.*</i>
	<i>Renewal/Non-renewal Letters to 1st year probationary Faculty.*</i>
	Deans submit 3rd, 4th and 5th year probationary faculty evaluations to Provost.
March 6	2020-2021 Master Final edits due to deans from departments
March 9-13	SPRING RECESS (no classes)
March 12	2020-2021 Master Final edits due to registrar from deans
March 13	Last day for Spring Session 1 graduate online courses
March 15	<i>Area Committees submit promotion recommendations to ART (Full Professor).*</i>
	<i>Faculty Development Grant Proposal Review Completed*</i>
	<i>Renewal/Non-renewal Letters to 3rd, 4th and 5th year probationary Faculty.*</i>
	Renewal/Non-renewal letters to Term Faculty.
March 16	2020-2021 Master Schedules posted to myMack
	College reopens; classes resume
	Classes begin for Spring Session 2 graduate online courses
March 17	Final grades due for Spring Session 1 graduate online courses
March 20	Midpoint of semester
	Last day for adding and dropping Spring Session 2 graduate online courses
March 24	Mid-term grades due at midnight

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March 25	Graduate Open House
March 23-25	Junior and non-graduating senior advisement for Fall 2020
March 25	Graduate Open House
March 26	Junior and non-graduating senior begin registration for Fall 2020
March 27	Last day to withdraw with a “W”
	Last day to convert to Pass/Fail
March 29	Admitted Student Days
March 30–April 1	Sophomore advisement for registration for Fall 2020

APRIL

April 1	<i>Absolute deadline for new evidence to be accepted by ART (Full Professor)*</i>
April 2	Sophomore registration begins for Fall 2020 semester
April 5	Admitted Student Day
April 7	Teacher Education Orientation (Graduate)
April 6-8	Freshman advisement for Fall 2020 semester
April 9-13	EASTER RECESS (no classes)
April 11	Deans submit Adjunct forms for Summer 1 & 3 to the Provost Office.
April 14	College re-opens; classes resume
	Freshman registration begins for Fall 2020 semester
April 15	Announcement of Faculty Development Grant Awards *
April 16	Faculty Retirement Party
April 17	Last day for adding/dropping courses Spring Session 2 graduate online courses
April 18	Provost Office submits Adjunct forms for Summer 1 & 3 to the Fiscal
April 21	Girard School of Business Open House
	LEAD Awards
April 30	Last day of classes
	Confirm Department Chair updates for Summer 2020

MAY

May 1	Reading Days
May 2 – May 8	Final Exams
	Research and Creative Achievement Conference
May 8	Last day of Spring Session 2 graduate online courses
May 11	All senior grades due by noon.
	Deans submit Adjunct Forms for Summer 2 to the Provost Office.
	Classes begin for Summer Session 1 graduate online courses
May 14	All other grades are due by noon
May 15	<i>ART submits promotion recommendations to President (Full Professor).*</i>
	Last day for adding/dropping Summer Session 1 graduate online courses
May 15-17	COMMENCEMENT WEEKEND
May 18	Summer Terms 1 and 3 classes begin
	Community Engagement Orientation

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	<i>Sabbatical Report due to Department Chair (with a copy to Dean and VPAA) from Faculty who completed Sabbatical Fall 2019*</i>
May 25	Memorial Day (college closed/no classes)
May 26	Community Engagement Orientation (Graduate)
May 27	Last day for adding and dropping Summer 1
	Last day for converting to or from Audit for Summer Term 1

JUNE

June 1	<i>Area Committee completes report(s) on Tenure with promotion or promotion only cases.*</i> VPAA sends chair summer stipend letter to Deans.
June 12	Last day for conversion of “N” grades for Spring 2020
	Last day to withdraw with a “W” from Summer 1
	Last day to convert to pass/fail for Summer 1
June 15-16	Orientation (Undergraduate)
June 15	Annual Reports for current academic year due to Deans <i>Area Committee submits Tenure with promotion or promotion only recommendation(s) and dossiers to ART.*</i>
June 17-18	Orientation (Undergraduate)
June 19	Last day to withdraw with a “W” from Summer Session 1 online graduate courses
June 20	Chair summer stipend letter is due back from Deans VPAA sends memo notifying faculty of eligibility for Sabbatical AY 2019-2020 Faculty must notify intent by September 15.
June 22-23	Orientation (Undergraduate)
June 23	Higher Education Orientation (Graduate)
June 24-25	Orientation (Undergraduate)
June 26	Last day of Summer 1 undergraduate classes Annual Reports due from Deans to Provost
May 29-July 3	Break for Summer Session 3 classes

JULY

July 2	Grades due for Summer 1 undergraduate courses
July 3	Last day of Summer Session 1 graduate online courses
July 4	Independence day (college closed/no classes)
July 6	Summer Term 2 classes begin Session 2 graduate online course classes begin
July 7	Deans submit Adjunct Forms for Fall Semester to the Provost office.
July 9	Final grades are due for Summer Session 1 graduate online courses
July 10	Last day for adding and dropping Summer Session 2 graduate online courses
July 13	Last day for adding and dropping Summer Term 2 courses Last day for converting to or from Audit for Summer Session 2
July 14	Provost Office submits <i>Adjunct Forms</i> for Fall Semester to the Fiscal.
July 20	Last day to withdraw with a “W” from Summer Session 3

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	Last day to convert to Pass/Fail for Summer Session 3
July 31	Last day to withdraw with a “W” from Summer Session 2
	Last day to convert to Pass/Fail for Summer Session 2

AUGUST

August 14	Last day of Summer Term 2, 3 classes
	Last day to withdraw “W” for Summer Session 2 graduate online courses
August 20	Grades due for Summer 2 and 3
	Confirm Department Chair updates for Fall 2020
August 28	Last day for Summer Session 2 graduate online courses
September 2	Grades due for Summer Session 2 graduate online courses

** Faculty Handbook Deadline*