

COLLEGE OF ARTS AND SCIENCES - IMPORTANT DATES FOR FALL 2008

Course Unit meetings will be called as necessary and will have first priority in college planning. See link on our website for the latest C.U. Implementation Schedule.

AUGUST

- August 13 New Faculty Orientation, 9:00 – 3:00 p.m. – 213 LBC
- August 13 New Adviser Workshop, 1:30 – 3:00 p.m. - 319 LBC
- August 15 *Department Chairs Meeting*, 11:30 – 1:30 p.m. - Faculty Lounge (lunch provided)
Library Reception to honor faculty on recent awards of tenure & promotion and for scholarly and creative work - 4:00 – 6:00 p.m.
- August 16 FOCUS (Fall orientation) begins 8 a.m.
Convocation, 4:00 p.m. - Edmunds Center.
President's Reception, 5:15 p.m.- President's Home. (Faculty Attendance Requested)
Faculty Dinner, 6:15 p.m.- Rinker Field House. (Faculty Attendance Requested – no tickets needed)
- August 17 Dean's Dinner and conversation with faculty and new students, 6:00 - 7:30 p.m. - Stetson Room
- August 18 **University Faculty Meeting**, 9:00 a.m. - Elizabeth Hall Auditorium
Arts and Sciences Faculty Meeting, immediately following the University Faculty Meeting
New students meet with faculty advisers, 1:30 – 4:30, faculty offices
President's Annual BBQ for Faculty, 5:30 p.m., Edmunds Center
(new faculty and escorts should arrive by 5:15)
All students must activate registration. (At the Stetson 101 sessions on Monday and Tuesday)
- August 20 Classes begin.
- August 27 Last day to ADD course for credit. Last day to DROP a course without financial penalty. (Note: students cannot use BannerWeb to DROP courses after this date.)
- August 29 *Department Chairs Meeting*, 10:00 a.m. – Faculty Lounge
- August 29 Arts & Sciences Faculty Meeting, 11:45 a.m. – Stetson Room (C.U. discussion)

SEPTEMBER

Notice of faculty retirements, leave requests, and requests to advertise open positions for fall 2009 due in Dean's Office. First drafts of spring course due to Dean.

- September 1 Labor Day Holiday
- September 5 Fall syllabi and faculty schedule cards due to the Dean's office.
- September 5 Arts & Sciences Faculty Meeting, 11:45 a.m.–Stetson Rm (if needed - C.U. discussion)
- September 12 *Department Chairs Meeting*, 10:00 a.m. – Faculty Lounge
- September 12 **University Faculty Meeting**, 11:45 a.m., Stetson Room
- September 18-19 Board of Trustees
- September 26 *Department Chairs Meeting*, 10:00 a.m. – Faculty Lounge
- September 26 Arts & Sciences Faculty Meeting, 11:45 a.m. – Allen Hall

OCTOBER

Summer grant proposals, sabbatical requests, tenure portfolios due to Chairs. Dept. faculty forward t/p letters to chair.

- October 8 *Department Chairs Meeting*, 10:00 a.m. – Faculty Lounge (Yes, on a Wednesday!)
- October 9-10 Fall Break
- October 10 Mid-term grade reports due to Registrar via BannerWeb
- October 17 Last day to drop a course without academic penalty.
- October 17 **University Faculty Meeting**, 11:45 a.m., Stetson Room
- October 20-24 Academic Advising for upper-class students.
- October 24 Arts & Sciences Faculty Meeting, 11:45 a.m. – Stetson Room(?)
- October 24-25 Family Weekend
- October 25 Senior Open House
- October Chair forwards t/p reviews to Dean.
- October 27-28 Registration for upper-class students.
- October 31 College Board of Advisors meeting

NOVEMBER

Summer grant proposals due in Academic Affairs. Sabbatical requests due to the Dean and Academic Affairs. Sabbatical reports from 06-07 due to Academic Affairs.

- November 3-5 Academic advising for first-year students.
- November 6 Registration for first-year students.
- November 7 Founder's Day Celebration
- November 7 *Department Chairs Meeting*, 10:00 a.m. – Faculty Lounge
- November 7 **University Faculty Meeting**, 11:45 a.m., Stetson Room
- November 8 Senior Open House
- November 14 Arts & Sciences Faculty Meeting, 11:45 a.m. – Allen Hall
- November 19 Incompletes due from the spring semester
- November 21 *Department Chairs Meeting*, 10:00 a.m. – Faculty Lounge
- November 25 Last day to withdraw from all courses in the fall semester.
- November 26 No classes. (Travel day)
- November 27-28 Thanksgiving Holiday

DECEMBER

Student course evaluations administered. Sabbatical and summer grant notifications from the Office of Academic Affairs.

- December 3 Classes end
- December 4 Reading Day
- December 5 Arts & Sciences Faculty Meeting, 11:45 a.m. – Allen Hall
- December 5-10 Final Exams
- December 11 Senior grades due to Registrar at 9:00 a.m.
- December 12 Baccalaureate, 7:00 p.m.
- December 13 Graduate & Undergraduate Commencement at 10:00 a.m.
- December 18 All grades due to Register at 9:00 a.m.