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To: Arts and Letters Department Chairpersons and Administrative Assistants

From: John T. McGreevy

Subject: List of Events and University Deadlines 2017-18

Date: July 1, 2017

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**Note: Please refer to the website links for Office of the Registrar (including summer session) - <http://registrar.nd.edu> and orientation schedules for Human Resources - <http://hr.nd.edu/nd-faculty-staff/toolkits/faculty-human-resource-orientation/>.**

**Institute for Scholarship in the Liberal Arts (ISLA) deadlines for Faculty, Graduate Students, and Undergraduates, visit their website - <http://isla.nd.edu/>**

### **JULY 2017**

July 4 Independence Day Holiday Observed – offices closed

Mid-July Read more about the Annual Performance Cycle and Schedule on the Office of Human Resources website at <http://hr.nd.edu/career-development/performance-management/annual-performance-cycle/>

July 27 Offices for regular A&L incoming faculty are available for occupancy

### **AUGUST 2017**

**\* New A&L faculty should attend one of two orientation meetings on Aug. 7th or 8th**

August 7 Orientation for new teaching-and-research faculty (T&R), special professional faculty (SPF), visitors, teaching assistants, and adjuncts (sponsored by Arts and Letters Office for Undergraduate Studies).

- 10:30 a.m. – 11:30 a.m.
- 119 O'Shaughnessy Hall

- August 8 Orientation for new teaching-and-research faculty (T&R), special professional faculty (SPF), visitors, teaching assistants, and adjuncts (sponsored by Arts and Letters Office for Undergraduate Studies).
- 10:00 a.m. – 11:00 a.m.
  - 119 O’Shaughnessy Hall
- August 9-11 New Faculty Orientation - various locations (sponsored by the Office of the Provost). See Provost websites:
- <http://provost.nd.edu/information-for-faculty/new-faculty-resources/>  
[http://provost.nd.edu/assets/207203/nfo\\_agenda\\_2017\\_for\\_posting.pdf](http://provost.nd.edu/assets/207203/nfo_agenda_2017_for_posting.pdf)
- August 14-15 Kaneb Center new faculty retreat (sponsored by the Office of the Provost)  
See Provost website:
- [http://provost.nd.edu/assets/238776/2017\\_kaneb\\_center\\_new\\_faculty\\_teaching\\_workshop\\_invitation.pdf](http://provost.nd.edu/assets/238776/2017_kaneb_center_new_faculty_teaching_workshop_invitation.pdf)
- August 15 Deans, Department Chairpersons, and Directors’ half-day Retreat (sponsored by the Office of the Provost)
- August 16-17 International Student Orientation, sponsored by International Student Services and Activities website:  
[https://international.nd.edu/assets/234803/international\\_student\\_orientation\\_sample\\_schedule.pdf](https://international.nd.edu/assets/234803/international_student_orientation_sample_schedule.pdf)
- August 17 Deans and Chairs Kick-Off Meeting
- 3:00 – 4:30 p.m.
  - 119 O’Shaughnessy Hall
- August 19 Arts and Letters Welcome Weekend (First Year Orientation) and College Exploration Session (sponsored by Arts and Letters Undergraduate Studies in conjunction with First Year Studies)
- 12:00 p.m. - 1:00 p.m. - Arrival and set-ups for materials
  - 1:00 p.m. – 3:30 p.m. - Departmental Exhibits (Exploration Sessions)
  - 1:45 p.m. - 2:45 p.m. Intro to College/Parent and Student Panels
  - Located in McKenna Hall
- August 22 Fall 2017 classes begin

August 25 All advertisements for approved job openings must be submitted to the respective divisional Associate Deans for approval. Once approved, the ads are posted by the individual departments on their websites.

August 26 175<sup>th</sup> Anniversary Mass (opening of the 2017-2018 school year)

- 11:30 a.m., Bond Quad
- Rain Location: Joyce Center

### ***SEPTEMBER 2017***

September 1 Proposals for Spring team-taught courses should be submitted to the Associate Dean of your division (or both Associate Deans in the case of faculty in more than one division) for courses to be taught in Spring 2018 semester

September 1 Update your google groups, (regfac and nonregfac) include new faculty and delete faculty who have been separated.

September 2 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Temple)

September 4 Labor Day holiday, most offices are closed, all classes are in session

September 6 Arts and Letters Fall Faculty Meeting

- 3:30 – 4:30 p.m.
- McKenna Hall Auditorium

September 6 Arts and Letters Welcoming Reception (all Arts and Letters faculty invited)

- 4:30 – 6:00 p.m.
- McKenna Hall Lobby

September 9 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Georgia)

September 11 Leave applications due in departmental Chairperson's offices from faculty

September 11 College Council Meeting

- 3:30 – 5:00 p.m.
- McKenna Hall Auditorium

September 18 Meeting of Deans and Chairpersons

- 9:30 – 11:30 a.m.
- 119 O'Shaughnessy Hall

- September 25 Preliminary list of upcoming T&R faculty renewals and appointments due to the office of the Dean (Form will be sent to department chairpersons in early Sept., prior to due date)
- September 28 Staff Administration Meeting
- 9:00 – 10:00 a.m.
  - 119 O’Shaughnessy Hall
- September 28-30 Arts and Letters Advisory Council Weekend - Members on Campus
- September 30 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Miami of OH)

***OCTOBER 2017 (Breast Cancer Awareness Month)***

- October 6 Due to the Dean’s office, (Peter Holland, Associate Dean for the Arts and Special Professional Faculty and Chloe Leach, Senior Administrative Coordinator):
- SPF and Research Professors renewals/reviews/promotion packets (via Box)
  - SPF, Research Professors, and Instructors non-renewals (via Box)
  - All 1 year SPF reappointments (via e-mail) to [Holland.24@nd.edu](mailto:Holland.24@nd.edu) and [cleach@nd.edu](mailto:cleach@nd.edu)
  - Reappointments for Instructors (who are going to be tenure-track and have not yet received their Ph.D.), must be appointed on a 1 year contract for AY 2017-18 (via e-mail to divisional deans)
- October 9 Leave application packets are due in the Dean’s office (to the respective divisional Associate Deans), 100 O’Shaughnessy Hall
- October 13 Deadline for submission of (re) appointment forms for non-regular faculty (adjuncts, visitors, etc.) appointed for the Spring 2018 semester. These requests are submitted via email, as an attachment(s). The letters should be sent to the respective divisional coordinators and cc: [mmarnoch@nd.edu](mailto:mmarnoch@nd.edu):
- ARTS - Chloe Leach, [cleach@nd.edu](mailto:cleach@nd.edu)  
 SOCIAL SCIENCES - Jenny Petersen, [jpeter24@nd.edu](mailto:jpeter24@nd.edu)  
 HUMANITIES - Megan Snyder, [msnyde10@nd.edu](mailto:msnyde10@nd.edu)
- October 14-22 Mid-Term Break
- October 21 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. USC)

- October 23 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 119 O’Shaughnessy Hall
- October 23 Deadline for Major and Mid-Size Teaching beyond the Classroom Grant applications for Spring 2018 projects due to Office for Undergraduate Studies
- <https://al.nd.edu/advising/faculty-teaching-resources/tbc-grants/tbc-major-mid-size-grants/>
- October 25 Deadline for entering incoming faculty for Spring 2018 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 4, 2018.
- October 25 Deadline for entering visiting regular faculty for Spring 2018 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 3, 2018.
- October 28 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. NC State)

**NOVEMBER 2017**

- November 2 Staff Administration Meeting
- 9:00 – 10:00 a.m.
  - 119 O’Shaughnessy Hall
- November 4 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Wake Forest)
- November 7 Father Jenkins’ Address to Faculty
- 6:00 p.m.
  - DeBartolo Hall Room 155
- November 10 Reconcile any discrepancies regarding teaching schedules in Filemaker Pro. If the actual course taught differs from the normal teaching schedule, you will need to provide a specific explanation for each course. You may need to work directly with either the DUS and or the DGS (in some departments) to determine why a course was not taught or if an additional course was taught.

- November 10 Promotion and renewal packets for T&R faculty due in the Dean's Office
- November 15 College Council Meeting
- 3:30 – 5:00 p.m.
  - McKenna Hall Auditorium
- November 18 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Navy)
- November 20 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 119 O'Shaughnessy Hall
- November 22-26 Thanksgiving Holiday for Students
- November 23-24 Thanksgiving Holiday for Faculty & Staff
- November 30 Carols & Cookies
- 4:00 – 5:00 p.m.
  - The Great Hall – O'Shaughnessy Hall

**DECEMBER 2017**

- December 5 Arts and Letters Faculty Meeting  
(Sheedy Award Presentation - All Arts and Letters faculty and staff welcome)
- 3:30 - 4:30 p.m.
  - McKenna Hall Auditorium
- Please do not schedule any departmental or program events this afternoon**
- December 5 Annual Christmas Reception following the Faculty Meeting
- 4:30 – 6:00 p.m.
  - McKenna Hall Atrium
- December 7 Last class day
- December 11-15 Fall 2017 final exams
- December 15 Staff Christmas Luncheon
- 12:00 noon
  - The Great Hall – O'Shaughnessy Hall
- December 18 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 119 O'Shaughnessy Hall

December 22 – Christmas and New Year Holiday Celebrations  
January 1, 2018

### ***JANUARY 2018***

January 1, 2018 University is Closed

January 5 Proposals for team-taught courses should be submitted to the Associate Dean of your division (or both Associate Deans in the case of faculty in more than one division) for courses to be taught in Fall 2018 semester

January 8 Offices for regular incoming faculty are available for occupancy

January 11 Place updated CVs for all regular faculty to FileMaker Pro Document Library Under the “Other” tab; then in “Latest Vitae”.

January 16 First class day

Mid-January Nominations solicited for 2017 Sheedy Award (Undergraduate Studies)

January 22 Meeting of Deans and Chairpersons

- 9:30 – 11:30 a.m.
- 119 O’Shaughnessy Hall

### ***FEBRUARY 2018***

Departmental Budget Meetings will be scheduled in February and March

February 1 Non-obligatory files due to Dean McGreevy, 100 O’Shaughnessy, for pre-screening

February 5 College Council Meeting

- 3:30 – 5:00 p.m.
- McKenna Hall Auditorium

February 9 Research Achievement Award applications due, James Brockmole, Associate Dean, 100 O’Shaughnessy

February 12 Meeting of Deans and Chairpersons

- 9:30 – 11:30 a.m.
- 119 O’Shaughnessy Hall

- February 15 Emeritus Annual Office Request Forms due in the Dean's Office
- February 15 Staff Administration Meeting
- 9:00 – 10:00 a.m.
  - 119 O'Shaughnessy Hall
- February 16 Sheedy Nominations Deadline to Office for Undergraduate Studies
- February 17 JPW – College of Arts and Letters Collegiate Workshop
- 10:00 a.m. – Noon
  - Browning Cinema, DeBartolo Performing Arts Center
- February 22 Arts & Letters Early Admits Reception
- 7:00 – 8:30 p.m.
  - Main Building
- February 23 Arts & Letters Early Admits Open House
- 9:00 – 10:30 a.m.
  - McKenna Hall

**MARCH 2018**

- March 1 Submit 2018-2019 budget request for non-regular faculty teaching needs, including adjuncts, visitors, concurrents, college paid stipends, graduate student teaching assistants and emeriti. These requests are submitted to Director of Finance and Administration, Office of the Dean.
- March 1 Call for nominations from the Dean's office for Honorary Degree recipients
- March 5 Begin the evaluation or promotion process for all SPFs or Research Professors by submitting to Peter Holland, Associate Dean of the Arts, and Chloe Leach, Senior Administrative Coordinator, 100 O'Shaughnessy Hall, **the preliminary list of SPFs and Research faculty whose three-year or five-year contracts ending in Spring 2019, or those who are one-year contracts who require the standard three-year review (i.e., for all SPFs or Research faculty who are either in the 2<sup>nd</sup> year of a 3 year contract; or 4<sup>th</sup> year of a 5 year contract).**
- March 8 College Council Meeting
- 3:30 - 5:00 p.m.
  - McKenna Hall Auditorium



- March 10-18 Mid-Term Break
- March 19 Deadline for Major and Mid-Size Teaching beyond the Classroom Grant applications for Fall 2016 projects due to Office for Undergraduate Studies  
<http://al.nd.edu/advising/faculty-teaching-resources/tbc-major-grant/>
- March 19 Meeting of Deans and Chairpersons
  - 9:30 – 11:30 a.m.
  - 119 O’Shaughnessy Hall
- March 22 Staff Administration Meeting
  - 9:00 – 10:00 a.m.
  - 119 O’Shaughnessy Hall
- March 28 Notify Adrion Rivera ([arivera7@nd.edu](mailto:arivera7@nd.edu)) in ALCO of any faculty departures
- March 30 Good Friday (offices closed, no classes)
- Mar. 30- Apr. 2 Easter Holiday for Students

**APRIL 2018**

- April 2 Reconcile any discrepancies regarding teaching schedules in Filemaker Pro. If the actual course taught differs from the normal teaching schedule, you will need to provide a specific explanation for each course. You may need to work directly with either the DUS and or the DGS (in some departments) to determine why a course was not taught or if an additional course was taught.
- April 4 Deadline for chairpersons to send lab space requests for incoming faculty for Fall 2018 to Matthew Fulcher, Assistant Director of Facilities and Academic Space, Office of the Dean, 100 O’Shaughnessy
- April 6 Senior Thesis Celebration
  - 3:30 – 4:30 p.m.
  - Great Hall of O’Shaughnessy
- Mid-April Call for nominations from the Dean’s office for the Award of Appreciation
- Mid-April Sheedy 2017 Award winner announced (Undergraduate Dean’s Office)
- April 16 Meeting of Deans and Chairpersons
  - 9:30 – 11:30 a.m. meeting

- 119 O'Shaughnessy Hall

April 17 Deadline for entering incoming faculty (Teaching and Research and Visitors) for Fall 2018 into Arts and Letters database in order to guarantee office occupancy and computer orders by July 27

April 20 Faculty Search Requests due to the Dean's office from Dept. Chairpersons  
100 O'Shaughnessy

April 25 College Council Meeting

- 3:30 - 5:00 p.m.
- McKenna Hall Auditorium

April 26 Staff Administration Meeting

- 9:00 – 10:00 a.m.
- 119 O'Shaughnessy Hall

### **MAY 2018**

**\*\*Important Reminder: All promoted faculty should update their titles and bios on their departmental website!**

May 1 Arts and Letters Faculty Meeting

- 3:30 – 4:30 p.m.
- McKenna Hall Auditorium

May 1 ISLA Spring Reception (all Arts and Letters faculty invited)

- 4:30 – 6:00 p.m.
- McKenna Hall Atrium

May 2 Last class day

May 3-6 Reading Days

May 4 Deadline for (re) appointment letters for non-regular faculty (adjuncts, visitors, etc.) for Academic Year 2018-2019 or Fall 2018. These requests are submitted via email, as an attachment(s). The letters should be sent to the respective divisional coordinators and cc: [mmarnoch@nd.edu](mailto:mmarnoch@nd.edu):

ARTS - Chloe Leach, [cleach@nd.edu](mailto:cleach@nd.edu)  
SOCIAL SCIENCES - Jenny Petersen, [jpeter24@nd.edu](mailto:jpeter24@nd.edu)  
HUMANITIES - Megan Snyder, [msnyde10@nd.edu](mailto:msnyde10@nd.edu)

- May 4 Send an e-mail to Kathy Knoll (kknoll@nd.edu), Academic Space Program Manager, Office of the Dean, listing the faculty who will be on a two year leave to teach abroad.
- May 7 Renewal/Promotion/Tenure notifications to faculty from Dean's office.
- May 7-11 Final Exams
- May 11 Annual reviews of junior faculty members are due to the divisional Associate Dean **for approval**, 100 O'Shaughnessy, **(before sending to the Provost's office)**
- May 19 University Commencement Mass
  - 5:00 p.m.
  - Purcell Pavilion at the Joyce Center
- May 20 University Commencement Ceremony
  - 9:00 a.m.
  - Notre Dame Stadium
- May 20 College of Arts and Letters Diploma Ceremony
  - 1:30 – 4:00 p.m.
  - Purcell Pavilion at the Joyce Center
- May 22 Non-returning faculty teaching Summer School must vacate offices
- May 22 Faculty not returning in Fall 2018 must vacate offices
- May 24 A&L Staff Appreciation Luncheon
  - 12:00 noon - 1:30 p.m.
  - Location TBD
- May 28 Memorial Day, offices are closed
- JUNE 2018***
- June 15 **Departmental** Annual Reports due in FileMaker Pro for the Dean's office  
If you have questions, please contact Matt Zyniewicz ([Zyniewicz.1@nd.edu](mailto:Zyniewicz.1@nd.edu))
- June 15 Annual reviews of junior faculty members are due in the Office of the Provost (Maura Ryan, Vice President and Associate Provost)