



To: Arts and Letters Department Chairpersons and Administrative Assistants
From: John T. McGreevy
Subject: List of Events and University Deadlines 2011-2012
Date: Revised: November 2011

Note: Events from the Office of the Registrar (including summer session) and orientation schedules for Human Resources will not be posted on this calendar. For their schedules, please refer to the following websites - <http://registrar.nd.edu> and <http://hr.nd.edu/nd-faculty-staff/toolkits/new-employee-toolkit/new-hire-orientation/>

JULY 2011

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 25 Incoming (**new**) faculty short bios must be e-mailed to Kathy Fischer (kfischer@nd.edu) in the Dean's office. If questions, call 1-3756.

AUGUST 2011

August 4 Spring 2012 tentative upcoming schedule of classes (TUSC) distributed to departments electronically from Office of the Registrar

August 10 - 12 New Faculty Retreat - various locations to be announced (sponsored by the Office of the Provost). See Provost website: <http://provost.nd.edu/academic-resources/new-faculty>

August 11 Orientation for new teaching-and-research faculty (T&R), special professional faculty (SPF), visitors, teaching assistants, and adjuncts (sponsored by Arts and Letters Undergraduate Studies).
New faculty should attend one of three orientation meetings.

- 10:00 a.m. – 11:00 a.m.
- 119 O'Shaughnessy Hall

- August 12 Offices for regular incoming faculty are available for occupancy
- August 15 – May 1 Applications accepted for the Graduate Student Professional Development Grants (GSPD)
- August 15 - 16 Kaneb Center new faculty retreat (sponsored by the Office of the Provost)
See Provost website: <http://provost.nd.edu/academic-resources/new-faculty>
- August 15 - 17 International Student Orientation, sponsored by International Student Services and Activities (issa@nd.edu), Jordan Hall of Science
- August 16 Deans, Department Chairpersons, and Directors' Retreat (sponsored by the Provost Office), Naimoli Family Sports Club, Purcell Pavilion
- August 16 Orientation for new teaching-and-research faculty (T&R), special professional faculty (SPF), visitors, teaching assistants, and adjuncts (sponsored by Arts and Letters Undergraduate Studies).
 - 4:00 p.m. – 5:00 p.m.
 - 119 O'Shaughnessy Hall
- August 17 Incoming Chairperson/Director Workshop (sponsored by the Arts and Letters Dean's Office)
 - 8:30 a.m. – 4:30 p.m.
 - Cedar House
- August 19 Kick-off meeting for Deans and Chairpersons (sponsored by the Arts and Letters Dean's Office)
 - 3:00-4:00 p.m.
 - 119 O'Shaughnessy Hall
 - 4:00 – 5:00 p.m. – reception following – Snite Courtyard
- August 20 Arts and Letters First Year Orientation (sponsored by Arts and Letters Undergraduate Studies)
 - 3:30 – 5:30 p.m.
 - McKenna Hall
- August 22 Deadline for NEH Summer Stipends (internal competition), ISLA
- August 22 All advertisements for job openings must be submitted to the respective divisional Associate Deans for approval. Once approved, the ads are sent to Kathy Fischer, 100 O'Shaughnessy Hall, to be posted on A&L website. All departments are responsible for posting their ads externally.

- August 22 Orientation for new teaching-and-research faculty (T&R), special professional faculty (SPF), visitors, teaching assistant, and adjuncts (sponsored by Arts and Letters Undergraduate Studies)
- 4:30 p.m. – 5:30 p.m.
 - 119 O’Shaughnessy Hall
- August 23 Fall 2011 classes begin
- August 23 Formal opening Mass (picnic to follow) of 2011-2012 school year
- 5:00 p.m.
 - Purcell Pavilion
 - Picnic on DeBartolo Quad
- August 26 Space renovation forms for 2012-2013 will be available. When Academic Space Management opens access to the forms, specific instructions will be given. Completed forms must be returned to Matthew Fulcher, Facilities Administrator, Office of the Dean, 100 O’Shaughnessy Hall by **September 20th**.

SEPTEMBER 2011

- September 3 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)
- September 5 Labor Day holiday, most offices are closed, all classes are in session
- September 6 Update departmental listserv (**example:AL-ANTH@listserv.nd.edu**) to include new faculty, including teaching-and-research and special professional faculty. ***Do not include any non-regular faculty, such as concurrent, adjunct, visitor***
- September 8 Arts and Letters Faculty Meeting
- 3:30 – 4:30 p.m.
 - McKenna Hall Auditorium
- September 8 Arts and Letters Welcoming Reception (all Arts and Letters faculty invited)
- 4:30 – 6:00 p.m.
 - McKenna Hall Lobby
- September 12 Equipment Restoration and Renewal Grant – ISLA/Office of Research (Please Note: OVPR expects to announce the FY12 internal programs in mid-September 2011, with deadlines in November. Please watch for announcements. Those selected for funding will be notified mid-December 2011.
- September 12 Leave applications due in Chairperson’s office
- September 15 **Advisory Council Weekend (September 15-17)**

- September 15 Sheedy Award Presentation (all Arts and Letters faculty and staff welcome)
- 4:00 p.m. with reception to follow
 - McKenna Hall – Auditorium
 - **Please do not schedule any departmental or program events this afternoon**
- September 16 Enter into FileMaker Pro the credit hours for faculty’s teaching schedule during the Fall semester. If questions, call Kathy Fischer in the Dean’s office, 631-3756.
- September 17 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)
- September 19 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall
- September 20 Father Jenkins’ Address to Faculty
- 4:00 p.m.
 - DPAC – Decio Mainstage Theatre
- September 20 Finalized space renovation request forms for 2012-2013 are due. Please submit to Matthew Fulcher, Facilities Administrator, Office of the Dean, 100 O’Shaughnessy.
- September 22 ISLA Arts and letters New Faculty Reception – 4:00-6:00 p.m., Morris Inn
- September 23 LBC Fall Break 2011 deadline for submitting proposal
<http://al.nd.edu/advising/special-opportunities/learning-beyond-the-classroom/>
- September 26 College Council Meeting
- 3:30 – 5:00 p.m.
 - McKenna Hall Auditorium
- September 26 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 29 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 119 O’Shaughnessy Hall
- September 30 UROP final deadline for fall break applications;
Last date for Seniors to apply for interim or summer UROP
<http://isla.nd.edu/for-undergraduate-students/urop--undergraduate-research-opportunity-program>

OCTOBER 2011 (Breast Cancer Awareness Month)

- October 3 ISLA – Course Development Grants \$3,500 to \$5,000 – **please see ISLA guidelines** <http://isla.nd.edu/>
- October 3 Due to the Dean’s office, (Peter Holland, 100 O’Shaughnessy):
- SPF and Research Professors renewals/reviews/promotion packets
 - SPF, Research Professors, and Instructors non-renewals
 - All 1 year SPF reappointments (via e-mail to Holland.24@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 2012-13 (via e-mail to divisional deans)
- October 8 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)
- October 10 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall
- October 10 Leave application packets are due in the Dean’s office (to the respective divisional Associate Deans), 100 O’Shaughnessy Hall
- October 11 Applications due - Large Grants \$2,500 to \$15,000 - Henkels Lecturer Series maximum \$20,000. **Please see ISLA guidelines** <http://isla.nd.edu/>
- October 14 Applications due for Graduate Student Research Awards (GSRA) ISLA office
For research conducted during Winter through Spring 2012
<http://isla.nd.edu/for-graduate-students/internal-funding/graduate-student-research-awards-gsra/>
- October 14 Deadline for submission of reappointment forms for non-regular faculty (adjuncts, visitors, etc.) appointed for the Spring 2012 semester. These requests are submitted to Mo Marnocha, Office of the Dean.
- October 15 - 23 Mid-Term Break
- October 22 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)
- October 24 LBC deadline for submitting proposals for Christmas Break
<http://isla.nd.edu/for-undergraduate-students/learning-beyond-the-classroom/>
- October 24 Classes resume
- October 28 Deadline for entering incoming faculty for Spring 2012 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 10, 2012.

October 31 UROP deadline for submitting proposals for Christmas Break
<http://isla.nd.edu/for-undergraduate-students/urop---undergraduate-research-opportunity-program/>

NOVEMBER 2011

November 4 Staff Administration Meeting

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

November 8 Applications due – Provost’s Distinguished Visiting Lecturer

- Boehnen Fund for Excellence in the Arts
- Pilot Fund for Research in the Social Sciences
- Research grants in Africana Studies

Please see ISLA guidelines

November 9 (cancelled) College Council Meeting

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

November 14 Midterm chairperson reviews due to the respective divisional Associate Deans, 100 O’Shaughnessy

November 14 Meeting of Deans and Chairpersons

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

November 19 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)

November 23 - 27 Thanksgiving Holiday

November 28 Promotion and renewal packets for T&R faculty due in the Dean’s Office

November 28 Deadline for entering visiting regular faculty for Spring 2012 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 10th

November 28 Classes resume at 8:00 a.m.

DECEMBER 2011

December 2 Notification sent to emeriti/ae faculty to request office space for 2012-2013; requests due to Matthew Fulcher, Facilities Administrator, 100 O’Shaughnessy, by January 21st

- December 6 Carols & Cookies
- 4:00 – 5:00 p.m.
 - The Great Hall – O’Shaughnessy Hall
- December 8 Arts and Letters Faculty Meeting
- 3:30 - 4:30 p.m.
 - McKenna Hall Auditorium
- December 8 Annual Christmas Reception
- 4:30 – 6:00 p.m.
 - McKenna Hall Atrium
- December 8 Last class day
- December 9 - 11 Reading days
- December 12 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall
- December 12 - 16 Fall 2011 final exams
- December 16 Staff Christmas Luncheon
- 12:00 p.m.
 - The Great Hall – O’Shaughnessy Hall
- December 23 –
January 2, 2012 University Holidays – University is Closed

JANUARY 2012

- January 3 Fall 2012 Tentative Upcoming Schedule of Classes (TUSC) distributed to departments electronically from the Office of the Registrar
- January 10 Offices for regular incoming faculty are available for occupancy
- January 14 Place updated CV’s for all regular faculty to FileMaker Pro Document Library
- Mid-January Nominations solicited for Rev. Edmund P. Joyce, C.S.C., 2012 Award for Excellence in Undergraduate Teaching Awards (Undergraduate Studies)
- Mid-January Honorary Degree Committee convened by the Dean; faculty solicited for recommendations of suitable candidate

- TBA 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**).
- TBA
 - 119 O'Shaughnessy Hall
- January 17 First class day
- January 20 Emeriti/ae Office Space requests with department chairperson comments for 2012-2013 due to Matthew Fulcher, Facilities Administrator, Office of the Dean, 100 O'Shaughnessy.
- January 23 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O'Shaughnessy Hall
- Late-January Nominations solicited for 2012 Sheedy Award (Undergraduate Studies)

FEBRUARY 2012

- February 6 LBC deadline for submitting proposals for Spring Break
<http://isla.nd.edu/for-undergraduate-students/learning-beyond-the-classroom/>
- February 10 Deadline date for all interim UROP applications requesting Intl. Travel for Spring break – ISLA Office
<http://isla.nd.edu/for-undergraduate-students/urop---undergraduate-research-opportunity-program/>
- February 13 Research Achievement Award applications due, Mark Schurr, Associate Dean, 100 O'Shaughnessy
- February 13 College Council Meeting
- 3:30 – 5:00 p.m.
 - McKenna Hall Auditorium
- February 14 Applications due – ISLA Large Grants maximum \$15,000
– Henkels Lecturer Series maximum \$20,000
Please see ISLA guidelines
- February 14 Submit 2012-2013 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 the Director of Budget and Operations, Office of the Dean.
- February 14 Nominations are due for the Dondanville Family Graduate Award

February 20 Meeting of Deans and Chairpersons

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

February 23 Staff Administration Meeting

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

MARCH 2012

March 2 Call for nominations from the Dean’s office for Honorary Degree recipients

March 5 Begin the evaluation or promotion process for all SPF’s or Research Professors by submitting to Maura Ryan, Associate Dean, 100 O’Shaughnessy Hall, **the preliminary list of SPF’s and Research faculty whose three-year or five-year contracts ending in Spring 2013, or those who are one-year contracts who require the standard three-year review (i.e., for all SPF’s or Research faculty who are either in the 2nd year of a 3 year contract; or 4th year of a 5 year contract).**

March 10 -18 Spring Break

March 15 Dondanville Family Graduate Award winner announced/notified

March 16 Applications due for Summer UROP (Undergraduate Research Opportunity Program), ISLA Office. **No Interim or Summer UROP applications will be accepted after this date.**
<http://isla.nd.edu/for-undergraduate-students/urop---undergraduate-research-opportunity-program>

March 19 Graduate Student Summer Research Stipend Grants due, ISLA Office
For Research to be conducted in Summer through Fall 2012
<http://isla.nd.edu/for-graduate-students/internal-funding/graduate-student-research-awards-gsra/>

March 19 Meeting of Deans and Chairpersons

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

March 19 Classes resume at 8:00 a.m.

March 20 College Council Meeting

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

March 22 Staff Administration Meeting

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

March 30 Senior Thesis Celebration

- 3:00 – 4:30 p.m.
- Great Hall

APRIL 2012

April 1 Deadline for chairpersons to send lab space requests for incoming faculty for Fall 2012 to Matthew Fulcher, Facilities Administrator, Office of the Dean, 100 O’Shaughnessy.

April 2 Non-obligatory files due to Dean McGreevy, 100 O’Shaughnessy, for pre-screening

April 6 Good Friday (offices closed, no classes)

April 6 - 9 Easter Holiday for students

Mid-April Call for nominations from the Dean’s office for the Award of Appreciation

Mid April Rev. Edmund P. Joyce, C.S.C., 2012 Award for Excellence in Undergraduate Teaching winners announced (Undergraduate Dean’s Office)

Mid April Sheedy 2012 Award winner announced (Undergraduate Dean’s Office)

April 20 Deadline for entering incoming faculty (Teaching-and-Research and Visitors) for Fall 2012 into the Arts and Letters database in order to guarantee office occupancy by August 10 and computer orders by August 15

April 23 Meeting of Deans and Chairpersons

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

April 26 College Council Meeting

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

MAY 2012

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 Study days
- May 4 Deadline for reappointment forms for non-regular faculty (adjuncts, visitors, etc.) for Academic Year 2012-2013. These requests are submitted to Mo Marnocha, Office of the Dean.
- May 7 - 11 Final Exams
- May 7 Promotion/tenure Renewal Notifications to faculty from Dean's office.
- Important Reminder: All promoted faculty should update their titles and bios on their departmental website!**
- 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 Commencement Mass
- 5:00 p.m.
 - Purcell Pavilion at the Joyce Center
- May 20 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 21 Summer Renovations Begins
- May 21 Non-returning faculty teaching Summer School must vacate offices
- May 23 Faculty not returning in Fall 2012 must vacate offices.
- May 24 A&L Staff Appreciation Gathering
- 12:00 noon - 1:30 p.m.
 - Oak Room ~ South Dining Hall
- May 30 Memorial Day, offices are closed

JUNE 2012

June 15 Departmental Annual Reports due to the Office of the Dean

June 15 Annual reviews of junior faculty members are due in the Office of the Provost
(Don Pope-Davis)