
To: Arts and Letters Department Chairpersons and Administrative Assistants
From: John T. McGreevy
Subject: List of Events and University Deadlines 2009-2010
Date: **Revised** - August 2009

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/employment/new_hire_orientation.shtml

JULY 2009

July 30 Incoming faculty bios must be submitted via the web (<http://al.nd.edu/admin/>)

AUGUST 2009

August 10 Offices for regular incoming faculty are available for occupancy

August 10 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 four orientation meetings: **August 10, 17, 19, 24** (8/19 & 8/24, note different time)*

- 9:00 – 11:00 a.m.
- 119 O'Shaughnessy Hall

August 12 - 14 New Faculty Retreat - various locations to be announced (sponsored by the Office of the Provost). See Provost website: <http://provost.nd.edu/>

August 17 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).

- 9:00 – 11:00 a.m.
- 119 O'Shaughnessy Hall

- August 17 Incoming Chairperson Workshop (sponsored by the Arts and Letters Dean's Office)
- 8:30 a.m. – 4:30 p.m.
 - Cedar House
- August 17 - 18 Kaneb Center new faculty retreat (sponsored by the Office of the Provost)
See Provost website: <http://provost.nd.edu/>
- August 18 Deans, Department Chairpersons, and Directors' Retreat (sponsored by the Provost Office), Eck Hall of Law, McCartan Courtroom
- August 19 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).
- 4:15 – 5:30 p.m.
 - 119 O'Shaughnessy Hall
- August 21 Orientation Meeting for Chairpersons (sponsored by the Arts and Letters Dean's Office)
- 2:00 – 3:00 p.m.
 - 119 O'Shaughnessy Hall
 - 3:00 – 5:00 p.m. – reception following in Courtyard
- August 22 Arts and Letters First Year Orientation (sponsored by Arts and Letters Undergraduate Studies)
- 3:30 – 5:30 p.m.
 - McKenna Hall
- August 24 All advertisements for job openings must be submitted to the Associate Dean for Faculty Affairs and Development (Maura Ryan), 100 O'Shaughnessy Hall
- August 24 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)
- 4:15 – 5:30 p.m.
 - 119 O'Shaughnessy Hall
- August 25 Fall 2009 classes begin at 8:00 a.m.
- August 25 Formal opening Mass (picnic to follow) of 2009-2010 school year
- 5:00 p.m.
 - Joyce Center
- August 28 Space renovation forms for 2010-2011 are available online at the A&L Quickzone <http://www.nd.edu/~aldean/>. Completed forms must be returned to Laurie Echterling, Arts and Letters Space Management, Office of the Dean, 100 O'Shaughnessy Hall by **September 25th**.

August 28 Deadline for NEH Summer Stipends (internal competition), ISLA Office

SEPTEMBER 2009

- September 5 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)
- September 7 Labor Day holiday, most offices are closed, all classes are in session
- September 8 Spring 2010 Tentative Upcoming Schedule of Classes (TUSC) due in the Office of the Associate Dean for Undergraduate Studies, 104 O'Shaughnessy Hall
- September 8 Update department listserv to include new faculty, including teaching-and-research and special professional faculty. *Do not include any non-regular faculty.*
- September 8 Arts and Letters Faculty Meeting
- 3:00 – 4:00 p.m.
 - McKenna Hall Auditorium
- September 8 Arts and Letters Welcoming Reception (all Arts and Letters faculty invited)
- 4:00 – 6:00 p.m.
 - McKenna Hall Lobby
- September 12 Leave applications due in Chairperson's office
- September 15 Father Jenkins' Address to Faculty
- 4:00 p.m.
 - DPAC – Leighton Concert Hall
- September 16 Enter into FileMaker Pro the credit hours for faculty's teaching load during the Fall semester
- September 17 **Advisory Council Weekend (Sept. 17-19)**
- September 17 Sheedy Award Presentation (all Arts and Letters faculty and staff welcome)
- 4:00 p.m.
 - McKenna Hall – Auditorium
 - **Please do not schedule any departmental or program events this afternoon**
- September 19 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)
- September 21 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O'Shaughnessy Hall

- September 23 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 119 O’Shaughnessy Hall
- September 25 Workshop for Provost’s Advisory Committee, Chairpersons, and Committee on Appointments and Promotions, hosted by the Office of the Provost (Don Pope-Davis)
- 8:30 a.m. – 2:00 p.m. (lunch included)
 - DeBartolo Performing Arts Center (DPAC)
- September 25 Finalized space renovation request forms for 2010-2011 are due. Please submit to Laurie Echterling, Arts and Letters Space Management, Office of the Dean
- September 25 UROP and LBC applications deadline date for Fall Break travel, ISLA
- September 28 Preliminary list of upcoming T&R faculty renewals and appointments due to the office of the Dean (Form will be sent to department chairpersons prior to due date)
- September 29 College Council Meeting
- 3:30 – 5:00 p.m.
 - McKenna Hall Auditorium

OCTOBER 2009 (Breast Cancer Awareness Month)

- Early October Nominations are due for the Dondanville Family Graduate Award (Undergraduate Studies)
- October 1 Due to the Dean’s office, (Maura Ryan, 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 Ryan.61@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 2010-11 (via e-mail to Ryan.61@nd.edu)
- October 2 Leave application packets are due in the Dean’s office (Maura Ryan), 100 O’Shaughnessy Hall
- October 3 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)
- October 16 UROP and LBC applications deadline date for Christmas Break Travel, ISLA
- October 16 Deadline for submission of Appointment/Reappointment requests for non-regular faculty (adjuncts, visitors, etc.) appointed for the Spring 2010 semester. These requests are submitted to Office of the Dean, 100 O’Shaughnessy

- October 17 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)
- October 17 - 25 Mid-Term Break
- October 24 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)
- October 26 Classes resume at 8:00 a.m.
- October 26 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall
- October (TBA) Equipment Restoration and Renewal Grant applications (Graduate School) are due in the Office of the Dean by 5:00 p.m. (internal competition, advisory to the Dean)
- October 29 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 119 O’Shaughnessy Hall
- October 30 Deadline for entering incoming faculty for Spring 2010 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 10th
- October 31 Saturday Scholar Series – San Antonio, TX (<http://saturdayscholar.nd.edu/>)

NOVEMBER 2009

- November 7 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)
- November 13 Deadline for Boehnen Fund for Excellence in the Arts applications, ISLA Office
- November 13 Deadline for Pilot Funds for Faculty in the Social Sciences, ISLA Office
- November 13 Provost’s Distinguished Women’s Lecturer Program, ISLA Office
- November 16 Dondanville Family Graduate Award winner announced/notified (Undergraduate Studies)
- November 16 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall
- November 18 College Council Meeting
- 3:30 – 5:00 p.m.
 - McKenna Hall Auditorium

- November 21 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>)
- November 26 - 29 Thanksgiving Holiday
- November 30 Promotion and renewal packets for T&R faculty due in the Dean's Office
- November 30 Deadline for entering visiting regular faculty for Spring 2010 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 10th
- November 30 Classes resume at 8:00 a.m.

DECEMBER 2009

- December 1 Carols & Cookies
- 4:00 – 5:00 p.m.
 - The Great Hall – O'Shaughnessy Hall
- December 3 Notification sent to emeriti/ae faculty to request office space for 2010-2011; requests due to Laurie Echterling, Arts and Letters Space Management, by January 21st
- December 8 Arts and Letters Faculty Meeting
- 3:00 - 4:00 p.m.
 - McKenna Hall Auditorium
- December 8 Annual Christmas Reception
- 4:00 – 6:00 p.m.
 - McKenna Hall Atrium
- December 10 Last class day
- December 11 - 13 Study days
- December 14 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O'Shaughnessy Hall
- December 14 - 18 Fall 2009 final exams
- December 18 Staff Christmas Luncheon
- 12:00 p.m.
 - The Great Hall – O'Shaughnessy Hall
- December 24 – January 3 University Holidays

JANUARY 2010

- January 11 Offices for regular incoming faculty are available for occupancy
- January 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)
- 4:15 – 5:30 p.m.
 - 119 O’Shaughnessy Hall
- January 13 Spring 2010 classes begin at 8:00 a.m.
- January 15 Place updated CV’s for all regular faculty to FileMaker Pro Document Library
- January 15 Submit updated biographies for all teaching-and-research faculty (T&R), through the web form located at <http://al.nd.edu/admin/>
- January 15 Annual Henkels Lecture Series applications due, ISLA Office
- January 15 Annual Research and Creative Work, applications due, ISLA Office
- Mid-January Nominations solicited for Rev. Edmund P. Joyce, C.S.C., 2010 Award for Excellence in Undergraduate Teaching Awards (Undergraduate Studies)
- Mid-January Honorary Degree Committee convened by the Dean; faculty solicited for recommendations of suitable candidates
- January 18 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall
- January 21 Emeriti/ae Office Space requests with department chairperson comments for 2010-2011 due to Laurie Echterling, Arts and Letters Space Management, Office of the Dean
- Late-January Nominations solicited for 2010 Sheedy Award (Undergraduate Studies)
- January 30 Staff self-assessment and Supervisor assessment completed on the online Endeavor system for all staff positions.

FEBRUARY 2010

- February 12 UROP and LBC applications deadline date for Spring Break travel, ISLA

- February 15 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall
- February 16 Submit 2010-2011 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 23 College Council Meeting
- 3:30 – 5:00 p.m.
 - McKenna Hall Auditorium
- February 25 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 119 O’Shaughnessy Hall
- February 28 All staff performance review meetings should be completed and documented on the online Endeavor system for all staff positions.
- February (TBA) Research Achievement Award applications due, Dan Myers, Associate Dean, 100 O’Shaughnessy

MARCH 2010

- March 6 – 14 Spring Break
- March 8 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 2011, or those who are one-year contracts who require the standard three-year review. This also includes promotion cases.**
- March 15 Classes resume at 8:00 a.m.
- March 19 Graduate Student Professional Development Research Grants due, ISLA Office
- March 19 Graduate Assistantships (Faculty appointments) due, ISLA Office
- March 19 Graduate Student Summer Research Stipend Grants due, ISLA Office
- March 19 Applications due for Summer UROP (Undergraduate Research Opportunity Program), ISLA Office
- March 19 Last day for course discontinuance

- March 22 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall
- March 25 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 119 O’Shaughnessy Hall
- March 30 College Council Meeting
- 3:30 - 5:00 p.m.
 - McKenna Hall Auditorium

APRIL 2010

- April 2 Good Friday (offices closed, no classes)
- April 2 - 5 Easter Holiday for students
- April 5 Non-obligatory files due to Dean McGreevy, 100 O’Shaughnessy, for pre-screening
- April 6 Classes resume at 8:00 a.m.
- April 9 Award citations and prizes for publication in the Arts and Letters Honors Convocation Program, are due in the Undergraduate Dean’s Office, 104 O’Shaughnessy Hall
- Mid-April Call for nominations from the Dean’s office for the Award of Appreciation
- Mid April Rev. Edmund P. Joyce, C.S.C., 2010 Award for Excellence in Undergraduate Teaching winners announced (Undergraduate Dean’s Office)
- Mid April Sheedy 2010 Award winner announced (Undergraduate Dean’s Office)
- April 19 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m. meeting
 - 119 O’Shaughnessy Hall
- April 22 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 119 O’Shaughnessy Hall
- April 23 Deadline for chairpersons to send lab space requests for incoming faculty for Fall 2010 to Laurie Echterling, Arts and Letters Space Management

- April 23 Deadline for entering incoming faculty (Teaching-and-Research and Visitors) for Fall 2010 into the Arts and Letters database in order to guarantee computer orders by August 15 and office occupancy by August 10.
- April 27 College Council Meeting
- 3:30 - 5:00 p.m.
 - McKenna Hall Auditorium
- April 28 Last class day
- April 29 – May 2 Study days

MAY 2010

- May 3 – 7 Final Exams
- May 3 Promotion/tenure renewal notifications to faculty from Dean's office.
Note: All faculty promoted must update their bios for the Dean's office as soon as possible.
- May 5 Arts and Letters Faculty Meeting
- 3:00 – 4:00 p.m.
 - McKenna Hall Auditorium
- May 5 ISLA Spring Reception (all Arts and Letters faculty invited)
- 4:00 – 6:00 p.m.
 - McKenna Hall atrium
- May 7 Graduate students in Earth Sciences and 2nd floor O'Shaughnessy Hall cubicles must vacate for summer.
- May 7 Deadline for Appointment/Reappointment requests for non-regular faculty for Academic Year 2010-2011. These requests are submitted to the Director of Budget and Operations, Office of the Dean.
- May 14 Honors Convocation for Summa Cum Laude, Phi Beta Kappa, international awards, and departmental award winners
- 2:00 p.m.
 - DeBartolo Performing Arts Center – reception will follow
- May 15 Commencement Mass
- Joyce Center
- May 16 Commencement Ceremony
- Joyce Center

- May 18 Summer Renovations Begins
- May 20 A&L Staff Appreciation Gathering
- 3:30-4:30 p.m.
 - Courtyard
- May 21 Faculty not returning in Fall 2010 must vacate offices. You may contact Laurie Echterling to inquire about temporary space. Echterling.1@nd.edu
- May 21 Non-returning faculty teaching Summer School must vacate offices
- May 24 Memorial Day observed, most offices are closed, classes are in session

JUNE 2010

- June 10 Departmental Annual Reports due to the Office of the Dean
- June 18 Annual review of junior faculty members are due to the Dean's Office

JULY 2010

- July (TBA by
Provost's office) Annual reviews of junior faculty members are due in the Office of the Provost (Don Pope-Davis)