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To: Arts and Letters Department Chairpersons and Administrative Assistants
From: John T. McGreevy
Subject: List of Events and University Deadlines 2016-17
Date: July 1, 2016

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 2016

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 2016

*** New A&L faculty should attend one of three orientation meetings on Aug. 8, 9, or 15**

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 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 10-12 New Faculty Orientation - various locations (sponsored by the Office of the Provost). See Provost websites:
- <http://provost.nd.edu/assets/45621/>
http://provost.nd.edu/assets/200176/nfo_agenda_2016_posting.pdf
- August 15 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 15-16 Kaneb Center new faculty retreat (sponsored by the Office of the Provost) See Provost website:
- http://provost.nd.edu/assets/202905/2016_kaneb_center_new_faculty_teaching_workshop_invitation.pdf
- August 16 Deans, Department Chairpersons, and Directors’ half-day Retreat (sponsored by the Office of the Provost)
- August 17-18 International Student Orientation, sponsored by International Student Services and Activities website:
- <http://international.nd.edu/issa/newly-admitted-students/international-student-orientation/>
- August 20 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)
- 1:30 p.m. – 3:30 p.m.
 - McKenna Hall
- August 23 Fall 2016 classes begin

- August 23 Formal opening Mass (picnic to follow) of 2016-2017 school year
- 5:30 p.m., Purcell Pavilion
 - Picnic to follow
- August 26 All advertisements for 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 30 Arts and Letters Fall Faculty Meeting
- 3:30 – 4:30 p.m.
 - McKenna Hall Auditorium
- August 30 Arts and Letters Welcoming Reception (all Arts and Letters faculty invited)
- 4:30 – 6:00 p.m.
 - McKenna Hall Lobby

SEPTEMBER 2016

- September 1 Deans and Chairs Kick-Off Meeting
- 3:00 – 4:30 p.m.
 - 119 O’Shaughnessy Hall
- September 1 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 Spring 2017 semester
- September 2 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 5 Labor Day holiday, most offices are closed, all classes are in session
- September 8-10 Arts and Letters Advisory Council Weekend - Members on Campus
- September 9 Leave applications due in departmental Chairperson’s offices from faculty
- September 10 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Nevada)

- September 17 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Michigan State)
- September 19 College Council Meeting
- 3:30 – 5:00 p.m.
 - McKenna Hall Auditorium
- September 20 Father Jenkins' Address to Faculty
- 4:00 p.m.
 - DPAC – Patricia George Decio Theatre
- September 24 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Duke)
- September 26 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O'Shaughnessy Hall
- 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

OCTOBER 2016 (Breast Cancer Awareness Month)

- October 7 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 2017-18 (via e-mail to divisional deans)
- October 10 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O'Shaughnessy Hall

- October 14 Deadline for submission of (re) appointment forms for non-regular faculty (adjuncts, visitors, etc.) appointed for the Spring 2017 semester. These requests are submitted via email, as an attachment(s), to Mo Marnocha, mmarnoch@nd.edu.
- October 14 Leave application packets are due in the Dean's office (to the respective divisional Associate Deans), 100 O'Shaughnessy Hall
- October 15 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Stanford)
- October 15-23 Mid-Term Break
- October 25 Deadline for entering incoming faculty for Spring 2017 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 4, 2017.
- October 24 Deadline for Major and Mid-Size Teaching beyond the Classroom Grant applications for Spring 2017 projects due to Office for Undergraduate Studies
<http://al.nd.edu/advising/faculty-teaching-resources/tbc-mid-size-grant/>
<http://al.nd.edu/advising/faculty-teaching-resources/tbc-major-grant/>
- October 29 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Miami)

NOVEMBER 2016

- November 3 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 119 O'Shaughnessy Hall
- November 4 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 11 Renewal, Promotion and Tenure packets for T-TT faculty due in the Dean's Office**

- November 14 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall
- November 15 College Council Meeting**
- **3:30 – 5:00 p.m.**
 - **McKenna Hall Auditorium**
- November 19 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Virginia Tech)
- November 23 - 27 Thanksgiving Holiday for Students
- November 24 - 25 Thanksgiving Holiday for Faculty & Staff
- November 28 Deadline for entering visiting regular faculty for Spring 2016 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 3, 2017

DECEMBER 2016

- December 1 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 119 O’Shaughnessy Hall
- December 1 Carols & Cookies
- 4:00 – 5:00 p.m.
 - The Great Hall – O’Shaughnessy Hall
- December 6 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 6 Annual Christmas Reception following the Faculty Meeting
- 4:30 – 6:00 p.m.
 - McKenna Hall Atrium
- December 8 Last class day

- December 12-16 Fall 2016 final exams
- December 13 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall
- December 16 Staff Christmas Luncheon
- 12:00 noon
 - The Great Hall – O’Shaughnessy Hall
- December 23 –
January 2, 2017 Christmas and New Year Holiday Celebrations

JANUARY 2017

- January 1, 2017 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 2017 semester
- January 2 University is Closed
- January 4 Offices for regular incoming faculty are available for occupancy
- January 12 Place updated CV’s for all regular faculty to FileMaker Pro Document Library Under the “Other” tab; then in “Latest Vitae”
- January 17 First class day
- Mid-January Nominations solicited for 2017 Sheedy Award (Undergraduate Studies)
- January 23 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall

FEBRUARY 2017

Departmental Budget Meetings will be scheduled in February and March

- February 10 Research Achievement Award applications due, James Brockmole, Associate Dean, 100 O’Shaughnessy

- February 15 College Council Meeting
- 3:30 – 5:00 p.m.
 - McKenna Hall Auditorium
- February 15 Emeritus Annual Office Request Forms due in the Dean’s Office
- February 16 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 119 O’Shaughnessy Hall
- February 17 Sheedy Nominations Deadline to Office for Undergraduate Studies
- February 18 JPW – College of Arts and Letters Collegiate Workshop
- 9:00 a.m. – Noon
 - Browning Cinema, DeBartolo Performing Arts Center
- February 20 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 119 O’Shaughnessy Hall
- February 23 Arts & Letters Early Admits Reception
- 7:00 – 8:30 p.m.
 - Main Building
- February 24 Arts & Letters Early Admits Open House
- 9:00 – 10:30 a.m.
 - McKenna Hall

MARCH 2017

- March 1 Submit 2017-2018 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 Rob Becht, Sr. Director of Finance and Administration, Office of the Dean.
- March 1 Call for nominations from the Dean’s office for Honorary Degree recipients

- March 6 Begin the evaluation or promotion process for all SPF's or Research Professors by submitting to Peter Holland, 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 2017, 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 11-19 Mid-Term Break
- March 20 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-mid-size-grant/>
<http://al.nd.edu/advising/faculty-teaching-resources/tbc-major-grant/>
- March 20 Meeting of Deans and Chairpersons
 - 9:30 – 11:30 a.m.
 - 119 O'Shaughnessy Hall
- March 20 College Council Meeting
 - 3:30 - 5:00 p.m.
 - McKenna Hall Auditorium
- March 23 Staff Administration Meeting
 - 9:00 – 10:00 a.m.
 - 119 O'Shaughnessy Hall
- March 28 Notify Dave Mastic (mastic@nd.edu) and Amanda Wilkerson (awilker1@nd.edu) in ALCO of any faculty departures
- March 31 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 2017

- April 3 Non-obligatory files due to Dean McGreevy, 100 O'Shaughnessy, for

pre-screening

- April 4 Deadline for chairpersons to send lab space requests for incoming faculty for Fall 2017 to Matthew Fulcher, Assistant Director of Facilities and Academic Space, Office of the Dean, 100 O'Shaughnessy
- April 10 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m. meeting
 - 119 O'Shaughnessy Hall
- April 7 Senior Thesis Celebration
- 3:30 – 4:30 p.m.
 - Great Hall of O'Shaughnessy
- April 12 College Council Meeting
- 3:30 - 5:00 p.m.
 - McKenna Hall Auditorium
- 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 14 Good Friday (offices closed, no classes)
- April 14-17 Easter Holiday for Students
- April 17 Deadline for entering incoming faculty (Teaching-and Research and Visitors) for Fall 2017 into Arts and Letters database in order to guarantee office occupancy and computer orders by July 25
- April 21 Faculty Search Requests due to the Dean's office from Dept. Chairpersons 100 O'Shaughnessy
- April 27 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 119 O'Shaughnessy Hall

MAY 2017

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

- May 2 Arts and Letters Faculty Meeting
- 3:30 – 4:30 p.m.

- May 2

 - McKenna Hall Auditorium

ISLA Spring Reception (all Arts and Letters faculty invited)

 - 4:30 – 6:00 p.m.
 - McKenna Hall Atrium
- May 3

Last class day
- May 4-7

Reading Days
- May 5

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 5

Deadline for (re) appointment letters for non-regular faculty (adjuncts, visitors, etc.) for Academic Year 2017-2018 or Fall 2017. These requests are submitted via email as an attachment(s), to Mo Marnocha, mmarnoch@nd.edu
- May 8

Renewal/Promotion/Tenure notifications to faculty from Dean's office
- May 8-12

Final Exams
- May 12

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 18

A&L Staff Appreciation Luncheon

 - 12:00 noon - 1:30 p.m.
 - Location TBD
- May 20

University Commencement Mass

 - 5:00 p.m.
 - Purcell Pavilion at the Joyce Center
- May 21

University Commencement Ceremony

 - 9:00 a.m.
 - Notre Dame Stadium
- May 21

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 2017 must vacate offices
- May 29 Memorial Day, offices are closed

JUNE 2017

- 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)
- June 16 Annual reviews of junior faculty members are due in the Office of the
Provost (Maura Ryan, Vice President and Associate Provost)