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To: Arts and Letters Department Chairpersons and Administrative Assistants  
From: Sarah Mustillo  
Subject: List of Events and University Deadlines 2018-19  
Date: July 2, 2018

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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 2018**

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 2018**

**\* New A&L faculty should attend one of two orientation meetings on Aug. 14th or 15th**

August 8-10 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/>  
[https://provost.nd.edu/assets/245909/nfo\\_agenda\\_2018\\_for\\_posting.pdf](https://provost.nd.edu/assets/245909/nfo_agenda_2018_for_posting.pdf)

August 13-14 Kaneb Center new faculty retreat (sponsored by the Office of the Provost)

August 14 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 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 14-16 International Student Orientation, sponsored by International Student Services and Activities website:

[https://international.nd.edu/assets/272385/fall\\_2018\\_international\\_student\\_orientation\\_schedule.pdf](https://international.nd.edu/assets/272385/fall_2018_international_student_orientation_schedule.pdf)

August 16 Deans, Department Chairpersons, and Directors’ half-day Retreat (sponsored by the Office of the Provost)

August 17 Deans and Chairs Kick-Off Meeting & Reception

- 3:00 – 4:30 p.m.
- 119 O’Shaughnessy Hall

August 18 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)

- 12:45 p.m. - Logistical Meeting for Volunteer Hosts (Stadium Concourse)
- 1:00 p.m. - 2:00 p.m. - Arrival and set-ups for materials (Stadium Concourse)
- 1:30 p.m. - 2:15 p.m. - Dean’s Welcome (Downes Club Ballroom)
- 2:30 p.m. - 3:45 p.m. - Departmental Exhibits (Exploration Sessions - Stadium Concourse)

August 21 Fall 2018 classes begin

August 21 Formal opening Mass (picnic to follow) of 2018-2019 school year

August 24 All advertisements for approved job openings must be submitted to the respective divisional Associate Deans for approval.

August 27 Sheedy 2018 Award winner announced (Undergraduate Dean’s Office)

- August 27 Update your google groups, (regfac and nonregfac) include new faculty and delete faculty who have been separated.
- August 29 Arts and Letters Fall Faculty Meeting
- 3:30 – 4:30 p.m.
  - McKenna Hall Auditorium
- August 29 Arts and Letters Welcoming Reception (all Arts and Letters faculty invited)
- 4:30 – 6:00 p.m.
  - McKenna Hall Lobby

**SEPTEMBER 2018**

- 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 2019 semester
- September 1 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. University of Michigan)
- September 3 Labor Day holiday, most offices are closed, all classes are in session
- September 8 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Ball State)
- September 10 Leave applications due in departmental Chairperson's offices from faculty
- September 12 College Council Meeting
- 3:30 – 5:00 p.m.
  - McKenna Hall Auditorium
- September 15 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Vanderbilt)
- September 17 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 119 O'Shaughnessy Hall
- September 18 Father Jenkins' Address to Faculty
- 4:00 p.m.
  - DPAC – Patricia George Decio Theatre
- September 21 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 26      Staff Administration Meeting
- 9:00 – 10:00 a.m.
  - 119 O’Shaughnessy Hall
- September 29      Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Stanford)

**OCTOBER 2018 (Breast Cancer Awareness Month)**

- October 5            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 2018-19 (via e-mail to divisional deans)
- October 8            Leave application packets are due in the Dean’s office (to the respective divisional Associate Deans), 100 O’Shaughnessy Hall
- October 12            Deadline for submission of (re) appointment forms for non-regular faculty (adjuncts, visitors, etc.) appointed for the Spring 2019 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 13            Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Pittsburgh)
- October 13-21        Mid-Term Break
- October 22            Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 119 O’Shaughnessy Hall

- October 22           Deadline for Major and Mid-Size Teaching beyond the Classroom Grant applications for Spring 2019 projects due to Office for Undergraduate Studies  
<https://al.nd.edu/advising/faculty-teaching-resources/tbc-grants/tbc-major-mid-size-grants/>
- October 26           Deadline for entering incoming non-regular faculty for Spring 2019 into the Arts and Letters database.
- October 26           Deadline for entering regular faculty and visiting faculty for Spring 2019 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 7, 2019.
- October 31           Staff Administration Meeting
- 9:00 – 10:00 a.m.
  - 119 O’Shaughnessy Hall

**NOVEMBER 2018**

- November 9           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           Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Florida State)
- November 8-10       Arts and Letters Advisory Council Weekend - Members on Campus
- November 9           Promotion and renewal packets for T&R faculty due in the Dean’s Office**
- November 13           College Council Meeting
- 3:30 – 5:00 p.m.
  - McKenna Hall Auditorium
- November 19           Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 119 O’Shaughnessy Hall
- November 21-25       Thanksgiving Holiday for Students
- November 22-23       Thanksgiving Holiday for Faculty & Staff

## **DECEMBER 2018**

- December 4            Arts and Letters Faculty Meeting
- 3:30 - 4:30 p.m.
  - McKenna Hall Auditorium
- Please do not schedule any departmental or program events this afternoon**
- December 4            Annual Christmas Reception following the Faculty Meeting
- 4:30 – 6:00 p.m.
  - McKenna Hall Atrium
- December 5            Carols & Cookies
- 4:00 – 5:00 p.m.
  - The Great Hall – O’Shaughnessy Hall
- December 6            Last class day
- December 10           Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 119 O’Shaughnessy Hall
- December 10-14        Fall 2018 final exams
- December 19           Staff Christmas Luncheon
- 12:00 noon
  - Location TBD
- December 24 –  
January 1, 2019        Christmas and New Year Holiday Celebrations

## **JANUARY 2019**

- January 1, 2019        University is closed
- January 4                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 2019 semester

- January 7 Offices for regular incoming faculty are available for occupancy
- January 10 Place updated CVs for all regular faculty to FileMaker Pro Document Library Under the “Other” tab; then in “Latest Vitae”.
- January 15 First class day
- Mid-January Nominations solicited for 2019 Sheedy Award (Undergraduate Studies)
- January 22 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 119 O’Shaughnessy Hall

### ***FEBRUARY 2019***

Departmental Budget Meetings will be scheduled in February and March

- February 1 Non-obligatory files due to Dean Mustillo, 100 O’Shaughnessy, for pre-screening
- February 5 College Council Meeting
- 3:30 – 5:00 p.m.
  - McKenna Hall Auditorium
- February 8 Research Achievement Award applications due, James Brockmole, Associate Dean, 100 O’Shaughnessy
- February 15 Emeritus Annual Office Request Forms due in the Dean’s Office
- February 15 Sheedy Nominations Deadline to Office for Undergraduate Studies
- February 16 JPW – College of Arts and Letters Collegiate Workshop
- 10:00 a.m. – Noon
  - Browning Cinema, DeBartolo Performing Arts Center
- February 19 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 119 O’Shaughnessy Hall

February 21            Staff Administration Meeting

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

February 22            Arts & Letters Early Admits Open House

- 9:00 – 10:30 a.m.
- McKenna Hall

**MARCH 2019**

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 4                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 7                College Council Meeting

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

March 9-17            Mid-Term Break

March 18              Deadline for Major and Mid-Size Teaching beyond the Classroom Grant applications for Fall 2019 projects due to Office for Undergraduate Studies <http://al.nd.edu/advising/faculty-teaching-resources/tbc-major-grant/>

March 18              Meeting of Deans and Chairpersons

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



- March 28                      Staff Administration Meeting
- 9:00 – 10:00 a.m.
  - 119 O’Shaughnessy Hall
- March 28                      Notify Cassie Rekos (crekos@nd.edu) in ALCO of any faculty departures

**APRIL 2019**

- April 1                        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 5                        Deadline for chairpersons to send lab space requests for incoming faculty for Fall 2019 to Matthew Fulcher, Assistant Director of Facilities and Academic Space, Office of the Dean, 100 O’Shaughnessy
- April 5                        Senior Thesis Celebration
- 3:30 – 4:30 p.m.
  - Great Hall of O’Shaughnessy
- April 15                       Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m. meeting
  - 119 O’Shaughnessy Hall
- April 19                       Deadline for entering incoming faculty (Teaching-and Research and Visitors) for Fall 2019 into Arts and Letters database in order to guarantee office occupancy and computer orders by July 27
- April 19                       Good Friday (offices closed, no classes)
- April 19-22                    Easter Holiday for Students
- April 18                       Faculty Search Requests due to the Dean’s office from Dept. Chairpersons  
100 O’Shaughnessy

April 23                      College Council Meeting  
● 3:30 - 5:00 p.m.  
● McKenna Hall Auditorium

April 25                      Staff Administration Meeting  
● 9:00 – 10:00 a.m.  
● 119 O’Shaughnessy Hall

**MAY 2019**

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

May 1                         Last class day

May 2-5                      Reading Days

May 7                         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

May 7                         ISLA Spring Reception (all Arts and Letters faculty invited)  
● 4:30 – 6:00 p.m.  
● McKenna Hall Atrium

May 4                         Deadline for (re) appointment letters for non-regular faculty (adjuncts, visitors, etc.) for Academic Year 2019-2020 or Fall 2019. 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 3                         Send an e-mail to Allison Collins ([asheets1@nd.edu](mailto:asheets1@nd.edu)), Academic Space Specialist, Office of the Dean, listing the faculty who will be on a two year leave to teach abroad.

- May 6 Renewal/Promotion/Tenure notifications to faculty from Dean's office
- May 6-10 Final Exams
- May 10 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 University Commencement Mass
  - 5:00 p.m.
  - Purcell Pavilion at the Joyce Center
- May 19 University Commencement Ceremony
  - 9:00 a.m.
  - Notre Dame Stadium
- May 19 College of Arts and Letters Diploma Ceremony
  - 1:30 – 4:00 p.m.
  - Purcell Pavilion at the Joyce Center
- May 20 Non-returning faculty teaching Summer Session must vacate offices
- May 20 Faculty not returning in Fall 2019 must vacate offices
- May 23 A&L Staff Appreciation Luncheon
  - 12:00 noon - 1:30 p.m.
  - Location TBD
- May 27 Memorial Day, offices are closed

***JUNE 2019***

- June 14 **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 14 Annual reviews of junior faculty members are due in the Office of the Provost (Maura Ryan, Vice President and Associate Provost)