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To: Arts and Letters Department Chairpersons and Administrative Assistants  
From: Sarah Mustillo  
Subject: List of Events and University Deadlines 2019-20  
Date: July 1, 2019

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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 2019**

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.

July 26 Offices for regular A&L incoming faculty are available for occupancy

### **AUGUST 2019**

**\* New A&L faculty should attend one of three orientation meetings Aug. 13th-15th**

August 7-9 New Faculty Orientation - various locations (sponsored by the Office of the Provost). See Provost websites:

<https://provost.nd.edu/information-for-faculty/new-faculty-resources/>  
[https://provost.nd.edu/assets/285117/nfo\\_agenda\\_2019\\_for\\_posting.pdf](https://provost.nd.edu/assets/285117/nfo_agenda_2019_for_posting.pdf)

August 12-13 Kaneb Center new faculty retreat (sponsored by the Office of the Provost)

- August 13                   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.
  - 109 O’Shaughnessy Hall
- 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.
  - 109 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.
  - 109 O’Shaughnessy Hall
- August 21-22               International Student Orientation, sponsored by International Student Services and Activities website:
- <https://issa.nd.edu/students/arrival/international-student-orientation/>
- August 21                   Deans and Chairs Kick-Off Meeting
- 3:00 – 5:00 p.m.
  - Great Hall in O’Shaughnessy
- August 22                   Deans, Department Chairpersons, and Directors’ half-day Retreat (sponsored by the Office of the Provost)
- August 23                   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 24                   Arts and Letters Welcome Weekend (First Year Orientation) and Academic Exploration Session (Majors Fair)
- 12:45 p.m. - Logistical meeting for staff volunteers (Stadium East

- Concourse)
  - 1:00 p.m. - 2:00 p.m. - Arrival and set-ups for faculty and student staffing Majors Fair (Stadium East Concourse)
  - 1:30 p.m. - 2:15 p.m. - Dean's Welcome (Downes Club Ballroom, Corbett Family Hall)
  - 2:30 p.m. - 3:45 p.m. - Academic Exploration Session (Majors Fair) (Exploration Sessions - Stadium East Concourse)
  
- August 26 Update your Google groups, (regfac and nonregfac) include new faculty and delete faculty who have been separated.
  
- August 26 Arts and Letters Fall Faculty Meeting
  - 3:30 – 4:30 p.m.
  - Morris Inn - Smith Ballroom
  
- August 26 Arts and Letters Welcoming Reception (all Arts and Letters faculty invited)
  - 4:30 – 6:00 p.m.
  - Morris Inn - Smith Ballroom
  
- August 27 Fall 2019 classes begin
  
- August 27 Formal opening Mass (picnic to follow) of 2019-2020 school year
  
- August 28 Sheedy 2019 Award winner announced (Undergraduate Dean's Office)
  
- SEPTEMBER 2019**
  
- September 2 Labor Day holiday, most offices are closed, all classes are in session
  
- September 9 Leave applications due in departmental Chairperson's offices from faculty
  
- September 14 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. New Mexico)
  
- September 16 Meeting of Deans and Chairpersons
  - 9:30 – 11:30 a.m.
  - 1030 JNH
  
- September 16 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 late August, prior to due date)

- September 17 Father Jenkins' Address to Faculty
- 4:00 p.m.
  - DPAC – Patricia George Decio Theatre
- September 20 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 2020 semester
- September 24 College Council Meeting
- 3:30 – 5:00 p.m.
  - Annenberg Auditorium in the Snite Museum of Art
- September 25 Staff Administration Meeting
- 9:00 – 10:00 a.m.
  - LaFortune Montgomery Auditorium
- September 28 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Virginia)

***OCTOBER 2019 (Breast Cancer Awareness Month)***

- October 4 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)
- October 4 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 2020-21 (via e-mail to divisional deans)
- October 5 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Bowling Green)
- October 7 Leave application packets are due in the Dean's office (to the respective divisional Associate Deans), 100 O'Shaughnessy Hall
- October 7 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.

- 1030 JNH

- October 11 Deadline for submission of (re) appointment forms for non-regular faculty (adjuncts, visitors, etc.) appointed for the Spring 2020 semester. These requests are submitted via email, as an attachment(s). The letters should be sent to the respective divisional coordinators and cc: [mlacourt@nd.edu](mailto:mlacourt@nd.edu):
- ARTS (and IRL, LLGR and LLRO) - 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 12 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. USC)
- October 19-27 Mid-Term Break
- October 28 Deadline for Major and Mid-Size Teaching beyond the Classroom Grant applications for Spring 2020 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 non-regular faculty for Spring 2020 into the Arts and Letters database.
- October 25 Deadline for entering regular faculty and visiting faculty for Spring 2020 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 6, 2020.
- October 30 Staff Administration Meeting
- 9:00 – 10:00 a.m.
  - LaFortune Montgomery Auditorium

**NOVEMBER 2019**

- October 31- November 2 Arts and Letters Advisory Council Weekend - Members on Campus
- November 2 Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Virginia Tech)
- November 8 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 8                      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.
  - Annenberg Auditorium in the Snite Museum of Art

November 16                      Saturday Scholar Series (<http://saturdayscholar.nd.edu/>) (v. Navy)

- November 18                      Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 1030 JNH

November 27-  
December 1                      Thanksgiving Holiday for Students

November 28-  
December 1                      Thanksgiving Holiday for Faculty & Staff

***DECEMBER 2019***

- December 3                      Arts and Letters Faculty Meeting  
(Sheedy Award Presentation - All Arts and Letters faculty and staff welcome)
- 3:30 - 4:30 p.m.
  - Morris Inn Smith Ballroom
- Please do not schedule any departmental or program events this afternoon**

- December 3                      Annual Christmas Reception following the Faculty Meeting
- 4:30 – 6:00 p.m.
  - Morris Inn Smith Ballroom

- December 4                      Carols & Cookies
- 4:00 – 5:00 p.m.
  - The Great Hall – O'Shaughnessy Hall

December 12                      Last class day

December 16-20                      Fall 2019 final exams

December 18            Staff Christmas Luncheon

- 12:00 noon
- Location TBD

December 23 –        Christmas and New Year Holiday Celebrations  
January 1, 2020

**JANUARY 2020**

January 1, 2020        University is Closed

January 3              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 2020 semester

January 6              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 13             Finalize 2020-2021 Budget Request Spreadsheet for non-regular faculty teaching needs including adjuncts, visitors, concurrents, college paid stipends, graduate student teaching assistants, postdocs and emeriti.

January 14             First class day

Mid-January          Nominations solicited for 2020 Sheedy Award (Undergraduate Studies)

January 20             Meeting of Deans and Chairpersons

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

**FEBRUARY 2020**

Departmental Budget Meetings will be scheduled in February and March

February 3             Non-obligatory files due to Dean Mustillo, 100 O’Shaughnessy, for pre-screening

February 7             Research Achievement Award applications due, James Brockmole, Associate Dean, 100 O’Shaughnessy

- February 14 Emeritus Annual Office Request Forms due in the Dean's Office
- February 15 JPW – College of Arts and Letters Collegiate Workshop
- 10:00 a.m. – Noon
  - Browning Cinema, DeBartolo Performing Arts Center
- February 17 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 242 O'Shaughnessy Hall
- February 19 Staff Administration Meeting
- 9:00 – 10:00 a.m.
  - 242 O'Shaughnessy Hall
- February 21 Arts & Letters Early Admits Open House
- TBD
  - Morris Inn and South Dining Hall (NOTE: new locations)
- February 24 Sheedy Nominations Deadline to Office for Undergraduate Studies

### **MARCH 2020**

- March 2 Call for nominations from the Dean's office for Honorary Degree recipients
- March 6 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 2020, 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 7-15 Mid-Term Break
- March 16 Deadline for Major and Mid-Size Teaching beyond the Classroom Grant applications for Fall 2020 projects due to Office for Undergraduate Studies <http://al.nd.edu/advising/faculty-teaching-resources/tbc-major-grant/>
- March 16 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
  - 242 O'Shaughnessy Hall



- March 25                      Staff Administration Meeting
- 9:00 – 10:00 a.m.
  - 242 O’Shaughnessy Hall
- March 30                      Notify Cassie Rekos (crekos@nd.edu) in ALCO of any faculty departures
- APRIL 2020**
- April 3                        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 3                        Deadline for chairpersons to send lab space requests for incoming faculty for Fall 2020 to Matthew Fulcher, Assistant Director of Facilities and Academic Space, Office of the Dean, 100 O’Shaughnessy
- April 3                        Senior Thesis Celebration
- 3:30 – 4:30 p.m.
  - Jenkins Nanovic Forum
- April 10                      Good Friday (offices closed, no classes)
- April 10-13                    Easter Holiday for Students
- April 14                      College Council Meeting
- 3:30 - 5:00 p.m.
  - Annenberg Auditorium in the Snite Museum of Art
- April 17                      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 17                      Faculty Search Requests due to the Dean’s office from Dept. Chairpersons 100 O’Shaughnessy
- April 22                      Staff Administration Meeting
- 9:00 – 10:00 a.m.
  - 242 O’Shaughnessy Hall

April 27 Meeting of Deans and Chairpersons

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

April 29 Last class day

**MAY 2020**

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

April 30-  
May 3 Reading Days

May 3 Send an e-mail to Allison Collins (asheets1@nd.ed), Administration & Facilities Specialist, Office of the Dean, listing the faculty who will be on a two year leave to teach abroad.

May 4 Deadline for (re) appointment letters for non-regular faculty (adjuncts, visitors, etc.) for Academic Year 2020-2021 or Fall 2020. These requests are submitted via email, as an attachment(s). The letters should be sent to the respective divisional coordinators. ***Note: Do not send letters until the final budget spreadsheet has been approved with your department.***

ARTS (and IRL, LLGR and LLRO) - 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 Renewal/Promotion/Tenure notifications to faculty from Dean’s office.

May 4-8 Final Exams

May 6 Arts and Letters Faculty Meeting

- 3:30 – 4:30 p.m.
- Morris Inn - Smith Ballroom

May 6 ISLA Spring Reception (all Arts and Letters faculty invited)

- 4:30 – 6:00 p.m.
- Morris Inn - Smith Ballroom

May 11 Meeting of Deans and Chairpersons

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

- 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 17 University Commencement Mass
  - 5:00 p.m.
  - Purcell Pavilion at the Joyce Center
- May 17 University Commencement Ceremony
  - 9:00 a.m.
  - Notre Dame Stadium
- May 17 College of Arts and Letters Diploma Ceremony
  - 1:30 – 4:00 p.m.
  - Purcell Pavilion at the Joyce Center
- May 18 Non-returning faculty teaching Summer Session must vacate offices
- May 18 Faculty not returning in Fall 2020 must vacate offices
- May 21 A&L Staff Appreciation Luncheon
  - 12:00 noon - 1:30 p.m.
  - Location TBD
- May 25 Memorial Day, offices are closed
- JUNE 2020***
- June 12 Annual Reports for Departments, Journals, Centers, Programs, and Minors due in your department's shared Google Folder. If you have questions, please contact Jenny Petersen ([jpeter24@nd.edu](mailto:jpeter24@nd.edu)) or Matt Zyniewicz ([Zyniewicz.1@nd.edu](mailto:Zyniewicz.1@nd.edu)).
- June 12 Annual reviews of junior faculty members are due in the Office of the Provost (Maura Ryan, Vice President and Associate Provost)