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To: Arts and Letters Department Chairpersons and Administrative Assistants
From: Sarah Mustillo
Subject: List of Events and University Deadlines 2020-21
Date: July 27, 2020

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/>

Google Calendar:

<https://calendar.google.com/calendar?cid=bmQuZWR1X21jbG4xOGozbG9wZGM4bXRycGZwYmpmcnNjQGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20>

JULY 2020

July 3 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 27 Offices for regular A&L incoming faculty are available for occupancy

AUGUST 2020

August 3 New Faculty Orientation - 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/393372/nfo_agenda_2020.pdf

August 4 Kaneb Center new faculty retreat (sponsored by the Office of the Provost)

August 4 Orientation for new teaching-and-research faculty (T&R), TPCA faculty, visitors, teaching assistants, and adjuncts (sponsored by Arts and Letters Office for

- Undergraduate Studies).
- 10:00 a.m. – 11:00 a.m.
 - Zoom
- August 5 Orientation for new teaching-and-research faculty (T&R), TPCA faculty, visitors, teaching assistants, and adjuncts (sponsored by Arts and Letters Office for Undergraduate Studies).
- 10:00 a.m. – 11:00 a.m.
 - Zoom
- August 5 College of Arts and Letters Welcome - 1st Session
- 10:00 a.m. - Arts and Letters Welcome and Q&A Session (virtual)
 - 10:30 a.m. - 12:00 p.m. Arts and Letters Majors and Programs Fair (virtual)
- <https://welcomeweekend.nd.edu/2020-schedule/>
- August 5 Deans and Chairs Kick-Off Meeting **(in-person or Zoom option)**
- 3:00 – 4:00 p.m.
 - 242 O’Shaughnessy Hall
- August 6 Orientation for new teaching-and-research faculty (T&R), TPAC faculty, visitors, teaching assistants, and adjuncts (sponsored by Arts and Letters Office for Undergraduate Studies).
- 10:00 a.m. – 11:00 a.m.
 - Zoom
- August 7 College of Arts and Letters Welcome - 2nd Session
- 2:00 p.m. - Arts and Letters Welcome and Q&A Session (virtual)
 - 2:30 p.m. - 4:00 p.m. Arts and Letters Majors and Programs Fair (virtual)
- <https://welcomeweekend.nd.edu/2020-schedule/>
- TBD International Student Orientation, sponsored by International Student Services and Activities website:
- <https://welcomeweekend.nd.edu/2020-schedule/>
- August 10 Fall 2020 classes begin
- August 17 Meeting of Deans and Chairpersons **(in-person or Zoom option)**
- 9:30 – 11:30 a.m.
 - 242 O’Shaughnessy Hall
- August 21 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 26 Update your Google groups, (regfac and nonregfac) include new faculty and delete faculty who have been separated.
- August 25 Arts and Letters Fall Faculty Meeting and Reception
- 3:30 – 6:00 p.m.
 - Virtual (more information to follow)
- September 28 Sheedy 2020 Award winner announced (Undergraduate Dean's Office)

SEPTEMBER 2020

- September 4 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 2021 semester
- September 7 Labor Day holiday, most offices are closed, all classes are in session
- September 8 Final list of upcoming T&R faculty renewals and appointments due to the office of the Dean (preliminary form will be sent to department chairpersons and admins. in May and again in August asking for any updates)
- September 10-12 Arts and Letters Advisory Council Weekend
- September 14 Leave applications due in departmental Chairperson's offices from faculty
- September 21 Meeting of Deans and Chairpersons (**in-person or Zoom option**)
- 9:30 – 11:30 a.m.
 - 242 O'Shaughnessy Hall
- September 23 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 242 O'Shaughnessy Hall
- September 30 College Council Meeting
- 3:30 – 5:00 p.m.
 - TBD

OCTOBER 2020 (Breast Cancer Awareness Month)

- October 2 **Promotion and renewal packets for TPAC and Research faculty due in the Dean's Office** (Peter Holland, Associate Dean for the Arts and Chloe Leach, Senior Administrative Coordinator)
- TPAC and Research Professors renewals/reviews/promotion packets (via Box)
 - TPAC, Research Professors, and Instructors non-renewals (via Box)
 - All 1 year TPAC and Research reappointments (via e-mail) to Holland.24@nd.edu and cleach@nd.edu)
- October 2 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 2021-22 (via e-mail to divisional deans)
- October 9 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 2021 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:
- ARTS (and IRL, LLGR and LLRO) - Chloe Leach, cleach@nd.edu
SOCIAL SCIENCES - Jenny Petersen, jpeter24@nd.edu
HUMANITIES - Megan Snyder, msnyde10@nd.edu
- October 19 Meeting of Deans and Chairpersons (**in-person or Zoom option**)
- 9:30 – 11:30 a.m.
 - 242 O'Shaughnessy Hall
- October 23 Deadline for entering incoming non-regular faculty for Spring 2021 into the Arts and Letters database.
- October 23 Deadline for entering regular faculty and visiting faculty for Spring 2021 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 5, 2021.
- October 28 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 242 O'Shaughnessy Hall
- October 28 Deadline for Major and Mid-Size Teaching beyond the Classroom Grant applications for Spring 2021 projects due to Office for Undergraduate Studies

NOVEMBER 2020

- November 6 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 6 Promotion and renewal packets for T-TT faculty due in the Dean's Office**
- November 12 Last class day
- November 16 Meeting of Deans and Chairpersons (**in-person or Zoom option**)
- 9:30 – 11:30 a.m.
 - 242 O'Shaughnessy Hall
- November 16-20 Fall 2020 final exams
- November 26- 29 Thanksgiving Holiday for Staff

DECEMBER 2020

- December 2 Arts and Letters Faculty Meeting and Holiday Reception
(Sheedy Award Presentation - All Arts and Letters faculty and staff welcome)
- 3:30 - 6:00 p.m.
 - Morris Inn Smith Ballroom
- Please do not schedule any departmental or program events this afternoon**
- December 16 Staff Christmas Luncheon
- 12:00 noon
 - Location TBD
- December 24 –
January 1, 2021 Christmas and New Year Holiday Celebrations

JANUARY 2021

- January 1, 2020 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 2021 semester
- January 4 Offices for regular incoming faculty are available for occupancy
- January 8 Place updated CVs for all regular faculty to FileMaker Pro Document Library Under the “Other” tab; then in “Latest Vitae”.
- January 11 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 242 O’Shaughnessy Hall
- January 12 First class day
- Mid-January Nominations solicited for 2021 Sheedy Award (Undergraduate Studies)

FEBRUARY 2021

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 8 Research Achievement Award applications due, Michael Pries, Associate Dean, 100 O’Shaughnessy
- February 12 Emeritus Annual Office Request Forms due in the Dean’s Office
- February 16 Sheedy Nominations Deadline to Office for Undergraduate Studies
- February 17 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 242 O’Shaughnessy Hall
- February 20 JPW – College of Arts and Letters Collegiate Workshop
- 10:00 a.m. – Noon
 - Browning Cinema, DeBartolo Performing Arts Center
- February 22 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 242 O’Shaughnessy Hall

February 22 Finalize 2021-2022 Budget Request Spreadsheet for non-regular faculty teaching needs including adjuncts, visitors, concurrents, college paid stipends, graduate student teaching assistants, postdocs and emeriti.

February 26 Arts & Letters Early Admits Open House

- TBD
- Morris Inn and South Dining Hall (NOTE: new locations)

MARCH 2021

March 1 Call for nominations from the Dean's office for Honorary Degree recipients

March 5 **Begin the evaluation or promotion process for all TPAC and Research faculty:** submit to Peter Holland, Associate Dean for the Arts, and Chloe Leach, Senior Administrative Coordinator, 100 O'Shaughnessy Hall, **the preliminary list of TPAC and Research faculty whose three-year or five-year contracts are ending in Spring 2022, and those who are one-year contracts who are due for the standard three-year review (i.e., for all TPCA and Research faculty who are either in the 2nd year of a 3 year contract; or 4th year of a 5 year contract).**

March 6-14 Mid-Term Break

March 16 Deadline for Major and Mid-Size Teaching beyond the Classroom Grant applications for Fall 2021 projects due to Office for Undergraduate Studies

March 22 Meeting of Deans and Chairpersons

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

March 24 Staff Administration Meeting

- 9:00 – 10:00 a.m.
- 242 O'Shaughnessy Hall

March 31 Notify ALCO of any faculty departures

APRIL 2021

April 1 College Council Meeting

- 3:30 - 5:00 p.m.
 - TBD
- April 2 Good Friday (offices closed, no classes)
- April 2-5 Easter Holiday for Students
- April 2 Deadline for chairpersons to send lab space requests for incoming faculty for Fall 2021 to Matthew Fulcher, Assistant Director of Facilities and Academic Space, Office of the Dean, 100 O'Shaughnessy
- April 5 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 9 Senior Thesis Celebration
- 3:30 – 4:30 p.m.
 - TBD
- April 16 Deadline for entering incoming faculty (Teaching-and Research and Visitors) for Fall 2021 into Arts and Letters database in order to guarantee office occupancy and computer orders by July 27
- April 16 Faculty Search Requests due to the Dean's office from Dept. Chairpersons 100 O'Shaughnessy
- April 19 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 242 O'Shaughnessy Hall
- April 21 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - 242 O'Shaughnessy Hall
- April 28 Last class day

MAY 2021

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

- April 29-
May 2 Reading Days
- May 3 Renewal/Promotion/Tenure notifications to faculty from Dean's office.
- May 3-7 Final Exams
- May 4 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 6 Arts and Letters Faculty Meeting and ISLA Spring Reception
 - 3:30 – 6:00 p.m.
 - Morris Inn - Smith Ballroom
- May 7 Deadline for (re) appointment letters for non-regular faculty (adjuncts, visitors, etc.) for Academic Year 2021-2022 or Fall 2021. 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
SOCIAL SCIENCES - Jenny Petersen, jpeter24@nd.edu
HUMANITIES - Megan Snyder, msnyde10@nd.edu
- 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 15 University Commencement Mass
 - 5:00 p.m.
 - Purcell Pavilion at the Joyce Center
- May 16 University Commencement Ceremony
 - 9:00 a.m.
 - Notre Dame Stadium
- May 16 College of Arts and Letters Diploma Ceremony
 - 1:30 – 4:00 p.m.
 - Purcell Pavilion at the Joyce Center
- May 17 Meeting of Deans and Chairpersons
 - 9:30 – 11:30 a.m.
 - 242 O'Shaughnessy Hall

- May 17 Non-returning faculty teaching Summer Session must vacate offices
- May 17 Faculty not returning in Fall 2021 must vacate offices
- May 20 A&L Staff Appreciation Luncheon
- 12:00 noon - 1:30 p.m.
 - Location TBD
- May 29 University Commencement Mass - Class of 2020
- 5:00 p.m.
 - Purcell Pavilion at the Joyce Center
- May 30 University Commencement Ceremony - Class of 2020
- 9:00 a.m.
 - Notre Dame Stadium
- May 30 College of Arts and Letters Diploma Ceremony for the Class of 2020
- 1:30 – 4:00 p.m.
 - Purcell Pavilion at the Joyce Center
- May 31 Memorial Day, offices are closed

JUNE 2021

- June 14 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) or Matt Zyniewicz (Zyniewicz.1@nd.edu).
- June 18 Annual reviews of junior faculty members are due in the Office of the Provost (Maura Ryan, Vice President and Associate Provost)