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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 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

September 30 Sheedy 2020 Award winner announced (Undergraduate Dean's Office)

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

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 17 Arts and Letters Faculty Meeting (VIRTUAL)
(Sheedy Award Presentation - All Arts and Letters faculty and staff welcome)

- 4:00 – 5:00 p.m.

November 16-20 Fall 2020 final exams

November 25- 29 Thanksgiving Holiday for Staff

DECEMBER 2020

December 21 – Christmas and New Year Holiday Celebrations
January 5, 2021

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

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 3 First class day

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 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 24 College Council Meeting

- 3:30 - 5:00 p.m.
- Virtual

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 JPW – College of Arts and Letters Collegiate Workshop
- 10:00 a.m. – Noon
 - Browning Cinema, DeBartolo Performing Arts Center
- 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

MAY 2021

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

- May 3 Renewal/Promotion/Tenure notifications to faculty from Dean's office.
- May 4 Send an e-mail to Allison Collins (asheets1@nd.edu), 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 11 Last class day

May 12, 13
And 16 Reading Days

May 14, 15
17-19 Final Exams

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 22 University Commencement Mass

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

May 23 University Commencement Ceremony

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

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)