

I. A. O'Shaughnessy Dean
100 O'Shaughnessy Hall
Notre Dame, Indiana 46556
Phone: (574) 631-6642

To: Arts and Letters Department Chairpersons and Administrative Assistants

From: Sarah Mustillo

Subject: List of Events and University Deadlines 2021-22

Date: July 7, 2021

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 2021

July 5 Independence Day Holiday Observed – offices closed

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

AUGUST 2021

August 2 All current college working staff return to campus full time

August 2 Read more about the Annual Performance Cycle and Schedule on the Office of Human Resources website at

<https://hr.nd.edu/career-development/performance-management/performance-management/>

August 11, 12 & 13 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/431023/nfo_agenda_2021.pdf

- August 16 & 17 Kaneb Center new faculty retreat (sponsored by the Office of the Provost)
- August 18 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 18 Deans and Chairs Kick-Off Meeting
- 3:00 – 4:45 p.m.
 - Snite Museum of Art Courtyard
- August 18 & 19 International Student Orientation, sponsored by International Student Services and Activities website:
- <https://issa.nd.edu/students/arrival/>
- August 21 College of Arts and Letters Welcome Weekend (locations to be determined)
- 9–10 a.m. Arts and Letters Welcome Session for parents
 - 10:30 a.m. –12 p.m. “First Lectures” programming for students
 - 1:30–3:30 p.m. optional additional programming time for students/parents; still awaiting further info on this.
 - <https://welcomeweekend.nd.edu>
- August 23 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 242 O’Shaughnessy Hall
- 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 23 Update your Google groups, (regfac and nonregfac) include new faculty and delete faculty who have been separated.

August 23 Fall 2021 classes begin

SEPTEMBER 2021

September 1 Arts and Letters Fall Faculty Meeting and Reception

- 3:30 – 6:00 p.m.
- Morris Inn ~ Smith Ballroom

September 3 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 2022 semester

September 6 Labor Day holiday, most offices are closed, all classes are in session

September 7 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 13 Leave applications due in departmental Chairperson's offices from faculty

September 20 Meeting of Deans and Chairpersons

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

September 22 Staff Administration Meeting

- 9:00 – 10:00 a.m.
- Zoom

September 30 Sheedy 2021 Award winner announced (Undergraduate Dean's Office)

OCTOBER 2021 (Breast Cancer Awareness Month)

October 1 **Promotion and Renewal packets for TPAC and Research faculty due in the Dean's Office** (Michael Schreffler, Associate Dean for the Arts and Chloe Leach, Senior Administrative Coordinator / Associate Dean Brockmole oversees Research

faculty)

- TPAC and Research faculty renewal/review/promotion packets (via Box)
- TPAC and Research faculty non-renewals (via Box)
- All 1 year TPAC and Research reappointment recommendations (via e-mail) to Michael.J.Schreffler.1@nd.edu and 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 2021-22 (via e-mail to divisional deans)
- October 6 College Council Meeting
- 3:30 – 5:00 p.m.
 - Annenberg Auditorium in the Snite Museum of Art
- October 8 Leave application packets are due in the Dean's office (to the respective divisional Associate Deans), 100 O'Shaughnessy Hall
- October 11 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 - Chloe Leach, cleach@nd.edu
SOCIAL SCIENCES - Jenny Petersen, jpeter24@nd.edu
HUMANITIES - Megan Snyder, msnyde10@nd.edu
- October 16-24 Mid-Term Break
- October 18 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 242 O'Shaughnessy Hall
- October 20 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - Zoom
- October 22 Deadline for entering incoming non-regular faculty for Spring 2022 into the Arts and Letters database.

October 22 Deadline for entering regular faculty and visiting faculty for Spring 2022 into the Arts and Letters database in order to guarantee computer orders and office assignments by January 5, 2022.

TBD Deadline for Major and Mid-Size Teaching beyond the Classroom Grant applications for Spring 2022 projects due to Office for Undergraduate Studies <http://al.nd.edu/advising/faculty-teaching-resources/tbc-major-grant/>

NOVEMBER 2021

November 4-6 Arts and Letters Advisory Council Weekend

November 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.

November 5 Promotion and renewal packets for T&R faculty due in the Dean's Office

November 22 Meeting of Deans and Chairpersons

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

November 24 Staff Administration Meeting

- 9:00 – 10:00 a.m.
- Zoom

November 25- 28 Thanksgiving Holiday for Staff

DECEMBER 2021

December 7 Last class day

December 7	<p>Arts and Letters Faculty Meeting and Holiday Reception (Sheedy Award Presentation - All Arts and Letters faculty and staff welcome)</p> <ul style="list-style-type: none"> ● 3:30 - 6:00 p.m. ● 215/216 McKenna Hall <p>Please do not schedule any departmental or program events this afternoon</p>
December 8-9	Reading Days
December 10-11	Final Exams
December 12-13	Reading Days
December 14-16	Final Exams
TBD	<p>Staff Christmas Luncheon</p> <ul style="list-style-type: none"> ● 12:00 noon ● Location TBD
December 24 – January 2, 2022	Christmas and New Year Holiday Celebrations
<i>JANUARY 2022</i>	
January 1, 2022	University is Closed
January 3	Offices for regular incoming faculty are available for occupancy
January 7	Place updated CVs for all regular faculty to FileMaker Pro Document Library Under the “Other” tab; then in “Latest Vitae”.
January 11	First class day
January 14	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 2022 semester
January 17	<p>Meeting of Deans and Chairpersons</p> <ul style="list-style-type: none"> ● 9:30 – 11:30 a.m. ● 242 O’Shaughnessy Hall

Mid-January Nominations solicited for 2022 Sheedy Award (Undergraduate Studies)

FEBRUARY 2022

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 19 JPW – College of Arts and Letters Collegiate Workshop

- 10:00 a.m. – Noon
- Browning Cinema, DeBartolo Performing Arts Center

February 21 Meeting of Deans and Chairpersons

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

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

February 23 Staff Administration Meeting

- 9:00 – 10:00 a.m.
- Zoom

February 25 Arts & Letters Early Admits Open House (more information to follow)

February 28 Sheedy Nominations Deadline to Office for Undergraduate Studies

MARCH 2022

March 1 Emeritus Annual Office Request Forms due in the Dean's Office

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

March 1 Research Achievement Award applications due to James Brockmole, Associate Dean for Research and Strategic Initiatives, james.brockmole@nd.edu

March 7 **Begin the evaluation or promotion process for all TPAC and Research faculty:** submit to Michael Schreffler, 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 2023, and those who are on one-year contracts who are due for the standard three-year review (i.e., for all TPAC and Research faculty who are either in the 2nd year of a 3 year contract; or 4th year of a 5 year contract).

- March 5-13 Mid-Term Break
- TBD Deadline for Major and Mid-Size Teaching beyond the Classroom Grant applications for Fall 2022 projects due to Office for Undergraduate Studies <http://al.nd.edu/advising/faculty-teaching-resources/tbc-major-grant/>
- March 21 Meeting of Deans and Chairpersons
- 9:30 – 11:30 a.m.
 - 242 O’Shaughnessy Hall
- March 23 Staff Administration Meeting
- 9:00 – 10:00 a.m.
 - Zoom
- March 31 Notify ALCO (AL.alco.1@nd.edu) and Allison Collins (asheets1l@nd.edu) of any faculty departures

APRIL 2022

- April 1 Deadline for chairpersons to send lab space requests for incoming faculty for Fall 2022 to Matthew Fulcher, Assistant Director of Facilities and Academic Space, Office of the Dean, 100 O’Shaughnessy
- April 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.
- April 8 Senior Thesis Celebration
- 3:30 – 4:30 p.m.
 - Location TBD
- April 13 College Council Meeting
- 3:30 - 5:00 p.m.
 - Annenberg Auditorium in the Snite Museum of Art

April 15	Good Friday (offices closed, no classes)
April 15-18	Easter Holiday for Students
April 18	Deadline for entering incoming faculty (Teaching-and Research and Visitors) for Fall 2022 into Arts and Letters database in order to guarantee office occupancy and computer orders by July 25
April 18	Faculty Search Requests due to the Dean's office from Dept. Chairpersons 100 O'Shaughnessy
April 18	Meeting of Deans and Chairpersons <ul style="list-style-type: none"> ● 9:30 – 11:30 a.m. ● 242 O'Shaughnessy Hall
April 20	Staff Administration Meeting <ul style="list-style-type: none"> ● 9:00 – 10:00 a.m. ● Zoom
April 27	Last class day
April 28-May 1	Reading Days

MAY 2022

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

May 2	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 2	Renewal/Promotion/Tenure notifications to faculty from Dean's office.
May 2-6	Final Exams
May 4	Arts and Letters Faculty Meeting and ISLA Spring Reception <ul style="list-style-type: none"> ● 3:30 – 6:00 p.m. ● 215/216 McKenna Hall

May 6 Deadline for (re) appointment letters for non-regular faculty (adjuncts, visitors, etc.) for Academic Year 2022-2023 or Fall 2022. 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 - Chloe Leach, cleach@nd.edu

SOCIAL SCIENCES - Jenny Petersen, jpeter24@nd.edu

HUMANITIES - Megan Snyder, msnyde10@nd.edu

May 9 Annual reviews of junior faculty members are due to the divisional Associate Dean **for review and approval**, 100 O'Shaughnessy, **(before sending to the Provost's office)**

May 14 University Commencement Mass

- 4:15 p.m.
- Purcell Pavilion at JACC

May 15 University Commencement Ceremony

- 9:30 a.m.
- Notre Dame Stadium

May 15 College of Arts and Letters Diploma Ceremony - Class of 2022

- 2:00 PM
- TBD

May 16 Non-returning faculty teaching Summer Session must vacate offices

May 16 Faculty not returning in Fall 2022 must vacate offices

May 23 Meeting of Deans and Chairpersons

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

May 30 Memorial Day, offices are closed

JUNE 2022

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 Karin Dale (kdale@nd.edu), Jenny Petersen (jpeter24@nd.edu) or Matt Zyniewicz (Zyniewicz.1@nd.edu).

June 17

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