

CHAIRS' CALENDAR FOR 2009-2010

ONGOING

Faculty Professional Development Fund (FPDF) Deadline: 2 months before date of conference or research travel	J. Ralph
Undergraduate Collaborative Research Fund (UCRF) for academic year Deadline: ongoing with a final deadline of February 12 for spring term projects	J. Ralph
Faculty Research Assistant Fund (FRAF) Individual requests for fall and spring term projects	J. Ralph
Scholarly Publication Subvention Fund (SPSF) Deadline: ongoing, providing monies are still available	J. Ralph
Senior Work Fund Applications Deadline: ongoing	P. Manley/ K. Guttentag

Date

Point of Contact:

AUGUST 2009

- 31** New Faculty Orientation, 8:45 a.m. – 3:30 p.m., RAJ Conference Rm. J. Ralph/M. Winterfalcon
- 31** New Faculty Orientation Dinner at Waybury Inn 6:00 p.m. J. Ralph/M. Winterfalcon

SEPTEMBER 2009

- 1** Faculty meeting, 9:00 a.m., Bread Loaf Campus A. Byerly /D. McDurfee
- 1** Fall student orientation begins
- 3** Chairs'/Directors'/Coordinators' meeting, 10:00 a.m., MBH 220 A. Byerly /M. Price
- 3** Academic Forum 1:00-3:30 p.m., Kenyon Arena (organized by the office of the Dean of the College) K. Abbott
- 4** Arena Registration for Fall 2009 first-year students and exchange students 1:00-5:00 p.m., Kenyon Arena A. Rouleau
- 6** Convocation, 4:00 – 5:00 p.m., Mead Chapel Gus Jordan/TBD
Faculty meet at Old Chapel at 3:30 p.m. to process
- 7** Fall Term classes begin
- 11** New course proposals for Spring 2010 due B. Cluss/J. Audet
All proposals must be submitted to J. Audet through email for consideration by the Curriculum Committee. Forms are available on the Academic Affairs web page.
- 11** WT course proposals due from new faculty and faculty returning from leave. All proposals must be submitted to Janis Audet through email for consideration by the Curriculum Committee. Forms are available on the Academic Affairs web page. B. Cluss/J. Audet

Date**Point of Contact:**

SEPTEMBER 2009 (cont.)

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| 18 | Deadline for Departmental Faculty Research Assistant Fund (FRAF). Consolidated department requests should be sent to Nancy Vizvarie, Old Chapel 107. | J. Ralph/ N. Vizvarie |
| 18 | Deadline for WT 2010 catalog changes
Proposed changes must be submitted to Janis Audet through email. | B. Cluss/J. Audet |
| 21 | Chairs'/Directors' meeting, 4:30 p.m., Axinn 219 | A. Byerly/M. Price |
| 24 | WT and Spring 2010 Banner course forms due for registration (from faculty to Department Chairs to Coordinators) | J. Audet |
| 25 | Deadline for Senior Research Fellowship Applications | P. Manley/K. Guttentag |
| 30 | Deadline for requests for next fiscal year operationally-funded projects | B. Cluss/M. Stanley |
| 9/29-10/9 | Deadline for Superuser data entry for Winter and Spring 2010 Banner registration data | J. Audet |

OCTOBER 2009

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| 1 | Chairs'/Directors' meeting, 4:30 p.m., Axinn 219 | A. Byerly/M. Price |
| 2-4 | Fall Family Weekend (Please encourage your colleagues to attend the reception on Saturday afternoon in the Center for the Arts.) | |
| 5 | Faculty meeting, 4:15 p.m., Kirk Alumni Center | A. Byerly/D. McDurfee |
| 12-13 | Mid-term Recess | |
| 14 | Classes resume | |
| 23 | Chairs' letters for all Fall reviews due | A. Byerly/D. McDurfee |
| 23 | Deadline for WT 0500-level Independent Project Proposals (submit to faculty sponsor for review) | |
| 23 | WT – Student Internship Requests due (submit to T. Mosehauer, CSO Office) | T. Mosehauer |
| 28 | WT 2010 Catalog & Course Schedule available on the WEB | B. Cluss/J. Audet |
| 30 | WT 2010 deadline to apply to depts. for “approval-required” courses | |
| 30 | WT 2010 book orders due at College Store | G. Best |

Date**Point of Contact:**

NOVEMBER 2009

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|--------------|-----------------------------------------------------|------------------------|
| 2 | Faculty meeting, 4:15 p.m., Kirk Alumni Center | A. Byerly /D. McDurfee |
| 2-4 | WT Banner Registration | |
| 5-10 | Advising period for Spring 2010 registration begins | |
| 11-19 | Banner Registration Spring 2010 | |
| 16 | Chairs'/Directors' meeting, 4:30 p.m., Axinn 219 | A. Byerly/M. Price |
| 24-29 | Thanksgiving recess | |
| 30 | Classes resume | |
| 30 | Spring 2010 book orders due at College Store | G. Best |

DECEMBER 2009

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| * | Information relating to 2019-11 departmental budget proposals will be provided this month | Budget Office |
| 2 | Deadline for submitting requests to EAC for additional course sections/staffing requests for Spring 2010 | A. Byerly/ D. McDurfee |
| 4 | Fall Term classes end | |
| 4 | New major and program proposals for 2010-11 due to Curriculum Committee. All proposals for new majors and programs should be submitted electronically to Janis Audet. | B. Cluss/J. Audet |
| 7 | Winter & Spring term 2010 Drop/Add period begins | |
| 7 | Final Exams begin | |
| 12 | Last day of Final Exams | |
| 14 | Faculty meeting, 3:00 p.m., MBH 216 | A. Byerly /D. McDurfee |
| 12/12 to 1/4/09 | Recess | |

Date**Point of Contact:**

JANUARY 2010

- * Begin work on curricular planning for 2010-11
- * Deadline for departmental budgets (Banner screens close) A. Byerly /M. Price
- * Deadline for new/replacement capital equip and repair budgets B. Cluss/N. Vizvarie
- 4 WT classes begin
- 4 Chairs'/Directors' Meeting, 4:30 p.m., Axinn 219 A. Byerly /M. Price
- 6 WT Drop/Add period ends
- 8 Proposed changes in requirements for majors, programs, and minors for 2010-11 due to Curriculum Committee. All proposed changes must be submitted by email to Janis Audet. B. Cluss/J. Audet
- 11 Faculty meeting, 4:15 p.m., MBH 216 A. Byerly/D. McDurfee
- 22 Chairs' letters for WT reviews due A. Byerly/D. McDurfee
- 29 WT classes end
- 30 Celebration for mid-year graduates

FEBRUARY 2010

- * Informational meeting on grant-seeking strategies and leave program guidelines for faculty tentatively scheduled for leave in 2010-2011 with Dean for Faculty Development and Research, and Sponsored Research Office (Time and location to be announced.) J. Ralph/F. Farnsworth
- * Banner course forms due for Fall 2010 registration (from faculty to Department Chairs to Coordinators)
- * Registration for Spring 2010 for first-year students and transfer students in McCardell Bicentennial Hall
- 1 Teaching Load forms due (Send via email to J. Audet) B. Cluss/J. Audet
- 1 Submit names of faculty teaching first-year seminars for 2010-11 to Kathy Skubikowski. K. Skubikowski
- 1 New course proposals for 2010-11 due to Curriculum Committee B. Cluss/J. Audet
All proposals must be submitted to Janis Audet through email. Forms available on Academic Affairs web page.
- 3 February Orientation Week begins

Date**Point of Contact:**

FEBRUARY 2010 (cont.)

5	Annual Information for Faculty Salaries due (1 signed copy to Department Chair; 1 signed copy to the Provost)	A. Byerly/D. Foley
8	Spring Term classes begin	P. Manley
12	Deadline for student applications for the Spring Student Symposium. (Requires faculty sponsor approval)	J. Ralph/N. Vizvarie
12	Final deadline for UCRF requests for the Spring semester	J. Ralph/N. Vizvarie
15	Faculty meeting, 4:15 p.m., MBH 216	A. Byerly/D. McDurfee
16	Requests for office assignments for 2010-11 due	B. Cluss/M. Winterfalcon
25-27	Winter Carnival Recess	
28	Classes resume	

MARCH 2010

1	Deadline for fiscal year 2010-11 LPDF applications	J. Ralph/N. Vizvarie
1	Chairs'/Directors' meeting, 4:30 p.m., Axinn 219	A. Byerly /M. Price
2	First-year seminar proposals for 2010-11 due to Curriculum Committee and Kathy Skubikowski	K. Skubikowski
5	Copy for 2010-11 <i>Catalog</i> due	B. Cluss/J. Audet
8	Deadline for Summer UCRF requests (if funding permits)	J. Ralph/N. Vizvarie
8	Faculty meeting, 4:15 p.m., MBH 216	A. Byerly/D. McDurfee
19-29	Spring Recess	
26	Chairs' letters for Spring reviews due	A. Byerly/D. McDurfee
30	Classes resume	
30	Deadline for Ada Howe Kent Applications	J. Ralph/N. Vizvarie
31	Department Coordinator's evaluation (PFDP) due to the Provost	A. Byerly/D. Foley

Date**Point of Contact:**

APRIL 2010

- * Advising for Banner registration for Fall 2010
- * Banner registration for Fall 2010
- * Mid-April Deadline for Academic Outreach (Service Learning) Applications T. Sargent
- * Deadline for submitting requests to EAC for additional course sections for Fall 2010 A. Byerly/D. McDurfee
- 2 Proposals for WT 2011 due from Middlebury and visiting faculty – submit to J. Audet (Use appropriate Visiting or Regular Faculty Proposal form on Academic Affairs webpage.) B. Cluss/J. Audet
- 2 Deadline for submitting requests to EAC for positions beginning in 2011-12 A. Byerly/D. McDurfee
- 2 Deadline for Ada Howe Kent applications, if funding is available J. Ralph/N. Vizvarie
- 5 Faculty meeting, 4:15 p.m., Kirk Alumni Center A. Byerly/D. McDurfee
- 16 Student Research Symposium; classes do not meet
- 30 Fall Term 2010 book orders due at College Store

MAY 2010

- * Committee assignments for 2010-11 Faculty Council
- * Nominations for prize winners at commencement due (Memo to come from the office of the Dean of the College) Gus Jordan/
- * Chairs/Directors: remind department/program colleagues scheduled for 2010-11 leaves to begin preparing proposals and a strategy for seeking outside funding to submit to the Dean for Faculty Development and Research (due 8/1).
- 1 Fall 2010 book orders at College Store G. Best
- 3 Chairs’/Directors’ meeting, 4:30 p.m., Axinn 219 A. Byerly /M. Price
- 10 Spring Term classes end
- 10 Faculty meeting, 3:00 p.m., Kirk Alumni Center A. Byerly/D. McDurfee
- 12 Final Exams begin

- 18 Final Exams end
- 22 Baccalaureate
- 23 Commencement

JUNE 2010

- 30 Departmental recruiting reports due to Provost's office A. Byerly/M. Price

JULY 2010

AUGUST 2010

- * 2010-11 *General Catalog* becomes available
- 2 Leave proposals for 2011-2012 due. (Faculty scheduled for leave in 2011-2012 must submit their leave proposals and a strategy for seeking outside funding to the Dean for Faculty Development and Research.) D. McDurfee

SEPTEMBER 2010

- * WT course proposals from newly hired faculty and faculty returning from leave due at the beginning of the second week of fall term classes. All proposals must be submitted to Janis Audet through email. J. Audet