CHAIRS’ AND COORDINATOR CALENDAR 2018-2019

Note: Dates provided here are subject to change! Please check email announcements carefully in case dates shift.

BEGINNING OF EACH MONTH

General Deadlines:

✓ Faculty Development Professional Fund (FPDF): deadline at least 1 month before date of conference or research travel with a final deadline of June 1. Undergraduate Collaborative Research Fund (UCRF) – Ongoing with a final deadline of March 1 for Spring term projects

✓ Scholarly Publication Subvention Fund (SPSF): ongoing, providing funds are still available

✓ Textbook Orders online-only: Please contact Erin Jones-Poppe, Bookstore Manager, for more details (ejonespoppe@middlebury.edu)

✓ Religious Holidays: please refer to the Academic Calendar

AUGUST 2018

✓ Coursepacks, Fall 2018 – if you have faculty using coursepacks for Fall Term, the Master Coursepack (clean copies) should be submitted to The College Store by Aug. 22

✓ Returning faculty have access to offices. New faculty can move into offices after Aug. 15

✓ Update placement exams for incoming students

8/15-25  Bread Loaf Writers’ Conference

8/17  VT Language Schools Commencement

8/20-21  Faculty Teaching and Writing Retreat - Mountain Top Inn & Resort, Chittenden, VT

8/24  Last day to register for Fall I PE courses (online) for continuing students

8/27-8/28  New Faculty Orientation, Hillcrest 103

8/28  New Faculty Dinner, Proctor Dining Hall, 6:00 p.m.

8/29  Chairs/Directors Meeting, 12:00-5:00 p.m., Kirk Alumni Center

8/30-9/2  Alumni College
SEPTEMBER 2018

☑ Coordinator and Chair should meet to discuss office procedures, recruiting updates, faculty reviews, department events and lectures, budget information, etc.

☑ Forward any graduate information that the Coordinator or department faculty may have received regarding previous majors to College Advancement

☑ Post Fall class schedule and faculty office hours

☑ Enter placement exam results in Banner before registration begins

☑ Finalize updates to Department Web Page(s)

☑ Remind faculty that any course scheduling changes they initiate with the Scheduling Office should be copied to the Department Coordinator

☑ Remind Senior majors to submit the On-line Intent to Graduate/Diploma Application found on the Registrar’s Office website under Information for Students

☑ Remind Faculty in your department that student course warnings can be issued any time during the semester - students who receive warnings receive assistance from Commons Deans and may make dramatic improvements in the course.

☑ Note: For this year, the space-change request process will happen in September. An email for next fiscal year operationally-funded space projects will come from Mary Stanley.


9/4  Academic Forum 2:00-4:00 p.m., Kenyon Arena

9/6  Convocation, 7:00 p.m., Mead Chapel (faculty line up on Old Chapel Road at 6:30 p.m.)

9/7  Banner Registration for new students

9/7  Summer Study informational/reminder email from Dean of Curriculum

9/7  Faculty Meeting, 9:00 a.m., Bread Loaf Campus

9/11  Fall Term classes begin (updated course rosters can be printed from reports available in Hyperion)
9/14 New Winter Term course proposals due and Spring 2019 course proposals due from new faculty and faculty returning from leave. All proposals must be submitted to the Kathleen Parent, electronically for consideration by the Curriculum Committee. Forms are available at go/proposalforms.

9/17 Chairs/Directors Meeting, 4:30 p.m., Axinn 229

9/17 Summer Study course proposals due to Kathleen Parent, kparent@middlebury.edu

9/20-22 Clifford Symposium

9/21 Banner Preprinted Course Forms for Winter Term and Spring 2018: Available for pick-up in Old Chapel.

9/21 Deadline for Winter Term 2019 catalog changes (proposed changes must be submitted electronically to Kathleen Parent)

9/24 Last day to add fall academic courses (add cards)

9/27-29 Trustee Board Meetings

9/28 Last day to register for Fall II PE courses (online)

9/30 Deadline for Departmental Faculty Research Assistant Fund (FRAF).

OCTOBER 2018

✓ Prior to scheduling lectures or events that may appeal to a wide campus audience, refer to the Master Calendar on the Middlebury College Web Page

✓ RECRUITING REMINDER: Candidate lectures should not be scheduled in conflict with Faculty Meetings, Chairs Meetings or Carol Rifelj Faculty Lecture Series (Wed. @ 4:30 p.m.). Check the Calendar of Events before scheduling!

✓ Forward any information that the Coordinator or department faculty may have received regarding the activities of alumni to College Advancement

10/1 Senior Research Project Supplement Deadline: Check the URO webpage (go/uro)

10/1 Winter Term and Spring 2019 Banner Course Forms due from faculty to coordinator.

10/1 Additional faculty plenary session to discuss financial resource allocation, 4:15 p.m., location TBD
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>10/2</td>
<td>Winter Term and Spring 2019 Banner Course Forms due by NOON. Academic Coordinators submit completed course forms to Kathleen Parent in Old Chapel.</td>
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<tr>
<td>10/5</td>
<td>Fall Faculty Symposium, 1:00-6:00 p.m., Axinn</td>
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<tr>
<td>10/5-7</td>
<td>Fall Family Weekend</td>
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<td>10/6</td>
<td>Last day to invoke Pass/D/Fail option</td>
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<td>10/8</td>
<td>Chairs/Directors Meeting, 4:30 p.m., Axinn 229</td>
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<td>10/9</td>
<td>CAOS Meeting, 10:00-11:30 Mitchell Green Lounge, McCullough</td>
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<td>10/11</td>
<td>CAOS Council Meeting, 9:30-10:30, Old Chapel 204</td>
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<td>10/12-14</td>
<td>Midterm Recess</td>
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<td>10/15</td>
<td>Classes Resume (8:00 a.m.)</td>
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<td>Last day to drop fall courses and to revoke Pass/D/Fail option and to return to standard letter grading</td>
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<td>10/15</td>
<td>Winter Term and Spring 2019 Scheduling Freeze (until draft schedule is posted on the web)</td>
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<td>Mid-Oct</td>
<td>Curriculum Committee makes Summer Study 2019 course recommendations to the VPAA</td>
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<td>10/19</td>
<td>Small group faculty meetings (Axinn 103, 104, 109, 219, 220)</td>
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<td>10/19-21</td>
<td>Homecoming</td>
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<td>10/24</td>
<td>Spring 2019 – Alternate PINs generated. Deadline for coordinators to add faculty advising hours to the office hours to the web</td>
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<td>10/25</td>
<td>Advising Period Begins: Students begin to request instructor approval or restriction overrides from instructors, schedule advising meetings, and obtain Alt PINs (if assigned)</td>
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<tr>
<td>10/25</td>
<td>Draft of Winter Term and Spring 2019 Course Schedule available on web</td>
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<tr>
<td>10/25</td>
<td>Winter Term 2019 Catalog available on the Web</td>
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</table>
10/27 Department Coordinators enter Placement Exam results into Banner before Spring 2019 Round One begins. (Chemistry, French, German, Latin, Psychology, Russian, Spanish)

10/27 Winter Term: Deadline to apply to departments for “approval-required” courses

10/29 Chairs’ and directors’ (if applicable) letters for Fall Reviews due. The full review schedule is available on the web at go/reviews.

Winter Term Registration
- 10/29 M Winter Term Registration for students w/8-16.99 credits earned
- 10/30 T Winter Term Registration for students w/3-7.99 credits earned
- 10/31 W Winter Term Registration for students w/17-36+ credits earned

10/31 Notification to department/program directors to begin teaching load planning for 2019-20

10/31 Winter Term 2019 ADD/DROP Period begins online (through November 15)
Students needing add/drop signatures for Visiting Instructor’s courses should be referred to Kathleen Parent in Old Chapel 107.

NOVEMBER 2018

✓ Information relating to the FY20 Budget cycle will be provided by the Budget Office this month.

11/1 Spring 2019: Registration Round One Opens at Noon (practice round)
Students continue to request instructor approval or restriction overrides.

11/2 Faculty Plenary Session, 2:45 p.m., McCardell Bicentennial Hall 216

11/5 Department Chairs/Program Directors Meeting, 4:30 p.m., Axinn 229

11/6 Spring 2019 Registration Round One Ends
Students should have obtained overrides and waivers prior to registering.

11/8 Curriculum Committee makes Summer Study 2019 course recommendations to the VPAA

Spring Term Registration (Round 2)
- 7 W Spring Term Registration for students w/31-36+ credits earned
- 8 H Spring Term Registration for students w/27-30.99 credits earned
- 9 F Spring Term Registration for students w/21-26.99 credits earned
- 12 M Spring Term Registration for students w/17-20.99 credits earned
- 13 T Spring Term Registration for students w/13-16.99 credits earned
14 W  Spring Term Registration for students w/8-12.99 credits earned
15 H  Spring Term Registration for students w/3-7.99 credits earned

11/13  CAOS Meeting, 10:00-11:30, Mitchell Green Lounge, McCullough

11/14  New major and program proposals for 2019-20 programs should be submitted by email to the Dean of Curriculum.
*Changes to existing majors, programs, and minors are due to the Curriculum Committee, kparent@middlebury.edu on 1/14/19.

11/15  CAOS Council Meeting, 9:30-10:30, Old Chapel 204

Mid-Nov Summer Study 2019 course decisions communicated to proposing faculty

11/16  Final course changes due to Kathleen Parent by 5:00 pm (such as section size, opening blind section, new section info, etc.).

NOTE: Suzanne Gurland, Dean of Curriculum must first approve new sections or changes in enrollment-please forward email approval from Suzanne Gurland with requests.
● Coordinators review all active blind sections and notify Kathleen Parent of those sections that are needed.
● Contact students on waitlists for new sections opened. Must register through Registrar’s Office in Forest.

11/19  ADD/DROP Period begins for Spring 2019

11/20-25  Thanksgiving Recess (4:15 p.m. Faculty with courses or screenings scheduled for Tuesday evening should arrange for a make-up time if desired.)

11/26  Classes Resume (8:00 a.m.)

11/30  Deadline for Winter Term 2019 Internships for credit—submit to CCI

DECEMBER 2018

✓ Process for faculty to submit teaching load forms for Dept. Chair review via BannerWeb

✓  Student Scheduled Exam deadlines: email from Registrar Office

✓  For grades on independent projects: remind faculty to use an "S" for a continuing project

✓  Request and file (from faculty) Fall semester course syllabi

✓  Submit names of faculty teaching first-year seminars for 2019-20 to Jim Berg and Jessica Hellyer
12/1    Deadline for submitting requests to EAC for additional “singleton” course sections/staffing for Spring 2019

12/3    Chairs/Directors Meeting, 4:30 p.m., Axinn 229

12/7    Fall Term Classes End (4:15 p.m.)

12/11-16 Exam Period (Monday 10th- and Thurs. 13th Reading Days)

12/10   Faculty Plenary Session, 2:45 p.m., McCullough Wilson Hall

12/11   CAOS Meeting, 10:00-11:30, MBH 219

12/13   CAOS Council Meeting, 9:30-10:30, Old Chapel 204

Mid-Dec    Summer Study 2019 course offerings announced to students

12/17   Recess Begins (10:00 p.m.)

**JANUARY 2019**

✓ Post Winter Term class schedule and faculty office hours

✓ Prior to scheduling lectures or events that may appeal to a wide campus audience, refer to the Calendar of Events and check with the Department of Events Management

✓ Begin to assist Chair with preparation of Teaching Report

✓ FY20 New/replacement capital equipment and repair requests due to Dean of Curriculum

✓ FY20 Departmental & program budget requests due to Budget Office

✓ Feb 2019 First Year Online Registration

✓ Update placement exams for incoming new students (Febs)

✓ Send New Student Placement Exam information to Dean of Students for Arrival Packets (only for specific departments)

✓ Mid-year budget check to compare actual and budgeted expenses

1/2    Fall Grades due at Noon

1/7    Winter Term Classes begin (8:00 a.m. updated course rosters can be printed from reports available in Hyperion)
1/8  CAOS Meeting, 10:00-11:30 a.m., Mitchell Green Lounge, McCullough

1/9  Winter Term Add/Drop Period ends
    Updated course rosters will be available in Hyperion 24 hours after the Registrar’s
    office has completed their data entry of the add/drop cards

1/10 CAOS Council Meeting, 9:30-10:30, Old Chapel 204

1/14 Proposed changes in requirements for existing majors, programs and minors for
    2019-20 Due to Curriculum Committee (submit electronically to Kathleen Parent)

1/15 Department Staffing Reports due (Teaching Load Form) via BannerWeb.

1/18 Faculty Small group meetings, 1:45 p.m., (Axinn 103, 104, 109, 219, 220)

1/25-27 Trustee Board Meeting

1/28 Chairs’ letters for Winter Term reviews due. The full review schedule is available
    on the web at go/reviews.

1/30 Annual Information for Faculty Salaries due

FEBRUARY 2019

✓  Post Spring Term class schedule and faculty office hours

✓  Forward any graduate information that the Coordinator or department faculty may have
    received regarding previous majors to College Advancement

✓  Remind faculty that any course scheduling changes they initiate with the Scheduling Office
    should be copied to the Department Coordinator

✓  Prior to scheduling lectures or events that may appeal to a wide campus audience, refer to the
    Calendar of Events

✓  Discuss with Chair office assignments for 2019-20

✓  Meeting for Faculty scheduled for leave in 2020-21, Location TBD

✓  Fall Term Banner process begins: Calendar will be sent by Kathleen Parent

✓  Remind Faculty in your department that student course warnings (found on the Registrar’s
    Office website) can be issued any time during the semester - students who receive warnings
    receive assistance from Commons Deans and may make dramatic improvements in the
    course
✓ Chairs'/Directors’ salary meetings with the VPAA begin. Chairs'/Directors’ reports must be submitted to the VPAA (ovpaa@middlebury.edu) at least two business days before the scheduled meeting.

2/1 New Course Proposals and Professors of Practice Proposals for 2019-20 due to Curriculum Committee. All proposals must be submitted to Kathleen Parent electronically for consideration by the Curriculum Committee. Forms are available at go/proposalforms.

2/1 Winter Term classes end; Recess begins (4:15 p.m.)

2/3 Celebration for mid-year graduates

2/5 First-year seminar proposals for 2018-19 due. All proposals must be submitted to Diane Burnham electronically for consideration by Jim Berg, FYS Director, and the Curriculum Committee. Forms are available at go.middlebury.edu/proposalforms.

2/7 Spring Orientation Begins (Incoming Febs)

2/8 Requests for Office Assignments for 2019-20 due to Kathleen Parent

2/9 Registration for new Feb students (online)

2/12 Spring Term classes begin (8:00 a.m.)

2/12 Winter Term Grades due by Noon (online BannerWeb for Faculty)

2/12 CAOS Meeting, 10:00-11:30 a.m., Mitchell Green Lounge, McCullough

2/14 CAOS Council Meeting, 9:30-10:30, Old Chapel 204

Mid-Feb EAC review of Teaching Load Forms and Department/Program Staffing reports completed

2/15 Faculty Plenary Session, 2:45 p.m., MBH 216

2/18 Chairs/Directors Meeting, 4:30 p.m., Axinn Center 229

2/23 Summer Study 2019 course data entry and review

2/23-24 Winter Carnival Recess (classes end 4:15 on the 22nd)

2/26 Classes resume at 8:00 a.m.

2/26 Last day to add spring courses (ends at 5:00 p.m.) and to invoke Pass/D/Fail option
- Check Independent Project Section A to make sure all students have advisors (and weren’t just added to the “A - Staff Section”)
- Updated course rosters will be available in Hyperion 24 hours after the Registrar’s office has completed their data entry of the add cards

2/27  Last day to add/drop Spring II PE Courses (online)

### MARCH 2019

✓ Make reservations for Senior Reception
✓ Deadline for summer UCRF requests (funding permitting) is early March

3/8  Last day to invoke the Pass/D/Fail option
3/12 CAOS Meeting, 10:00-11:30 a.m., Mitchell Green Lounge, McCullough
3/14 CAOS Council Meeting, 9:30-10:30, Old Chapel 204
3/15 Faculty Plenary Session, 2:45 p.m., MBH 216
3/15 Last day for students to drop fall courses and to revoke Pass/D/Fail option and to return to standard letter grading

Mid-Mar 2019-20 Course Catalog available for Coordinators to update fall & spring offerings.

3/16-17 College Board of Overseers Meetings
3/18 Chairs/Directors Meeting, 4:30 p.m., Axinn 229

3/22 Chairs’ letters for Spring Reviews due. The full review schedule is available on the web at go/reviews.
3/23 Spring Recess Begins (4:15 p.m.)
3/31 All evaluations (Annual Performance Summary) for coordinators and other staff must be completed

### APRIL 2019

✓ Prepare copies of Seniors’ files for Chair with instructions to review major requirements for graduation
✓ Prospective Students visiting days

✓ Final Leave Schedule available on the web

✓ April Chairs/Directors Meeting will be scheduled by division

✓ Update Department and Program Staffing Report with any changes

✓ Request and electronically file course syllabi from faculty for Spring semester

✓ Tentative list of Department Honors forwarded to Registrar’s Office

✓ Chair/Director should ensure that advisees of faculty going on leave in 2019-20 know who their advisor will be during that year.

Early Apr  Summer Study 2019 Registration

4/2 Classes Resume at 8:00 a.m.

4/5 Proposals for Winter Term 2020 due from Middlebury faculty and Visiting faculty – submit electronically to Kathleen Parent (Use form, either Visiting or Middlebury Faculty Proposal, available on Academic Affairs webpage at go/proposalforms)

4/6 Deadline for all EAC staffing proposals for 2019-20

4/9 CAOS Meeting, 10:00-11:30 a.m., Mitchell Green Lounge, McCullough

4/11 CAOS Council Meeting, 9:30-10:30, Old Chapel 204

4/20 Student Research Symposium; classes do not meet

4/22 Chairs/Directors Meeting, 4:30 p.m., Axinn 229

4/26 Faculty Plenary Session, 2:45 p.m., MBH 216

TBD Round 1 and Fall registration dates (online) Department Coordinators enter Placement Exam results into Banner before Fall Round One registration. (Chemistry, French, German, Latin, Psychology, Russian, Spanish)

MAY 2019

✓ Student Scheduled Exam deadlines: email from Registrar’s Office

✓ Grades: remind faculty to use an "S" on a continuing project
✓ Remind departing faculty to return keys and leave computer

✓ Seniors with double or joint majors need to decide which department they will be marching with during Commencement and notify Registrar’s Office

✓ Faculty on Leave and Office Moves Forms are located on the Facilities web page—to be completed by either the individual faculty or the Department Coordinator.

✓ Determine with Chair mail forwarding procedures for faculty going on leave in your department

5/10-12  Trustee Board Meeting
5/14   Spring Term Classes End (4:15 p.m.)
5/14   Faculty Plenary Session, 2:45 p.m., Wilson Hall in McCullough
5/14   CAOS Meeting, 10:00-11:30 a.m., Mitchell Green Lounge, McCullough
5/15-16   Reading Days
5/16   CAOS Council Meeting, 9:30-10:30, Old Chapel 204
5/16-21   Final Exam Period
5/22   Senior final grades due by Noon (online BannerWeb for Faculty)
5/25   Baccalaureate
5/26   Commencement
5/30   Recruiting Report due to VPAA/DOF
5/31   All other spring grades due from faculty by Noon

Late May   Summer Study Information Sessions for Summer 2019

**JUNE 2019**

✓ Budget check – prepare for the closing of FY19 fiscal year (ends June 30, 2019)

✓ Encourage Chair to discuss new software needs with new faculty and submit computer and software request to LIS
Early Jun- Summer Study courses offered
Mid Aug

6/1 Deadline for Faculty Professional Development Fund (FPDF) applications for current fiscal year - NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE FOR CURRENT FISCAL YEAR.

6/3 Spring grade ready for students to view online

6/6-9 Reunion

6/21 VT Language Schools eight-week session begins

6/25 Bread Loaf School of English in Vermont begins

6/28 VT Language Schools seven-week session begins

6/30 Faculty leaving college employment must vacate offices

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✓ If you maintain an Excel spreadsheet of department budget expenses, update for new fiscal year

✓ Update student files and advisee lists (printed transcripts should be shredded or kept in a locked drawer)

✓ Clean up hard drive, delete oldest year of cash vouchers, JE, etc.

✓ Clean out department files

✓ Accounts Payable closes Fiscal Year 19

Early July- Summer Study grades reported
Mid Aug

7/1 Fiscal Year 20 begins

7/2 Language School six-week session begins

7/8-9 Schools Board of Overseers Meetings

| AUGUST 2019 |

8/1 Leave proposals for 2020-21 DUE
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<th>Date</th>
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<tbody>
<tr>
<td>8/10</td>
<td>Commencement, Bread Loaf School of English in Vermont</td>
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<tr>
<td>8/14-24</td>
<td>Bread Loaf Writers’ Conference</td>
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<tr>
<td>8/16</td>
<td>VT Language Schools Commencement</td>
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