CHAIRS’ AND COORDINATOR CALENDAR 2017-2018

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 Due: May 1 for Fall, Nov. 1 for Winter Term, and Dec. 1 for Spring

✓ Religious Holidays: please refer to the Academic Calendar

AUGUST 2017

✓ Coursepacks, Fall 2017 – if you have faculty using coursepacks for Fall Term, the Master Coursepack (clean copies) should be submitted to The College Store

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

✓ Update placement exams for new students and send to Reprographics (Chemistry, French, German, Latin, Psychology, Russian, Spanish)

✓ Enter placement exam results in Banner before registration begins

✓ Finalize updates to Department Web Page(s)

8/16-26 Bread Loaf Writers’ Conference

8/18 VT Language Schools Commencement

8/22-23 Faculty Teaching and Writing Retreat - Mountain Top Inn & Resort, Chittenden, VT

8/28-8/29 New Faculty Orientation, Hillcrest 103

8/29 New Faculty Dinner, Kirk Alumni Center, 6:00 p.m.

8/30 Chairs/Directors Meeting, 1:30-5:00 p.m., Kirk Alumni Center
SEPTEMBER 2017

- 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

- 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.

9/4-10 Fall MiddView: Orientation schedule available on the web:
   go.middlebury.edu/middview

9/5 Academic Forum 2:00-4:00 p.m., Kenyon Arena

9/7 Banner Registration for new students

9/8 Summer Study informational/reminder email from Dean of Curriculum

9/8 Faculty Meeting, 9:00 a.m., Bread Loaf Campus

9/10 Convocation, 7:30 p.m., Mead Chapel (faculty line up on Old Chapel Road at 7:00 p.m.)

9/11 Fall Term classes begin (updated course rosters can be printed from reports available in Hyperion)

9/15 New Winter Term course proposals due and Spring 2018 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.middlebury.edu/proposalforms.

9/18 Chairs/Directors Meeting, 4:30 p.m., Axinn 229
9/18 Summer Study course proposals due to Kathleen Parent, kparent@middlebury.edu
9/19 CAOS Meeting 10:00-11:30 a.m., Mitchell Green Lounge, McCullough
9/21 CAOS Council Meeting, 10:00-11:00, OCH 204
9/21-23 Clifford Symposium
9/22 Banner Preprinted Course Forms for Winter Term and Spring 2018: Available for pick-up in Old Chapel.
9/22 Deadline for Winter Term 2018 catalog changes (proposed changes must be submitted electronically to Kathleen Parent)
9/22 Last day to add academic courses (add cards)
9/29 Last day to add/drop Fall II PE courses (online)
9/30 Deadline for Departmental Faculty Research Assistant Fund (FRAF).

**OCTOBER 2017**

- 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)
10/2 Winter Term and Spring 2018 Banner Course Forms due from faculty to coordinator.
10/3 Winter Term and Spring 2018 Banner Course Forms due by NOON. Academic Coordinators submit completed course forms to Kathleen Parent in Old Chapel.
10/4-10/13 Winter Term and Spring 2018 Banner data entry and review.

10/6 Faculty Small Group Meetings, 2:45 p.m., Axinn 103, 104, 109, 219, 220

10/6 Last day to invoke Pass/D/Fail option

10/9 Chairs/Directors Meeting, 4:30 p.m., Axinn 229

10/13 Fall Faculty Symposium, 1:00-6:00 p.m., Axinn

10/13-15 Fall Family Weekend

10/13 Last day to drop fall courses and to revoke Pass/D/Fail option and to return to standard letter grading

Mid-Oct Curriculum Committee makes Summer Study 2018 course recommendations to the VPAA

10/16 Winter Term and Spring 2018 Scheduling Freeze (until draft schedule is posted on the web)

10/17 CAOS Meeting, 10:00-11:30 Mitchell Green Lounge, McCullough

10/19 CAOS Council Meeting, 10:00-11:00, Old Chapel 204

10/19-21 Trustee Board Meeting

10/23-24 Midterm Recess

10/25 Classes Resume (8:00 a.m.)

10/25 Spring 2018 – Alternate PINs generated. Deadline for coordinators to add faculty advising hours to the office hours to the web

10/26 Advising Period Begins: Students begin to request instructor approval or restriction overrides from instructors, schedule advising meetings, and obtain Alt PINs (if assigned)

10/26 Draft of Winter Term and Spring 2018 Course Schedule available on web

10/26 Winter Term 2018 Catalog available on the Web

10/27 Department Coordinators enter Placement Exam results into Banner before Spring 2018 Round One begins. (Chemistry, French, German, Latin, Psychology, Russian, Spanish)
10/27-29  Homecoming

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

10/30  Chairs’ letters for Fall Reviews due. The full review schedule is available on the web at go.middlebury.edu/reviews.

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**NOVEMBER 2017**

**Winter Term Registration**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Winter Term Registration for students w/ Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/30</td>
<td>M</td>
<td>8-16.99 credits earned</td>
</tr>
<tr>
<td>10/31</td>
<td>T</td>
<td>3-7.99 credits earned</td>
</tr>
<tr>
<td>11/1</td>
<td>W</td>
<td>17-36+ credits earned</td>
</tr>
</tbody>
</table>

11/1  Notification to department/program directors to begin teaching load planning for 2018-19

11/1  Winter Term book orders due to Dean Leary at The College Store

11/1  Winter Term 2018 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.

11/2  Spring 2018: Registration Round One Opens at Noon (practice round) Students continue to request instructor approval or restriction overrides.

11/3  Faculty Plenary Session, 2:45 p.m., McCardell Bicentennial Hall 216

11/6  Department Chairs/Program Directors Meeting, 4:30 p.m., Axinn 229

11/7  Deadline for students to settle financial accounts for registration

11/7  Spring 2018 Registration Round One Ends Students should have obtained overrides and waivers prior to registering.

11/9  Curriculum Committee makes Summer Study 2017 course recommendations to the VPAA

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**Spring Term Registration (Round 2)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Spring Term Registration for students w/ Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>W</td>
<td>31-36+ credits earned</td>
</tr>
<tr>
<td>9</td>
<td>H</td>
<td>27-30.99 credits earned</td>
</tr>
<tr>
<td>10</td>
<td>F</td>
<td>21-26.99 credits earned</td>
</tr>
<tr>
<td>13</td>
<td>M</td>
<td>17-20.99 credits earned</td>
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<tr>
<td>14</td>
<td>T</td>
<td>13-16.99 credits earned</td>
</tr>
<tr>
<td>15</td>
<td>W</td>
<td>8-12.99 credits earned</td>
</tr>
</tbody>
</table>
16  H  Spring Term Registration for students w/3-7.99 credits earned

11/14  CAOS Meeting, 10:00-11:30, Mitchell Green Lounge, McCullough

11/15  New major and program proposals for 2018-19 due to the Educational Affairs Committee. All proposals for new majors and 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 1/15/18.

Mid-Nov  Summer Study 2018 course decisions communicated to proposing faculty

11/16  CAOS Council Meeting, 10:00-11:00, Old Chapel 204

11/17  Final course changes due to Kathleen Parent by 5:00 pm (such as section size, opening blind section, new section info, etc.).

NOTE: Emily Proctor, Dean of Curriculum must first approve new sections or changes in enrollment-please forward email approval from Emily Proctor 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.

11/20  ADD/DROP Period begins for Spring 2018

11/22-26  Thanksgiving Recess (4:15 p.m. Faculty with courses or screenings scheduled for Tuesday evening should arrange for a make-up time if desired.)

11/27  Classes Resume (8:00 a.m.)

11/30  Deadline for Winter Term 2017 Internships for credit—submit to CCI

DECEMBER 2017

✓  Information relating to 2018-2019 departmental budget proposals will be provided by the Budget Office this month.

✓  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
12/1  Deadline for submitting requests to EAC for additional course sections/staffing
      Requests for Spring 2018

12/1  Spring Term book orders due to Dean Leary at The College Store

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

12/4  Deadline for faculty to submit teaching load forms for Dept. Chair review via
      BannerWeb.

12/8  Fall Term Classes End (4:15 p. m.)

12/11-17 Exam Period (Monday 11th- and Thurs. 14th Reading Days)

12/11  Faculty Plenary Session, 2:45 p.m., MBH 216

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

12/13  Submit names of faculty teaching first-year seminars for 2018-19 to Jim Berg and
        Diane Burnham.

12/14  CAOS Council Meeting, 10:00-11:00, Old Chapel 204

Mid-Dec  Summer Study 2018 course offerings announced to students

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

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**JANUARY 2018**

✓ Post Winter Term class schedule and faculty's office hours

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

✓ Begin to assist Chair with preparation of Teaching Report

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

✓ FY19 Departmental & program budget requests due to Budget Office

✓ Feb 2018 First Year Online Registration

✓ Update placement exams for new February students and send to Printing Services

✓ 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

1/8  Chairs/Directors Meeting, 3:00-5:00 p.m., Axinn 229

1/8  Winter Term Classes begin (8:00 a.m. updated course rosters can be printed from reports available in Hyperion)

1/9  CAOS Meeting, 10:00-11:30 a.m., MBH 219

1/10 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 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

1/12  Faculty Plenary Session, 1:45 p.m., MBH 216

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

1/15  Proposed changes in requirements for majors, programs and minors for 2018-19
Due to Curriculum Committee (submit electronically to Kathleen Parent)

1/18  CAOS Council Meeting, 10:00-11:00 a.m., Old Chapel 204

1/25-27  Trustee Board Meeting

1/29  Chairs’ letters for Winter Term reviews due. The full review schedule is available on the web at go.middlebury.edu/reviews.

1/30  Annual Information for Faculty Salaries due

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FEBRUARY 2018

✓ Post Spring 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 2018-19
✓ Meeting for Faculty scheduled for leave in 2019-20, 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.

2/2 New Course Proposals and Professors of Practice Proposals for 2018-19 due to Curriculum Committee. All proposals must be submitted to Kathleen Parent electronically for consideration by the Curriculum Committee. Forms are available at go.middlebury.edu/proposeforms.

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

2/3 Celebration for mid-year graduates

2/5 First-year seminar proposals for 2017-18 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/proposeforms.

2/6 CAOS Meeting, 10:00-11:30 a.m., MBH 219

2/7 Spring Orientation Begins (Incoming Febs)

2/9 Registration for new Feb students (online)

2/9 Requests for Office Assignments for 2018-19 due to Kathleen Parent

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

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

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

2/15 CAOS Council Meeting, 10:00-11:00 a.m., Old Chapel 204

2/16 Faculty Small Group Meetings, 2:45 p.m., Axinn 103, 104, 109, 219, 220

2/19 Chairs/Directors Meeting, 4:30 p.m., Axinn Center 229
2/22-24  Winter Carnival Recess (classes end 4:15 on the 22nd)

2/23  Summer Study 2018 course data entry and review

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 2018

✓ Make reservations for Senior Reception

✓ Deadline for summer UCRF requests (funding permitting) is early March

3/9  Faculty Plenary Session, 2:45 p.m., MBH 216 (location not yet confirmed)

3/9  Last day to invoke the Pass/D/Fail option

3/13  CAOS Meeting, 10:00-11:30 a.m., Mitchell Green Lounge, McCullough

Mid-Mar 2018-19 Course Catalog available for Coordinators to update.

3/15  CAOS Council Meeting, 10:00-11:00 a.m., Old Chapel 204

3/16  Last day for students to drop fall courses and to revoke Pass/D/Fail option and to
      return to standard letter grading

3/16-17  College Board of Overseers Meetings

3/19  Chairs/Directors Meeting, 4:30 p.m., Axinn 229

3/23  Spring Recess Begins (4:15 p.m.)

3/26  Chairs’ letters for Spring Reviews due. The full review schedule is available on the
      web at go.middlebury.edu/reviews.

3/31  All evaluations (Annual Performance Summary) for coordinators and
      other staff must be completed
APRIL 2018

✓ 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
✓ 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.
✓ Chair/Director should ensure that advisees of faculty going on leave in 2018-19 know who their advisor will be during that year.

Early Apr Summer Study 2018 Registration

4/2 Classes Resume at 8:00 a.m.
4/6 Deadline for all EAC proposals for 2019-20
4/6 Faculty Plenary Session, 2:45 p.m., MBH 216
4/6 Proposals for Winter Term 2019 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.middlebury.edu/proposalforms)
4/10 CAOS Meeting, 10:00-11:30 a.m., Mitchell Green Lounge, McCullough
4/19 CAOS Council Meeting, 10:00-11:00 a.m., Old Chapel 204
4/20 Student Research Symposium; classes do not meet
4/30 Chairs/Directors Meeting, 4:30 p.m., Axinn 229
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 2018

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

5/1    Fall Term book orders due to Dean Leary at the College Store
5/8    CAOS Meeting, 10:00-11:30 a.m., Mitchell Green Lounge, McCullough
5/10-12 Trustee Board Meeting
5/14   Spring Term Classes End (4:15 p.m.)
5/15   Faculty Plenary Session, 2:45 p.m., Wilson Hall in McCullough
5/15-16 Reading Days
5/17   CAOS Council Meeting, 10:00-11:00 a.m., Old Chapel 204
5/17-22 Final Exam Period

5/23   Senior Grades due by Noon (online BannerWeb for Faculty)
5/26   Baccalaureate
5/27   Commencement
5/30   Recruiting Report due to VPAA/DOF

Late May  Summer Study Information Sessions for Summer 2019

JUNE 2018
✓ Enrichment Fund Donor Reports Due to Lynn Dunton
✓ Budget check – prepare for the closing of 2017-18 fiscal year
✓ Encourage Chair to discuss new software needs with new faculty and submit computer and software request to LIS

Early Jun-
Mid Aug  Summer Study courses offered

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.

6/1 Spring grades for non-Seniors due at Noon

6/8-10 Reunion 2017

6/22 VT Language Schools 8-week session begins (tentative)

6/26 Bread Loaf School of English in Vermont begins

6/29 VT Language Schools 7-week session begins (tentative)

6/30 Faculty leaving college employment must vacate offices

**JULY 2018**

✓ 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 previous budget year

Early July-
Mid Aug  Summer Study grades reported

7/3 Language School 6-week session begins (tentative)
8/1 Leave proposals for 2019-20 DUE
8/15-25 Bread Loaf Writers’ Conference
8/17 VT Language Schools Commencement (tentative)
8/30-9/2 Alumni College