CHAIR AND COORDINATOR CALENDAR 2019-20

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

BEGINNING OF EACH MONTH

General Deadlines:

✓ Faculty Professional Development 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, provided 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 2019

✓ Coursepacks, Fall 2019 – if you have faculty using coursepacks for Fall Term, the Master Coursepack (clean copies) should be submitted to the College Store as soon as possible.

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

✓ Update placement exams for incoming students.

8/12      Eid al Adha
8/14-24   Bread Loaf Writers’ Conference
8/16      VT Language Schools Commencement
8/19-20   Faculty Teaching and Writing Retreat - Mountain Top Inn & Resort, Chittenden, VT
8/23      Last day to register for Fall I PE courses (online) for continuing students
8/26-27   New Faculty Orientation, Hillcrest 103
8/27      New Faculty Dinner, Ross Dining Hall, 6:00 p.m.
8/29-9/1  Alumni College
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.

9/2-8 Fall MiddView: Orientation schedule available on the web: go/middview.

9/3 Academic Forum 2:00-4:00 p.m., Kenyon Arena

9/5 Banner Registration online for new students

9/6 Faculty Meeting, 9:00 a.m., Bread Loaf Campus

9/8 Convocation, 7:00 p.m., Mead Chapel (faculty line up on Old Chapel Road at 6:30 p.m.)

9/9 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 2020 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.
9/16 Chairs/Directors Meeting, 4:30 p.m., Axinn 229
9/17 CAOS Meeting, 10:00-11:30 Mitchell Green Lounge, McCullough
9/19 CAOS Council Meeting, 9:00-10:00, Old Chapel 204
9/19-21 Clifford Symposium, “The Future of the Global Ocean”
9/20 Banner Preprinted Course Forms for Winter Term and Spring 2020: Available for pick-up in Old Chapel.
9/20 Deadline for Winter Term 2020 catalog changes (proposed changes must be submitted electronically to Kathleen Parent)
9/20 Last day to add fall academic courses (add cards) and last day to drop fall academic courses online
9/27-29 Fall Family Weekend
9/27 Fall Faculty Forum (3 90-minute sessions at 1:00 p.m., 2:45 p.m., and 4:30 p.m.)
9/27 Last day to register online for Fall II PE courses
9/29 Rosh Hashanah begins in the evening
9/30 Rosh Hashanah
9/30 Deadline for Departmental Faculty Research Assistant Fund (FRAF).

OCTOBER 2019

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

✓ 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 Rosh Hashanah
10/1 Senior Research Project Supplement Deadline: Check the URO webpage at: go/uro
10/1 Winter Term and Spring 2020 Banner Course Forms due from faculty to coordinator.
10/2    Winter Term and Spring 2020 Banner Course Forms due by NOON. Academic Coordinators submit completed course forms to Kathleen Parent in Old Chapel.

10/4    Last day to invoke Pass/D/Fail option

10/8    Yom Kippur begins in the evening

10/9    Yom Kippur

10/11-13  Homecoming

10/11    Small group faculty meetings (Axinn 103, 104, 109, 219, 220, 229)

10/11    Last day to drop fall courses and to revoke Pass/D/Fail option and to return to standard letter grading

10/15    Winter Term and Spring 2020 Scheduling Freeze (until draft schedule is posted on the web)

10/15    CAOS Meeting, 10:00-11:30 Mitchell Green Lounge, McCullough

10/16    Deadline for tenured colleagues' letters for all reviews

10/17    CAOS Council Meeting, 9:00-10:00, Old Chapel 204

10/17-19  Trustee Board Meetings

10/21-22  Midterm Recess

10/23    Classes Resume (8:00 a.m.)

10/24    Spring 2020 – Alternate PINs generated. Deadline for coordinators to add faculty advising hours to the office hours to the web

10/25    Advising Period Begins: Students begin to request instructor approval or restriction overrides from instructors, schedule advising meetings, and obtain Alt PINs (if assigned)

10/25    Draft of Winter Term and Spring 2020 Course Schedule available on web

10/25    Winter Term 2020 Catalog available on the Web

10/28    Department Coordinators enter Placement Exam results into Banner before Spring 2020 Round One begins. (Chemistry, French, German, Latin, Psychology, Russian, Spanish)
10/28 Chairs/Directors Meeting, 4:30 p.m., Axinn 229

10/28 Winter Term: Deadline to apply to departments for “approval-required” courses

10/30 Chairs’ and directors’ (if applicable) letters for Fall Reviews due. The full review schedule is available on the web at go/reviews.

10/31 Notification to department/program directors to begin teaching load planning for 2020-21

NOVEMBER 2019

✓ Information relating to the FY2021 Budget cycle will be provided by the Budget Office this month.

**Winter Term Registration**

11/4 M Winter Term Registration for students w/7-16.99 credits earned
11/5 T Winter Term Registration for students w/3-6.99 credits earned
11/6 W Winter Term Registration for students w/17-36+ credits earned
11/6 Winter Term 2020 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

11/7 Spring 2020: Registration Round One Opens at Noon (practice round)
Students continue to request instructor approval or restriction overrides

11/8 Faculty Plenary Session, 2:45 p.m., McCardell Bicentennial Hall 216

11/12 Spring 2020 Registration Round One Ends
Students should have obtained overrides and waivers prior to registering.

11/12 CAOS Meeting, 10:00-11:30, Mitchell Green Lounge, McCullough

**Spring Term Registration (Round 2)**

13 W Spring Term Registration for students w/31-36+ credits earned
14 R Spring Term Registration for students w/26-30.99 credits earned
15 F Spring Term Registration for students w/20-25.99 credits earned
18 M Spring Term Registration for students w/16-19.99 credits earned
19 T Spring Term Registration for students w/11-15.99 credits earned
20 W Spring Term Registration for students w/7-10.99 credits earned
21 R Spring Term Registration for students w/3-6.99 credits earned
11/14 CAOS Council Meeting, 9:00-10:00, Old Chapel 204

11/15 New major and program proposals for 2020-21 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 1/13/2020.

11/18 Chairs/Directors Meeting, 4:30 p.m., Axinn 229

11/22 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.

11/25 ADD/DROP Period begins for Spring 2020

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

11/28 Thanksgiving

11/29 Deadline for Winter Term 2020 Internships for credit—submit to CCI

DECEMBER 2019

✓ 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 2020-21 to Jim Berg and Diane Burnham

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

12/2 Chairs/Directors Meeting, 4:30 p.m., Axinn 229
12/6 Fall Term Classes End (4:15 p.m.)

12/6 Last day to register online for WT PE courses

12/9 Faculty Plenary Session, 2:45 p.m., McCullough Wilson Hall

12/10-15 Exam Period (Reading Days: Mon. 9th and Thurs. 12th)

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

12/12 CAOS Council Meeting, 9:00-10:00, Old Chapel 204

12/15 Recess Begins (10:00 p.m.)

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JANUARY 2020

✓ 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

✓ Coordinator begins to assist Chair with preparation of Teaching Load Report

✓ FY21 New/replacement capital equipment and repair requests due to Dean of Curriculum

✓ FY21 Departmental & program budget requests due to Budget Office

✓ Feb 2020 First Year Online Registration

✓ Update placement exams for incoming new students (Feb 2020)

✓ 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 by Noon

1/6 Winter Term Classes begin (8:00 a.m. updated course rosters can be printed from reports available in Hyperion)

1/8 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

1/13 Proposed changes in requirements for existing majors, programs and minors for
2020-21 Due to Curriculum Committee (submit electronically to Kathleen Parent)

1/14  CAOS Meeting, 10:00-11:30 a.m., McCardell Bicentennial Hall 338

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

1/16  CAOS Council Meeting, 9:00-10:00, Old Chapel 204

1/17  Faculty Plenary Meeting, 1:45 p.m., Kirk Alumni Center

1/20  Martin Luther King Day (no classes)

1/23-25 Trustee Board Meeting at Monterey

1/24  Last day to register online for Spring I PE courses

1/24  Chairs’ letters for Winter Term reviews due. The full review schedule is available on the web at go/reviews.

1/27  Chairs/Directors Meeting, 4:30 p.m., Axinn 229

1/30  Annual Information for Faculty Salaries due

1/31  Last day of Winter Term classes

1/31  New Course Proposals and Professors of Practice Proposals for 2020-21 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.

FEBRUARY 2020

✓ 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 2020-21

✓ Meeting for Faculty scheduled for leave in 2021-22, 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 Celebration for mid-year graduates
2/5 First-year seminar proposals for 2020-21 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/proposalforms.
2/5 Spring Orientation Begins (Incoming Febs)
2/7 Requests for Office Assignments for 2020-21 due to Kathleen Parent
2/7 Registration online for new Feb students (tentative)
2/10 Spring Term classes begin (8:00 a.m.)
2/10 Winter Term Grades due by Noon (online BannerWeb for Faculty)
2/11 CAOS Meeting, 10:00-11:30 a.m., Mitchell Green Lounge, McCullough
2/13 CAOS Council Meeting, 9:00-10:00, Old Chapel 204
Mid-Feb EAC review of Teaching Load Forms and Department/Program Staffing reports completed
2/14 Faculty Small Group meetings, 2:45 p.m., (Axinn 103, 109, 219, 220, 229)
2/17 President’s Day
2/17 Chairs/Directors Meeting, 4:30 p.m., Axinn Center 229
2/21 Last day to add spring courses (ends at 5:00 p.m.) and last day to drop spring academic courses
  ● 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
2/26   Ash Wednesday
2/27   Last day to add/drop online Spring II PE Courses
2/28-29 Winter Carnival Recess (no classes)

MARCH 2020

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

3/2   Classes resume (8:00 a.m.)
3/6   Last day to invoke the Pass/D/Fail option
3/6-7 College Board of Overseers Meetings
3/8   Daylight Savings Begins
3/9   Deadline for tenured colleagues’ letters for all reviews
3/13   Faculty Plenary Session, 2:45 p.m., MBH 216
3/13   Last day for students to drop fall courses and to revoke Pass/D/Fail option and to return to standard letter grading

Mid-Mar 2020-21 Course Catalog available for Coordinators to update fall & spring offerings.
3/16   Chairs/Directors Meeting, 4:30 p.m., Axinn 229
3/17   CAOS Meeting, 10:00-11:30 a.m., Mitchell Green Lounge, McCullough
3/19   CAOS Council Meeting, 9:00-10:00, Old Chapel 204
3/20   Spring Recess Begins (4:15 p.m.)
3/20   Chairs’ letters for Spring Reviews due. The full review schedule is available on the web at go/reviews.
3/23-27 Spring Recess – no classes
3/30   Classes resume (8:00 a.m.)
3/31   All evaluations (Annual Performance Summary) for coordinators and other staff must be completed
✓ 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

✓ 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 2020-21 know who their advisor will be during that year.

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>4/3</td>
<td>Proposals for Winter Term 2021 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)</td>
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<tr>
<td>4/3</td>
<td>Deadline for all EAC staffing proposals for 2021-22</td>
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<td>4/8-14</td>
<td>Round 1 and Fall online registration dates (tentative) Department Coordinators enter Placement Exam results into Banner before Fall Round One registration. (Chemistry, French, German, Latin, Psychology, Russian, Spanish)</td>
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<td>4/8</td>
<td>Passover begins in the evening</td>
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<td>4/9</td>
<td>Passover</td>
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<td>4/10</td>
<td>Good Friday</td>
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<td>4/10</td>
<td>Faculty Plenary Session, 2:45 p.m., MBH 216</td>
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<td>4/12</td>
<td>Easter</td>
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<td>4/14</td>
<td>CAOS Meeting, 10:00-11:30 a.m., Mitchell Green Lounge, McCullough</td>
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<td>4/15-27</td>
<td>Fall online registration dates (tentative)</td>
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<td>4/16</td>
<td>CAOS Council Meeting, 9:00-10:00, Old Chapel 204</td>
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<tr>
<td>4/17</td>
<td>Student Research Symposium; classes do not meet</td>
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4/20  Chairs/Directors Meeting, 4:30 p.m., Axinn 229

4/24  Ramadan begins in the evening

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**MAY 2020**

- 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 College 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 webpage—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

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>5/7-9</td>
<td>Trustee Board Meeting</td>
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<td>5/11</td>
<td>Spring Term Classes End (4:15 p.m.) Friday class schedule observed</td>
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<td>5/12</td>
<td>Faculty Plenary Session, 2:45 p.m., McCullough Wilson Hall</td>
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<td>5/14</td>
<td>CAOS Council Meeting, 9:00-10:00, Old Chapel 204</td>
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<td>5/13-19</td>
<td>Final Exam Period (Reading days: Tues. 12th, Wed. 13th, and Sun. 17th)</td>
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<td>5/18</td>
<td>Chairs/Directors Meeting, 4:30 p.m., Axinn 229 (tentative)</td>
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<td>5/20</td>
<td>Senior final grades due by Noon (online BannerWeb for Faculty)</td>
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<td>5/23</td>
<td>Baccalaureate</td>
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<td>5/24</td>
<td>Commencement</td>
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<td>5/29</td>
<td>All other spring grades due from faculty by Noon</td>
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<tr>
<td>5/30</td>
<td>Recruiting Report due to VPAA/DoF</td>
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JUNE 2020

✓ Budget check – prepare for the closing of FY20 fiscal year (ends June 30, 2020)

✓ Encourage Chair to discuss new software needs with new faculty and submit computer and software request to ITS

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 ready for students to view online

6/4-7 Reunion

6/19 VT Language Schools eight-week session begins

6/23 Bread Loaf School of English in Vermont begins

6/26 VT Language Schools seven-week session begins

6/30 VT Language Schools Six-Week Session begins

6/30 Faculty leaving college employment must vacate offices

JULY 2020

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

✓ Clean out department files

✓ Budget and Finance Offices close Fiscal Year 2020

7/1 Fiscal Year 2021 begins

7/6-7 Schools Board of Overseers Meetings

AUGUST 2020

8/1 Leave proposals for 2021-22 DUE to DFDR

8/8 Commencement, Bread Loaf School of English in Vermont

8/12-22 Bread Loaf Writers’ Conference
8/14   VT Language Schools Commencement
8/27-30 Alumni College