

## **Fall 2008**

- Aug 14-15 New Faculty Orientation
- Aug 15 Faculty evaluation files for fall 2008 3-year evaluation due to department chair
- Aug 15 Annual self-reports and electronic copy of CV due to department chair and provost
- Aug 18-21 Teaching Excellence Workshops (all faculty)
- Aug 29 Welcome Faculty Dinner (DPC at 5 pm)
- Aug 28-Sept 1 New Student Orientation
- Sept 2 Classes begin
- Sept 9 Department Chair Meeting (Campus Center 205 at 4:10)
- Sept 19 Paid leave proposals for 2009-2010 due to department chair
- Sept 26 Dept. Chair recommendations for 2009-2010 paid leave proposals due to Provost
- Oct 3-5 Family Weekend and Homecoming
- Oct 7 Department Chair Meeting (Campus Center 205 at 4:10)
- Oct 13-14 Fall Reading Days; no classes
- Oct 20 Mid-semester deficiencies due
- Oct 24 Faculty development proposals due (FY09 second round)
- Nov 3-7 Advising (Nov 4: all-day advising; no classes)
- Nov 5-14 Spring 2009 registration for degree students
- Nov 7 Last day to withdraw, without a grade penalty, from a full-semester course
- Nov 11 Department Chair Meeting (Campus Center 205 at 4:10)
- Dec 9 Department Chair Meeting (Campus Center 205 at 4:10)
- Dec 12 St. Mary's Projects (archive copy) due in registrar's office
- Dec 19 Department budget and planning report due to provost
- Dec 22 Grades due by noon

## **Spring 2009**

- Jan 5 Faculty evaluation files for spring 2009 tenure and promotion due to department chair
- TBA Faculty Recognition Dinner

Jan 30	Faculty evaluation files for spring 2009 tenure and promotion due to College Evaluation Committee
Feb 27	Nominations due for Dodge Awards
Feb 27	Nominations deadline for Awards Convocation
Mar 9	Mid-semester deficiencies due
Mar 24	Faculty development proposals due to Office of the Provost (FY10 first round)
Mar 30-Apr 3	Advising (Mar 31: all-day advising; no classes)
Apr 25	Awards Convocation
May 1	St. Mary's Projects (archive copy) due in registrar's office
May 4-5	St. Mary's Project Presentations Days
May 13	Senior grades due by noon
May 16	Commencement
May 18	Final grades due by noon

In addition to the above dates, the Office of the Registrar will be distributing a memo to department chairs with important deadlines for schedule of classes. Also, chairs should be aware of the key dates on the academic calendar when they must be available (e.g. registration) and deadlines for their departmental faculty on the general faculty calendar. In addition, committees such as the Curriculum Committee will be providing certain deadlines.