2020-2021 DEPARTMENT CHAIR / PROGRAM DIRECTOR CALENDAR

August 2020
Early August  Request made for final changes in Fall Class Schedule (Registrar)
Mid August   Final changes to Fall Class Schedule due (Registrar)
26 August    New Faculty Orientation
26 Aug. - 1 Sept. New Student Orientation
28 August    Internal materials for pre-tenure reviews due (Vice Provost)

September 2020
2 September  First Day of Class (Module 1; Full Term)
3 September  First Thursday (Opening Convocation)
8 September  Faculty Meeting
9 September  Drop/add/audit, registration, validation deadline (Module 1, Module 2, Full Term)
22 September Department Chairs Meeting
28 September List of honors program seniors (Academic Programs & Advising)
30 September For Departments with Fall Assessment reporting, assessment reports due (Assoc. Dean of Faculty)

October 2020
2 October    Mid-term grades due to Registrar (Module 1)
9 October    Last Day to Withdraw From a Class (Module 1)
13 October   Faculty Meeting
Mid October  Request made for changes in Spring Semester Class Schedule (Registrar)
20 October   Last Day of Class (Module 1)
20 October   Department Chairs Meeting
28 October   First Day of Class (Module 2)
28 October   Fund for the Advancement of Collaborative Teaching (FACT) applications due (Assoc. Dean of the Faculty)

November 2020
Early November Allocations request memo sent to Department Chairs
3 November    Last day to add/drop/audit a class (Module 2)
4 November    Final grades due to Registrar (Module 1)
2 November    Materials for promotion reviews due (Vice Provost)
10 November   Faculty Meeting
Mid November  Request made for Fall 2021 First Year Courses (Academic Programs & Advising)
Mid November  College Catalog for 2021-22 opens for editing by departments (Registrar)
16 - 25 November Spring 2020 Registration
24 November   Department Chairs Meeting
25 November   Mid-term grades due to Registrar (Module 2)
Late November Request made for next year’s budget information (Assistant Provost)

December 2020
1 December    Curricular changes for 2021-22 requiring EPAG approval due (Registrar)
4 December    Last Day to Withdraw From a Class (Module 2)
### December

- **Early December**
  - Request made for next year’s Class Schedule (Registrar)
  - Request for next year’s faculty staffing plan (Assistant Provost)
- **8 December**
  - Faculty Meeting
- **15 December**
  - **Last Day of Class (Module 2; Full Term)**
- **30 December**
  - Final grades due to Registrar (Module 2; Full Term)

### January 2021

- **21 January**
  - **First Day of Class (Module 3; Full Term)**
- **Late January**
  - Faculty staffing plan due (Assistant Provost)
- **Late January**
  - Budget request materials due (Assistant Provost)
- **27 January**
  - Drop/add/audit, registration, validation deadline (Module 3, Module 4, Full Term)
- **Late January**
  - Faculty Addenda due (Provost)
- **Late January**
  - Allocations request deadline (Provost / EPAG)

### February 2021

- **Early February**
  - Next year’s class schedule due (Registrar)
- **9 February**
  - Faculty Meeting
- **17 February**
  - Mid-term grades due to Registrar (Module 3)
- **23 February**
  - Department Chairs Meeting
- **26 February**
  - Last Day to Withdraw From a Class (Module 3)
- **28 February**
  - Catalog changes from each department/program due (Registrar)
- **28 February**
  - Annual chair evaluations of faculty due (Provost)
- **Late February**
  - Information sessions for Departments undergoing review in the following academic year (Assoc. Dean of Faculty)
- **Late February**
  - Information meeting for next year’s Tenure/Pre-Tenure/NTT review candidates (Vice Provost)

### March 2021

- **3 March**
  - Materials for NTT-Series promotion review due (Vice Provost)
- **9 March**
  - Faculty Meeting
- **10 March**
  - **Last day of class (Module 3)**
- **12 March**
  - Academic Prizes/Awards program info due (Academic Programs & Advising)
- **22 March**
  - **First Day of Class (Module 4)**
- **22 March**
  - Final grades due to Registrar (Module 3)
- **23 March**
  - Department Chairs Meeting
- **26 March**
  - Last day to add/drop/audit a class (Module 4)
- **29 March**
  - Final list of seniors in Honors Program due (Academic Programs & Advising)

### April 2021

- **1 April**
  - Performance evaluations due for staff employees (Provost)
- **Early April**
  - Requests for information including updates on faculty, recent topics courses, honors projects, awards, alumni, etc. (Admissions)
- **Early April**
  - Revised enrollment limits to save space for new First Years due (Registrar)
- **13 April**
  - Faculty Meeting
- **14 April**
  - Mid-term grades due to Registrar (Module 4)
- **19 - 30 April**
  - Fall 2021 Registration
23 April  Last Day to Withdraw From a Class (Module 4)
27 April  Department Chairs Meeting

May 2021
Early May  Admissions update information due (Admissions)
5 May     Last Day of Class (Module 4; Full Term)
11 May    Faculty Meeting
12 May    Final grades due at Noon (Module 4, Full Term)
15 May    Baccalaureate and Commencement
Late May  Scholarly materials for Fall tenure reviews due (Associate Dean of the Faculty)
31 May    End of the fiscal year