

College of Arts and Sciences 2009-2010 Deadline Calendar

N. B. Please check actual deadlines. Some may be subject to revision.

September 2009

- 10- International Travel Fund requests (for travel starting in Nov/Dec) due to 300 Cutler Hall
- 12- Administrative emeritus recommendations due to Provost
- 18- Provost Undergraduate Research Fund Applications due by 5:00 p.m. to Honors Tutorial College, 35 Park Place
- 18- Fall cycle Travel Grants for Graduate Students due to Graduate Student Senate
- 21- Fall cycle Original Work Grants for Graduate Students due to Graduate Student Senate

October 2009

- 8- Fall cycle OURC proposals due in Office of Vice President for Research
- 9- Fall cycle Faculty Development proposals due in College office by 12:00 Noon
- 9- House Bill 562- Proposals due in College Office by 12:00 Noon
- 23- Faculty Fellowship Leave reports (leaves taken in 2008-2009) due in College Office
- 30- Tentative list of Tenure and Promotion Candidates due in College office

November 2009

- 1- International Travel Fund requests (for travel starting in Jan/Feb) due to 300 Cutler Hall
- 2- Humanities Research Fund proposals due in College office by 12:00 Noon

December 2009

- 1- Professional Development Course Reduction Program requests due in College office
- 15- Notice of non-reappointment for second year faculty

January 2010

- 4- Faculty Fellowship Leave proposals for 2010-2011 due in *department* office.
- 7- Baker Fund Award proposals due to Office of Vice President for Research
- 10- International Travel Fund requests (for travel starting in Mar/Apr) due to 300 Cutler Hall
- 15- Winter cycle Travel Grants for Graduate Students due to Graduate Student Senate
- 18- Winter cycle Original Work Grants for Graduate Students due to Graduate Student Senate
- 19- Faculty Fellowship Leave proposals for 2010-2011 due in College Office
- 22- Winter cycle Faculty Development proposals due in College office by 12:00 Noon
- 28- OURC proposals due in Office of Vice President for Research
- 30- Glidden Visiting Professorship proposals due in Provost Office

February 2010

- 1- Faculty evaluations due in College office
- 1- Probationary faculty receive annual evaluation from department chair (and copy to College Office)
- 4- University Postdoctoral Fellowship Award proposals due in Office of Vice President for Research
- 12- Personal Data Forms (PDFs) due in College Office
- 16- Recommendations for promotion, tenure, or promotion and tenure dossiers due in College office

- 16- Chair notifies faculty member regarding departmental recommendations for

promotion and/or tenure

- 16- Chair's self-evaluation narrative due in College office
- 16- Faculty evaluations of department chair due in College office
- 18- Student Enhancement Awards due in Office of Vice President for Research

March 2010

- 1- International Travel Fund requests (for travel starting in May/Jun) due to 300 Cutler Hall
- 1- Notice of non-reappointment for first year faculty
- 15- 1804 Fund preliminary discussion deadline with College and the Vice President for Research Office or University College
- 16- Nominations for faculty emeritus due in College Office
- 17- Faculty emeritus recommendations due to Provost

April 2010

- 9- Nominations for Distinguished Professor due
- 9- Spring cycle Travel Grants for Graduate Students due to Graduate Student Senate
- 12- Spring cycle Original Work Grants for Graduate Students due to Graduate Student Senate
- 15- 1804 Fund proposals due to Vice President for Research or University College
- 16- Spring cycle Faculty Development proposals due in College office
- 16- Dean's Outstanding Teacher, Faculty Service, Faculty Undergraduate Advising, Group II Faculty, and Grasselli Teaching and Undergraduate Research Awards nominations due in College office
- 30- Deadline for nominations for 2011 honorary degrees to the Honorary Degree Committee
- 30- 1804 Special Library Endowment & Arts and Humanities Junior Faculty Endowment proposals due in Alden Library

May 2010

- TBA- Staffing proposals for 2010-2011 due in College office
- 1- Humanities Research Fund proposals due in College office by 12:00 Noon
- 15- International Travel Fund requests (for travel starting in Jul/Aug) due to 300 Cutler Hall

June 2010

- 30- Notice of non-reappointment for faculty with two or more years

July 2010

- 1- International Travel Fund requests (for travel starting in Sep/Oct) due to 300 Cutler Hall

August 2010

N. B. Please check actual deadlines. Some may be subject to revision.

Last updated: 11 September 2009