

<p>COLLEGE OF LIBERAL ARTS PLANNING CALENDAR FOR 2007 - 2008 DOCUMENTS AND DATES DUE 09/07</p>

4 August	(Sat., 9:30 a.m.)	SIUC Summer Commencement; SIUC Arena
10 August	(Fri.)	Large Lecture Room Requests (Summer, 2008) are due in the Record and Registration Office. (Cc: to the CoLA Dean's Office).
13 August	(Mon.)	Orientation Workshop for New Non tenure-track Faculty offered by the Provost and Vice Chancellor (Information to follow)
14-15 August	(Tue-Wed)	Orientation Workshop for New Tenured and Tenure-Track Faculty (Provost & Vice Chancellor)
15 August	(Wed)	Chancellor's Fall Leadership Meeting 9:00 – 10:30 Ballroom D, Student Center
16 August	(Thurs)	ORDA New Faculty Orientation, 1:30-3:00, Woody Hall C-227 (this is one of three identical sessions that faculty may attend; the others are scheduled for Sept. 5 th or 6 th)
20 August	(Mon.)	Fall Classes Begin
27 August	(Mon., 4:30 pm)	CoLA Faculty and Staff Welcome Back Reception. Museum Auditorium
31 August	(Fri.)	Summer Schedules (2008) along with requests for Summer Instructional Budgets are due in the CoLA Dean's Office.
31 August	(Fri.)	Summer (2008) guaranteed courses to the CoLA Dean's Office
4 September	(Tue.)	ORDA New Faculty Orientation, 9:00-10:30, Woody Hall C-227 (this is the second of three identical sessions that faculty may attend)

5 September	(Wed.)	ORDA New Faculty Orientation, 1:30-3:00, Woody Hall C-227 (this is the third of three identical sessions that faculty may attend)
7 September	(Fri.)	Curriculum <i>Vitae</i> for all new faculty are due in the CoLA Dean's Office.
7 September	(Fri.)	Large Lecture Room Requests (Fall 2008) are due in the Admissions and Records Office. (Cc: to the CoLA Dean's Office).
12 September	(Wed.)	Workshop: Preparing a Faculty Seed Grant Application. 3:00 – 4:30 p.m. or Tuesday, September 19, 3:30- 5:30 p.m. in Woody Hall, C-227. Please call ORDA to reserve a seat.
21 September	(Fri.)	Outstanding Thesis Award Nominations are due in the Office of the Associate Dean of the Graduate School.
24 September	(Mon.)	Excellence Through Commitment Outstanding <u>Scholar Award</u> (University Level) nominations (without supporting materials) due to the CoLA Dean's Office. <i>(Due in Graduate School on 10/01/07)</i>
26 September	(Wed)	Lincoln Student Laureate Award Nominations are due in the CoLA Dean's Office. (CoLA Award Nominee already chosen for 2007)
28 September	(Fri.)	Sabbatical Leave Applications for FY09 are due in the CoLA Dean's Office. Forms and instructions may be obtained on the AIS web site. The software program Form Flow Filler is needed to access the application form and it may be downloaded from the AIS site. <i>(Due in Associate Provost on 10/12/07)</i>
28 September	(Fri.)	Forms 90 and 90A for all <i>undergraduate-level courses</i> including 400-level courses are due in the CoLA Dean's Office. This deadline is for courses to be included in the 2009-2010 Undergraduate Catalog. <i>(Due in Associate Provost on 10/12/07)</i>

28 September	(Fri.)	Forms 90 and 90A for all <i>graduate-level courses</i> and program descriptions are due in the CoLA Dean's Office. This deadline is for courses and program descriptions to be included in the 2009-2010 <u>Graduate</u> catalog. <i>(Due in Associate Provost on 10/12/07)</i>
28 September	(Fri.)	Forms 100 and the accompanying Forms 90 requesting any changes for fee-based <i>undergraduate-level</i> courses, including 400-level courses, are due in the CoLA Dean's Office. This deadline is for courses to be included in the next catalog. <i>(Due in Associate Provost on 10/12/07)</i>
28 September	(Fri.)	Forms 100 and the accompanying Forms 90 requesting any changes for fee-based <i>graduate-level courses</i> are due in the CoLA Dean's Office. This deadline is for courses to be included in the next catalog. <i>(Due in Associate Provost on 10/12/07)</i>
28 September	(Fri.)	Requests for Concentrated Courses and Workshops to be offered during Summer Semester are due in the CoLA Dean's Office. <i>(Due in Associate Provost on 10/12/07)</i>
5 October	(Fri.)	Fall Schedules (2008) are due in the CoLA Dean's Office.
8 October	(Mon.)	Open House: Recreation Center
TBD October	(Fri.)	Excellence Through Commitment <u>Undergraduate Teaching Enhancement</u> Award applications (formerly known as Summer Teaching Fellowships) due to the CoLA Dean's Office <i>(Due in Associate Provost Office: October 2007)</i>
12 October	(Fri.)	Sabbatical Reports from faculty who were on Sabbatical Leave during Spring 2007 are due to the Chair of the Department for <u>immediate</u> transmittal to the CoLA Dean's Office.

15 October	(Mon.)	Excellence Through Commitment Completed <u>Outstanding Scholar Award (University Level)</u> Nomination Materials are due in the CoLA Dean's Office. <i>(Due in Graduate School on 10/22/07)</i>
19 October	(Fri.)	Promotion and Tenure Dossiers and Recommendations are due in the CoLA Dean's Office <i>(Due in Associate Provost Office on 11/30/07)</i>
26 October	(Fri., 3-4:30 pm)	Promotion and Tenure Rules and Procedures Workshop will be held in the Museum Auditorium.
29 October	(Mon.)	Interdisciplinary Research Seed Grant Program applications due to the Office of Research Development http://www.siu.edu/orca/internal/interdisc_seed.html
3 November	(Sat)	Open House: Recreation Center
5 November	(Mon.)	Faculty Seed Grants Program Applications due in the CoLA Dean's Office (for signature). Revised (FY09) application forms have been posted on the seed grant page (ORDA) and will be mailed to departments. <i>(Due in ORDA 11/12/07)</i>
5-8 November		Summer Schedules (2008) will be ready for proofing in Registrar's Office.
15 November	(Thurs.)	Graduate School Tuition Scholarship Applications for Spring 2008 are due to the Graduate School by 4 pm.
15 November	(Thurs.)	Assessment Reports to Office of University Assessment
3 December	(Mon.)	First Reappraisal of Departmental Support Costs for FY09 are due in the CoLA Dean's office. (Tentative)

14 December	(Fri.)	Excellence Through Commitment Outstanding <u>Graduate Teaching Assistant Award</u> nominations (with supporting materials) due to CoLA Dean's Office. <i>(Due in Associate Provost 01/18/08)</i>
14 December	(Fri.)	Excellence Through Commitment <u>Outstanding Teaching Award Nomination</u> (<i>University Level</i>) dossiers are due in the CoLA Dean's Office. <i>(Due in Associate Provost 01/18/08)</i>
14 December	(Fri.)	College level - Outstanding Teaching Award nominations with all materials are due in the CoLA Dean's Office. <i>(Due in Provost Office 01/18/08)</i>
14 December	(Fri.)	Excellence Through Commitment Outstanding <u>Term Faculty Teaching Award</u> nomination (with supporting materials) are due in the CoLA Dean's Office. <i>(Due in Associate Provost 01/18/08)</i>
14 December	(Fri.)	College level -Outstanding Scholar Award nominations with all materials are due in the CoLA Dean's Office. <i>(Due in Provost Office 01/25/08)</i>
15 December	(Sat)(1:30 p.m.)	SIUC Fall Commencement, SIUC Arena
21 December	(Fri.)	FY09 Non-RAMP proposals due to the CoLA Dean's Office <i>(Due in the Vice President for Academic Affairs on 12/21/07)</i>
2-8 January		Fall Schedules (2008) will be ready for proofing in the Registrar's Office.
14 January	(Mon.)	Spring Classes Begin
18 January	(Fri.)	Excellence Through Commitment Outstanding <u>Teaching Support Award for Civil Service Staff</u> nominations (with supporting materials) due to CoLA Dean's Office. <i>(Due in Associate Provost 01/25/08)</i>

18 January	(Fri.)	Excellence Through Commitment Outstanding <u>Teaching Support Award for Administrative/Professional Staff</u> nominations (with supporting materials) due to CoLA Dean's Office. <i>(Due in Associate Provost 01/25/08)</i>
25 January	(Fri.)	Undergraduate Research/Creative Grants Program applications for Fiscal Year 2009 are due to the Office of Research Development and Administration Guidelines available at http://www.siu.edu/orca
25 January	(Fri.)	Doctoral and Morris Graduate Fellowship nominations due to Graduate School
25 January	(Fri.)	Outstanding Dissertation Award Nominations due in the Office of the Associate Dean of the Graduate School.
31 January	(Thur.)	Updates of All Faculty Curriculum <i>Vitae</i> (Calendar Year 2008) are due in the CoLA Dean's office. (See next item)
31 January	(Thur.)	Information for CY08 Scholarship and Creative Activity Report due in CoLA Dean's Office. (guidelines will be distributed prior to due date)
15 February	(Fri.)	Master's Fellowship nominations are due to the Graduate School. (Tentative)
15 February	(Fri.)	Graduate Dean's Fellowship Applications are due to Graduate School.
15 February	(Fri.)	Diversifying Higher Education Faculty in Illinois Program due to Graduate School
15 February	(Fri.)	PROMPT Fellowship Program applications due to the Graduate School.
15 February	(Fri.)	Native American Scholarship applications due to the Graduate School.
15 February	(Fri.)	<i>Target Date</i> for Completion of Meetings between each faculty member and her/his Department Chair concerning assignment and annual evaluation.

15 February	(Fri.)	Appointment Papers for faculty for Summer 2008 are due in the CoLA Dean's Office. (TENTATIVE)
18 February	(Mon.)	Open House: Recreation Center
22 February	(Fri.)	Annual Review Letters for Tenure-Track Faculty by departmental Chairs are due in the CoLA Dean's Office.
29 February	(Fri.)	CY 2007 Assessment of Tenured and Tenure Track Faculty (based on departmental merit process) is due in the CoLA Dean's office. Additional details will be provided at beginning of SP08 term.
07 March	(Fri.)	Second Reappraisal of Department Support Costs for FY09 are due in the CoLA Dean's Office. (Tentative)
07 March	(Fri.)	Sabbatical Reports from faculty who were on Sabbatical Leave Fall 2007 are due to the Chair of the Department for <u>immediate</u> transmittal to the CoLA Dean's Office.
10 March	(Mon)	Commencement checklist due to the Alumni Association
14 March	(Fri.)	Large Lecture Room Requests (Spring 2009) are due in the Records and Registration Office. (Cc: to the CoLA Dean's Office). (TENTATIVE)
14 March	(Fri.)	Dissertation Research Award Applications are due in the Dean's Office. <i>The Academic Affairs Calendar states a March 21st deadline, but CoLA needs them earlier.</i> (Due in Graduate School 04/04/08)
19 March	(Wed.)	Departmental Original Support Costs Budgets for FY08 are due in the CoLA Dean's Office. (tentative)

21 March	(Fri., 3-4:30 pm)	Promotion and Tenure Dossier Preparation Workshop will be held in the Museum Auditorium. (tentative)
26 March	(Wed.)	Faculty Reappointment Papers for FY09 are due in the CoLA Dean's Office. (tentative)
26 March	(Wed.)	Separation Forms for faculty who will not be re-appointed in FY09 are due in the CoLA Dean's Office. (Tentative)
27 March	(Thur.)	Interdisciplinary Team-Teaching Proposals for 2008-09 are due in the CoLA Dean's Office.
29 March	(Sat.)	Open House: Student Center <i>(SIUnity and Diversity Celebration)</i>
31 March	(Mon.)	Undergraduate Research Forum , Student Center Ballrooms
1 April	(Tues.)	Research Town Meeting – Student Center Ballrooms
13 April	(Sun., 1:30)	Honor's Day, McLeod Theater.
16 April	(Wed.)	Graduate School Tuition Scholarship Applications for Summer 2008 are due to the Graduate School by 4 pm.
25 April	(Fri.)	End of Year OTS Trades for FY08 are due in the CoLA Dean's Office. (tentative)
1 May	(Thurs)	Deadline for Tentative Annual Workload Assignment for NTT faculty (for those who are continuing or are expected to be under 100% contract).
2 May	(Fri.)	Spring Schedules (2009) are due in the CoLA Dean's Office. (Tentative)
9 May	(Fri., 5 pm)	CoLA Commencement, SIUC Arena

15 May	(Thurs.)	Deadline for annual review by chairs of continuing NTT faculty or faculty "on track for" continuing status (75% or 100%). Chairs may wish to review faculty on < 75% appointments but are not obligated to do so.
23 May	(Fri.)	Last date for Equipment Requisitions to be received by Purchasing. (Tentative)
23 May	(Fri.)	Last date for Commodities and Contractual Services Requisitions to be received by Purchasing. (Tentative)
23 May	(Fri.)	Complete sets of Appointment Papers for new faculty are due in the CoLA Dean's Office. (Tentative)
13 June	(Fri.)	Last date to purchase/reconcile/approve items on P-cards. (Tentative)
15 July	(Tues)	Deadline for amendments to NTT annual workload assignments. After 7/15, changes can only be made for extenuating circumstances.
TBA		Spring Schedules (2009) will be ready for proofing in Registrar's Office.
18 July	(Fri.)	Open House: Student Center