

CONNECTICUT COLLEGE - The Pink Sheet

2017-2018 SCHEDULE FOR DEPARTMENT CHAIRS AND FACULTY

<u>FACULTY MEETINGS</u>	<u>CHAIRS AND DIRECTORS MEETINGS</u>
<i>Held at 4:30pm Crozier 1941 Room</i>	<i>Held at 11:50am Blaustein Hood Dining Room</i>
SEPTEMBER 6	SEPTEMBER 13
OCTOBER 4	OCTOBER 11
NOVEMBER 1	NOVEMBER 8
DECEMBER 6	DECEMBER 13
FEBRUARY 7	FEBRUARY 14
MARCH 7	APRIL 11
APRIL 4	MAY 9
MAY 2	
MAY 17 at 3:30 pm	

AUGUST	
14-18	New Faculty Orientation
18	Applications for fall faculty student engagement due to Moodle
23	Chairs and Directors Retreat
24	Orientation begins; 1 st -year and transfer students arrive
25	Group advising and testing begins for first-year and transfer students
27-28	Upperclassmen arrive; advising continues
28	Convocation , 4:30 pm, Tempel Green
29	Fall semester classes begin; Add Period begins; Delete Period begins; period for filing satisfactory/unsatisfactory option begins
SEPTEMBER	
4	Labor Day; classes WILL meet
5	Add period ends; online registration closes at 9:00 am
5	Limited add period begins at 9:00 am
6	FACULTY MEETING , 4:30 pm, Crozier 1941 Room
11	Limited add period ends; delete period ends
12	Voluntary withdrawal period begins
13	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
20	FSCC Open Meeting, 11:50 am, Cro 1941
30	Yom Kippur
OCTOBER	
2	Applications for Fall Research Matters due to Moodle
4	FACULTY MEETING , 4:30 pm, Crozier 1941 Room
6-8	Fall Weekend
9	Prospective Student Open House
10	Period for filing satisfactory/unsatisfactory option ends
11	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
13	Fall break begins at 5:00 p.m.

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16	Applications for fall R.F. Johnson research funds due to Moodle
OCTOBER	(Cont.'d)
18	Classes resume at 8:00 am
18	FSCC Open Meeting, 11:50 am, Cro 1941
19	Deadline for submission of new courses or course changes in IQ Curriculum Management in order for changes to be approved before preregistration.
20-21	Board of Trustees
NOVEMBER	
1	Due date for departmental recommendations regarding reappointment for faculty in their second year
1	Sabbatical and leave requests for 2018-2019 due in the Office of the Dean of the Faculty
1	FACULTY MEETING , 4:30 pm, Crozier 1941 Room
6	Voluntary withdrawal period ends
6-10	Advising for spring semester 2018 pre-registration
8	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
14-17	Pre-registration (on-line) for spring semester 2018
15	Due date for personnel review files for faculty in their third year, lecturers and part-time faculty being considered for a 3- or 5-year appointment or reappointment, and faculty in their tenure year. Submit materials for tenure review to Moodle. Submit other materials to the Office of the Dean of the Faculty.
21	Thanksgiving break begins at the end of class day
27	Classes resume at 8:00 am
DECEMBER	
1	Staffing plan requests for new positions are due in the Office of the Dean of the Faculty (email to aavan@conncoll.edu , cc jdoak@conncoll.edu); a copy will be shared with FSCC
6	FACULTY MEETING , 4:30 pm, Crozier 1941 Room
11	Fall semester classes end
10 (extended to 12/11)	Due date for personnel review files for faculty being considered for promotion. Submit materials to Moodle
10 (extended to 12/11)	The President informs faculty undergoing personnel reviews (2 nd year review) of recommendations to be forwarded to the Board of Trustees
12-13	Review Days
13	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
14	Final exams begin at 9:00 am
15	Nominations for Rash, King, Regan and Mulvey awards due
18	Final examinations end at 12:00 noon; winter break begins
20	FSCC Open Meeting, 11:50 am, Cro 1941
JANUARY	
3	Fall semester grades due by 4:00 pm
4	Applications for spring faculty student engagement due to Moodle
6	Final course schedule changes for second semester due in the Registrar's Office
10	President informs faculty undergoing 2 nd year personnel reviews of recommendations

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	to be forwarded to the Board of Trustees
15	Martin Luther King Day
16	Applications for winter Research Matters due to Moodle
JANUARY	(Cont.'d)
18	Orientation begins for new students
19	Meeting to prepare for personnel reviews in 2017-18
19	First draft of 2018-2019 teaching schedules due to the Registrar's Office for departments that would like an additional opportunity to review and edit
21	Housing Re-opens
22	Spring semester classes begin; Add Period begins; Delete Period begins; period for filing satisfactory/unsatisfactory option begins
26	Add period ends; on-line registration closes at 5:00 pm
29	Limited add period begins
FEBRUARY	
2	Limited add period ends; delete period ends
5	Voluntary withdrawal period begins
7	FACULTY MEETING , 4:30 pm, Crozier 1941 Room
9-10	Board of Trustees
14	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
16	Final draft of 2018-2019 teaching schedules due to the Registrar's Office
21	FSCC Open Meeting, 11:50 am, Cro 1941
27	Rash, King, Regan and Mulvey award materials due
MARCH	
1	The President informs faculty undergoing personnel reviews (3 rd year review, lecturers, continuing part-time, tenure and promotion) of recommendations to be forwarded to the Board of Trustees
1	Applications for spring Research Matters due to Moodle
5	Period for filing satisfactory/unsatisfactory option ends
7	FACULTY MEETING , 4:30 pm, Crozier 1941 Room
9	Spring break begins at 5:00 pm*
22	Deadline for submission of new courses or course changes in IQ Curriculum Management in order for changes to be approved before preregistration.
26	Classes resume at 8:00 am
APRIL	
1	Deadline for graduating seniors to add a major or minor
2-6	Advising for fall 2018 pre-registration
4	FACULTY MEETING , 4:30 pm, Crozier 1941 Room
5	Founders Day
6	Voluntary Withdrawal Period ends
10-12	Pre-registration (on-line) for fall semester 2018
11	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room

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13	Masters' Theses due by 5:00 pm
14-16	Admission Spring Preview Weekend (Dinner with faculty on Sunday, April 15)
15	Deadline for submission of Course Exception Forms for graduating seniors
16	Camel Day: Admitted Student Open House and Academic Fair
APRIL	(Cont.'d)
16	Applications for R.F. Johnson research funds due to Moodle
18	FSCC Open Meeting, 11:50 am, Cro 1941
23	Camel Day: Admitted Student Open House and Academic Fair
MAY	
2	FACULTY MEETING , 4:30 pm, Crozier 1941 Room
2	Faculty Recognition Reception, Crozier 1962, follows Faculty Meeting
3	Senior Honors Studies due by 4:00 pm
9	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
9	Spring semester classes end
10-11	Review Days
12	Final examinations begin at 9 am
14	Final examinations for seniors end at 5:00 pm
15	Spring semester grades for graduating seniors and Master's candidates due by 5:00 pm
16	Final examinations for non-graduating students end at 12:00 noon
17	FACULTY MEETING - 3:30 pm, Crozier 1941 Room
18-19	Board of Trustees
20	One-hundredth (100 th) Commencement, processional 10:35 am; ceremony 11:00 am
22	Spring semester grades for non-graduating students due by 4:00 pm
JUNE	
1-3	REUNION WEEKEND
15	Faculty annual reports due electronically to Moodle. Department chair should schedule all non-tenured members of department for frank appraisal of performance (see IFF 6.1.2); a brief summary of the appraisal should be prepared by chair and included in departmental file
30	Department, Program, and Center Annual Reports due electronically to Moodle