

# CONNECTICUT COLLEGE - The Pink Sheet

## 2019-2020 SCHEDULE FOR DEPARTMENT CHAIRS AND FACULTY

<u><b>FACULTY MEETINGS</b></u> <i>11:50 am-1:05 pm Blaustein Ernst Common Room</i>	<u><b>COLLEGE MEETINGS</b></u> <i>4:15 pm-5:15 pm To be announced</i>	<u><b>CHAIRS &amp; DIRECTORS MEETINGS</b></u> <i>11:50 am-1:05 pm Blaustein Hood Dining Room</i>
SEPTEMBER 4 OCTOBER 2 NOVEMBER 6 DECEMBER 4 FEBRUARY 5 MARCH 4 APRIL 1 MAY 6 MAY 14 (3:30 pm)	SEPTEMBER 11 OCTOBER 2 NOVEMBER 13 DECEMBER 11 FEBRUARY 12 APRIL 8 MAY 6	SEPTEMBER 11 OCTOBER 9 (cancelled) NOVEMBER 13 DECEMBER 11 FEBRUARY 12 APRIL 8

<b>AUGUST</b>	
<b>12-14</b>	New Faculty Orientation
<b>15</b>	Applications for fall Faculty Student Engagement due to Moodle
<b>21</b>	Chairs and Directors Retreat
<b>22</b>	Orientation begins; first-year and transfer students arrive
<b>23-26</b>	Team advising for first-year students and new student orientation
<b>25-26</b>	Upperclassmen arrive
<b>26</b>	<b>Convocation</b> , 4:30 pm, Tempel Green
<b>26</b>	Online registration for first-year and transfer students
<b>27</b>	Fall semester classes begin; add period begins; delete period begins; period for filing satisfactory/unsatisfactory option begins
<b>30</b>	Deadline to submit ConnCourse proposals to complete the ConnCourse approval process and have courses approved at October 2 faculty meeting
<b>SEPTEMBER</b>	
<b>2</b>	Labor Day; classes WILL meet; some administrative offices closed
<b>3</b>	Add period ends; online registration closes at 9:00 am
<b>3</b>	Limited add period begins at 9:00 am
<b>4</b>	<b>FACULTY MEETING</b> , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
<b>9</b>	Limited add period ends; delete period ends
<b>10</b>	Course withdrawal period begins
<b>11</b>	<b>CHAIRS AND DIRECTORS MEETING</b> , 11:50 am, Blaustein Hood Dining Room
<b>11</b>	<b>COLLEGE MEETING</b> , 4:15 pm – 5:30 pm, Cro 1962 Room
<b>27</b>	Fall break begins at 5 pm
<b>OCTOBER</b>	
<b>1</b>	Applications for fall Research Matters due to Moodle
<b>2</b>	Classes resume at 8 am
<b>2</b>	<b>FACULTY MEETING</b> , 11:50 am – 1:05 pm, Blaustein Ernst Common Room

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<b>OCTOBER</b>	
<b>Cont'd</b>	
<b>2</b>	<b>COLLEGE MEETING</b> , 4:15 pm – 5:30 pm, Cro 1962 Room
<b>4</b>	Deadline to submit ConnCourse proposals to complete ConnCourse approval process and have courses approved at November 6 faculty meeting
<b>7</b>	Period for filing satisfactory/unsatisfactory option ends
<b>8</b>	Classes WILL NOT meet after 5 pm
<b>9</b>	Yom Kippur: classes WILL NOT meet; administrative offices open
<b>10</b>	Classes resume at 8 am
<b>11-13</b>	Fall Weekend
<b>14</b>	Prospective Student Open House; classes WILL meet
<b>15</b>	Applications for fall R.F. Johnson research funds due to Moodle
<b>18-19</b>	Board of Trustees
<b>26</b>	Deadline for submission of new courses or course changes in IQ Curriculum Management in order for changes to be approved before preregistration.
<b>NOVEMBER</b>	
<b>1</b>	Due date for departmental recommendations regarding reappointment for faculty in their second year
<b>1</b>	Sabbatical and leave requests for 2019-2020 due in the Office of the Dean of the Faculty
<b>6</b>	<b>FACULTY MEETING</b> , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
<b>7</b>	<b>All College Symposium: Classes WILL NOT meet</b>
<b>13</b>	<b>CHAIRS AND DIRECTORS MEETING</b> , 11:50 am, Blaustein Hood Dining Room
<b>13</b>	<b>COLLEGE MEETING</b> , 4:15 pm – 5:30 pm, Cro 1962 Room
<b>15</b>	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 reappointment or promotion; and faculty in their tenure year
<b>19-22</b>	Pre-registration (on-line) for spring semester 2020
<b>26</b>	Thanksgiving break begins at the end of class day
<b>DECEMBER</b>	
<b>2</b>	Classes resume at 8 am
<b>3</b>	Staffing plan requests for new positions are due to the Office of the Dean of the Faculty (email to <a href="mailto:jcole1@conncoll.edu">jcole1@conncoll.edu</a> , cc <a href="mailto:jdoak@conncoll.edu">jdoak@conncoll.edu</a> ); a copy will be shared with FSCC
<b>4</b>	<b>FACULTY MEETING</b> , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
<b>9</b>	Fall semester classes end
<b>10</b>	Due date for personnel review files for faculty being considered for promotion
<b>10</b>	The President informs faculty undergoing personnel reviews (2 <sup>nd</sup> year review) of recommendations to be forwarded to the Board of Trustees
<b>10-11</b>	Review Days
<b>11</b>	<b>CHAIRS AND DIRECTORS MEETING</b> , 11:50 am, Blaustein Hood Dining Room
<b>11</b>	<b>COLLEGE MEETING</b> , 4:15 pm – 5:30 pm, Cro 1962 Room
<b>12</b>	Final examinations begin at 9:00 am
<b>13</b>	Nominations for Rash, King, Regan and Mulvey awards due
<b>16</b>	Final examinations end at noon; winter break begins
<b>20</b>	Administrative offices close at the end of the day

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<b>JANUARY</b>	
<b>2</b>	Administrative offices reopen
<b>3</b>	Fall semester grades due by 4:00 pm
<b>3</b>	Applications for spring faculty student engagement due to Moodle
<b>14</b>	Applications for winter Research Matters due
<b>16</b>	Orientation begins for new students
<b>17</b>	Meeting to prepare for personnel reviews in 2019-20
<b>17</b>	First draft of 2019-2020 teaching schedules due to the Registrar's Office
<b>19</b>	Housing re-opens
<b>20</b>	Martin Luther King Day; classes will NOT meet; administrative offices closed
<b>21</b>	Spring semester classes begin; add period begins; delete period begins; period for filing satisfactory/unsatisfactory option begins
<b>27</b>	Add period ends; on-line registration closes at 5:00 pm
<b>28</b>	Limited add period begins
<b>31</b>	Deadline to submit ConnCourse proposals to complete the ConnCourse approval process and have courses approved at March 4 faculty meeting
<b>FEBRUARY</b>	
<b>3</b>	Limited add period ends; delete period ends
<b>4</b>	Voluntary withdrawal period begins
<b>5</b>	<b>FACULTY MEETING</b> , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
<b>7-8</b>	Board of Trustees
<b>12</b>	<b>CHAIRS AND DIRECTORS MEETING</b> , 11:50 am, Blaustein Hood Dining Room
<b>12</b>	<b>COLLEGE MEETING</b> , 4:15 pm – 5:30 pm, Cro 1962 Room
<b>22</b>	Final draft of 2019-2020 teaching schedules due to the Registrar's Office
<b>26</b>	Rash, King, Regan and Mulvey award materials due
<b>MARCH</b>	
<b>2</b> (due to March 1 falling on Sunday)	The Dean of the Faculty informs faculty undergoing personnel reviews (3 <sup>rd</sup> year review, lecturers, continuing part-time, tenure and promotion) of recommendations to be forwarded to the Board of Trustees
<b>2</b>	Applications for spring Research Matters due to Moodle
<b>2</b>	Period for filing satisfactory/unsatisfactory option ends
<b>4</b>	<b>FACULTY MEETING</b> , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
<b>6</b>	Spring break begins at 5:00 pm
<b>22</b>	Deadline for submission of new courses or course changes in IQ Curriculum Management in order for changes to be approved before pre-registration.
<b>23</b>	Classes resume at 8:00 am
<b>APRIL</b>	
<b>1</b>	Deadline for graduating seniors to add a major or minor; Review degree audits to confirm students are on track and submit course exceptions as necessary
<b>1</b>	Course withdrawal period ends

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<b>APRIL</b>	
<b>Cont'd</b>	
<b>1</b>	<b>FACULTY MEETING</b> , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
<b>3</b>	Deadline to submit ConnCourse proposals to complete the ConnCourse approval process and have courses approved at May 6 faculty meeting
<b>5</b>	Founders Day
<b>6-10</b>	Advising for fall semester 2020 pre-registration
<b>8</b>	<b>CHAIRS AND DIRECTORS MEETING</b> , 11:50 am, Blaustein Hood Dining Room
<b>8</b>	<b>COLLEGE MEETING</b> , 4:15 pm – 5:30 pm, Cro 1962 Room
<b>13</b>	Camel Day: Admitted Student Open House and Academic Fair
<b>14-16</b>	Pre-registration (on-line) for fall semester 2020
<b>15</b>	Deadline for submission of Course Exception Forms for graduating seniors
<b>15</b>	Applications for R.F. Johnson research funds due to Moodle
<b>20</b>	Camel Day: Admitted Student Open House and Academic Fair
<b>29</b>	Senior Honors Studies due by 4:00 pm
<b>MAY</b>	
<b>1</b>	Senior Honors Studies due by 4:00 pm
<b>6</b>	<b>FACULTY MEETING</b> , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
<b>6</b>	Spring semester classes end
<b>7-8</b>	Review Days
<b>9</b>	Final examinations begin at 9 am
<b>11</b>	Final examinations for seniors end at 5:00 pm
<b>12</b>	Spring semester grades for graduating seniors and Master's candidates due by 5:00 pm
<b>13</b>	<b>COLLEGE MEETING</b> , 4:15 pm – 5:30 pm, Cro 1962 Room
<b>13</b>	Final examinations for non-graduating students end at 12:00 noon
<b>14</b>	<b>FACULTY MEETING</b> - 3:30 pm, Blaustein Ernst Common Room
<b>15-16</b>	Board of Trustees
<b>17</b>	One-hundredth (102 <sup>nd</sup> ) Commencement, processional 10:35 am; ceremony 11:00 am
<b>19</b>	Spring semester grades for non-graduating students due by 4:00 pm
<b>29-31</b>	REUNION WEEKEND
<b>JUNE</b>	
<b>15</b>	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
<b>30</b>	Department, Program, and Center Annual Reports due electronically to Moodle