

**DIVISION OF ACADEMIC AFFAIRS
CALENDAR OF ADMINISTRATIVE ACTIVITIES
2009-2010**

Please give careful attention to the monthly calendar of activities and events which pertain to the Department Chair, Dean, Coordinator or Director. The Chair, Dean, Coordinator or Director should submit the required information and perform the indicated tasks at the appropriate dates stated upon the calendar.

Due Dates which fall on a weekend shall automatically be effective the following Monday.

AUGUST 2009

8/24

Department Chairs Opening Meeting at 8:00 a.m. in Milne Library- Room 105.

8/24 to 9/22

Weeks of Welcome for new students.

8/31

Last day to register without late registration fee.

Day and Evening classes begin.

SEPTEMBER 2009

9/3

Adjunct Orientation at 4:00 p.m., Milne Library 213

9/7

Labor Day – No classes in session.

9/10

Submit *preliminary* Spring 2010 course requests to Office of the Registrar and Dean of the College.

9/15

Fall Continuing Appointment and Term Renewal materials for Faculty Personnel Decisions (faculty in 2nd year of initial term appointment) due in Department/School offices. **Candidates submit:** vita, self-reflective statement and supporting materials.

9/15

Due date for applicants to submit **2010-11 Sabbatical Leave Requests** to Department. See “Sabbatical Information” on Provost web site for timeline, cover sheet, application, guidelines, and examples of sabbatical requests.

9/24

Deadline for Spring 2010 proposals for experimental and slot courses to Dean of the College.

Submit *final* Spring 2010 course schedule to Office of the Registrar.

SEPTEMBER 2009 (continued)

9/28

Deadline for submission to Curriculum Committee or Graduate Affairs Committee of new (non-experimental), revised, or core course proposals for courses to be offered during the Summer and Fall of 2010. On-line forms available through Dean's office web page.

9/30

All academic programs are asked to record assessment results from AY 2008-2009 using the Geneseo wiki at <http://wiki.geneseo.edu>. Programs should NOT use MS Word assessment forms to report results. Instead, coordinators should log in to the wiki using Geneseo username and password, click the link for the "Academic Assessment" space, and follow instructions.

OCTOBER 2009

10/12 to 10/13

Fall Break – No classes in session.

10/15

Fall Continuing Appointment and Term Renewal materials for Faculty Personnel Decisions due in Provost's Office. **Dept. Chair:** Forms G and H, candidate's vita, self-reflective statement, and supporting materials. **Dept. Personnel Committee:** Form H only.

10/15

Chair or Dean submits recommendations of 2010-11 Sabbatical Leave Requests to Provost for review by Professional Leave Review Committee. See Provost web site "Sabbatical Information".

10/15

Faculty members to complete book orders for Spring 2010.

10/15

Academic Advisement begins for Spring 2010.

10/27 to 11/16

Advance registration on Knight Web for Spring 2010 Semester.

10/23 to 10/24

Parents Weekend.

Questions, please contact Tammy Ingram, Director of Parent Relations.

10/28

Submit preliminary Summer 2010 schedule to Associate Dean Savi Iyer.

NOVEMBER 2009

11/3

Online Tech fee proposals due.

11/16

Professional Leave Review Committee submits recommendations for 2010-11 Sabbatical Leave requests to Provost.

11/16

Faculty Personnel Committee submits **Fall** recommendations for Continuing Appointment to Provost and President.

NOVEMBER 2009(continued)

11/16

Provost submits recommendations for **Fall** Term Renewals to President.

11/25 to 11/29

Thanksgiving Vacation – No classes in session.

DECEMBER 2009

12/2

Provost submits recommendations for Sabbatical Leave Requests to President's Office.

12/3

Preparation meeting for Contract Renewals/Promotion/Continuing Appointment (all tenure-track faculty) at Campus House at 4:00 p.m.

12/4

Submit *final* Summer schedule to Associate Dean Savi Iyer.

12/4

Upon notice from Provost, begin review of faculty for **Spring** Continuing Appointment and Term Renewal. Prepare to submit renewal, non-renewal or continuing appointment recommendations in accordance with Trustees' *Policies* and the published deadlines to Provost.

12/4

Faculty members seeking promotion to full Professor will have samples of their scholarly materials evaluated by external reviewers. This process will be discussed during the Promotion Workshop on December 4 at 2:00 p.m. in the President's Conference Room (Erwin 206). Faculty members seeking promotion to full Professor must submit materials for external review on or before January 17, 2010. Please see Provost web site "External Reviews" for Promotion procedures and due dates.

12/14

Last day of Fall 2009 regularly scheduled classes.

12/15

Study Day - No day or evening classes or exams.

12/15

Provost submits **Fall** recommendations for Continuing Appointment to President.

12/16

Fall Semester final examinations begin.

12/22

Final examinations end; Fall Semester ends.

JANUARY 2010

1/15

Notice to Candidate of President's decision of Sabbatical Leave.

JANUARY 2010 (continued)

1/18

Martin Luther King Day – No classes in session.

1/19

Due in Provost's Office, samples of scholarly materials from faculty members seeking full Professor to be evaluated by external reviewers.

1/19

Last day of registration.

Spring 2010 day and evening classes begin.

1/26

Submit *preliminary* Fall 2010 course requests to Office of the Registrar and Dean of the College.

FEBRUARY 2010

2/1

Spring Term Renewal and Continuing Appointment materials due in Department/School offices. *Candidates submit:* vita, self-reflective statement and supporting materials.

2/11

Submit final Fall 2010 course scheduling proposals to Records Office.

Deadline for proposals for Fall 2010 experimental and slot courses to Dean of the College.

MARCH 2010

3/1

Promotion materials due in Department/School offices. (Promotions are considered only in the Spring semester). Candidates submit vita, self-reflective statement and supporting materials.

3/1

Spring recommendations for Continuing Appointment due in Provost's offices. *Dept. Chair:* Forms G and H, candidate's vita, self-reflective statement and supporting materials. **Dept. Personnel Committee:** Form H only.

3/15

Spring recommendations for Term Renewal due in Provost's Office. *Dept. Chair:* Forms G and H, candidate's vita, self-reflective statement, and supporting materials. *Dept. Personnel Committee:* Form H only.

3/15

Faculty members to complete book orders for Summer 2010 Semester.

3/15 to 3/19

Spring Break – No classes in session.

3/22

Academic Advisement for Fall 2010 begins.

3/30 to 4/22

Advance registration on KnightWeb for Fall 2010 and Summer Sessions 2010.

APRIL 2010

4/15

Department promotion recommendations due in Provost's Office. **Dept. Chair:** Forms G and H, candidate's vita, self-reflective statement, and supporting materials. **Dept. Personnel Committee:** Form H only.

4/20

4th Annual G.R.E.A.T. Day (Geneseo Recognizing Excellence, Achievement and Talent).

4/26

Faculty Personnel Committee submits **Spring recommendations for Continuing Appointment** to Provost and President.

MAY 2010

5/3

Provost submits **Spring recommendations for Term Renewal** to President.

5/3

Deadline to communicate how to spread your 2010-11 OTPS.

5/3

Deadline to submit your 2010-11 departmental funding request for student assistant funds.

5/3

Academic Affairs deadline to submit requisitions (i.e., Purchase Reqs., Travel Reqs., Procurement Card, and Office Max) for processing.

5/4

Last day of Spring regularly scheduled classes.

5/5

Faculty Activity Summaries distributed to departments.

5/5

Study Day - No day or evening classes or exams.

5/6

Spring Semester final examinations begin.

5/11

Deadline to submit work orders for processing against the Academic Affairs central facility service account (i.e., Account 860679-00).

5/12

Final examinations end.

5/15

Commencement.

Spring Semester ends.

Academic Year 2009-2010 ends.

5/17

Summer Session I classes begins.

May 2010 (continued)

5/20
Provost submits **Spring recommendations for Continuing Appointment** to President.

5/31
Memorial Day – No classes in session.

JUNE 2010

6/1
Faculty Personnel Committee submits **recommendations for Promotion** to Provost and President.

6/1
Faculty Activity Summaries (include Summer of 2009) due in Provost's Office.

6/15
Provost submits **recommendations for Promotion** to President.

6/15
Faculty members to complete book orders for Fall 2010 Semester.

6/25
Summer Session I classes ends.

6/28
Summer Session II classes begins.

6/30
Departments submit End-of-Year Report and Academic Affairs Diversity Plan.

JULY 2010

7/4 (Sunday)
Independence Day.

7/15
Upon notice from Provost, begin review of **Fall** faculty in 2nd year of initial term appointment. Prepare to submit renewal or non-renewal recommendations in accordance with Trustees' *Policies* and the published deadlines to the Provost.

AUGUST 2010

8/6
Summer Session II classes ends.