

COLLEGE OF LIBERAL ARTS
PLANNING CALENDAR FOR
2008 - 2009
DOCUMENTS AND DATES DUE
Revised 08/20/08

2 August	(Sat., 9:30 a.m.)	SIUC Summer Commencement; SIUC Arena
08 August	(Fri.)	Large Lecture Room Requests (Summer,2009) are due in the Record and Registration Office
13 August	(Wed)	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. 2 nd and 3 rd) http://www.siu.edu/orda/workshops.html
14 August	(Thurs.)	Orientation Workshop for New Non tenure-track Faculty offered by the Provost and Vice Chancellor ** The morning session is for the tenured and tenure-track faculty only. The NTT faculty will join us for lunch and then the afternoon session will be for all new faculty.
18 August	(Mon.)	Fall Classes Begin
25 August	(Mon., 4:30 pm)	CoLA Faculty and Staff Welcome Back Reception. Museum Auditorium
29 August	(Fri.)	Summer Schedules (2009) along with requests for Summer Instructional Budgets are due in the CoLA Dean's Office. (Attn: Pam Walls)
2 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)
3 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)
5 September	(Fri.)	Curriculum <i>Vitae</i> for all new faculty are due in the CoLA Dean's Office. Please submit in electronic format to Heidi Estel <hestel@siu.edu>.

- 5 September (Fri.) Large Lecture Room Requests (Fall 2009) are due in the Admissions and Records Office. (Cc: to the CoLA Dean's Office, Attn: Pam Walls).
- 10 September (Wed.) Workshop: Preparing a Faculty Seed Grant Application. 3:00 – 4:30 p.m. in Woody Hall, C-227. Please call ORDA @ 453-4531 to reserve a seat. (two sessions are offered, next one is Sept. 16) <http://www.siu.edu/orda/workshops.html>
- 16 September (Tues.) Workshop: Preparing a Faculty Seed Grant Application. 3:00 – 4:30 p.m. in Woody Hall, C-227. Please call ORDA @ 453-4531 to reserve a seat.
- 16 September (Tues.) State of the University Address, 2:00pm, Student Center Ballrooms
- 19 September (Fri.) **Outstanding Thesis Award Nominations** are due in the Office of the Associate Dean of the Graduate School.
- 26 September (Fri.) **Sabbatical Leave Applications** for FY10 are due in the CoLA Dean's Office. Forms and instructions may be obtained on the AIS web site. Additional important information is on the CoLA website. Form Flow Filler software is needed to access the application. It may be downloaded from the AIS site.
(Send to Dr. DiLalla - Attn: Heidi)
(Due in Associate Provost on 10/10/08)
- 26 September (Fri.) **Sabbatical Reports** from faculty who were on Sabbatical Leave during Spring 2008 are due to the Chair of the Department for immediate transmittal to the CoLA Dean's Office
(Send to Dr. Dilalla - Attn: Heidi)
- 26 September (Fri.) **Forms 90 and 90A** for all *undergraduate-level courses* including 400-level courses are due in the CoLA Dean's Office (Attn: Pam Walls). This deadline is for courses to be included in the 2010-2011 Undergraduate Catalog.
(Due in Associate Provost on 10/13/08)

- 26 September (Fri.) **Forms 90 and 90A** for all *graduate-level courses* and program descriptions are due in the CoLA Dean's Office (*Attn: Pam Walls*). This deadline is for courses and program descriptions to be included in the 2010-2011 Graduate catalog.
(*Due in Associate Provost on 10/10/08*)
- 26 September (Fri.) **Forms 100 and the accompanying Forms 90 requesting any changes for fee-based undergraduate-level courses**, including 400-level courses, are due in the CoLA Dean's Office (*Attn: Pam Walls*). This deadline is for courses to be included in the next catalog.
(*Due in Associate Provost on 10/13/08*)
- 26 September (Fri.) **Forms 100 and the accompanying Forms 90 requesting any changes for fee-based graduate-level courses** are due in the CoLA Dean's Office (*Attn: Pam Walls*). This deadline is for courses to be included in the next catalog.
(*Due in Associate Provost on 10/10/08*)
- 26 September (Fri.) Requests for Concentrated Courses and Workshops to be offered during Summer Semester are due in the CoLA Dean's Office (*Attn: Pam Walls*)
- 26 September (Fri.) Excellence Through Commitment Outstanding **Graduate Teaching Assistant** Award nominations (with supporting materials) due to CoLA Dean's Office.
(*Send to Dr. Dilalla - Attn: Heidi*)
(*Due in Associate Provost 10/6/08*)
- 26 September (Fri.) Excellence Through Commitment Outstanding **Term Faculty Teaching** Award nomination (with supporting materials) are due in the CoLA Dean's Office.
(*Send to Dr. Dilalla - Attn: Heidi*)
(*Due in Associate Provost 10/06/08*)

3 October	(Fri.)	Fall Schedules (2009) are due in the CoLA Dean's Office (<i>Attn: Pam Walls</i>).
10 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>Send to Dr. Dilalla - Attn: Heidi</i>) (<i>Due in Associate Provost Office: October 20, 2008</i>)
13 October	(Mon.)	Open House: Recreation Center
15 October	(Wed.)	Promotion and Tenure Dossiers and Recommendations are due in the CoLA Dean's Office. (<i>Send to Dr. Vaux – Attn: Mandy</i>) (<i>Due in Associate Provost Office on 11/28/08</i>)
22 October	(Wed., 3-4:30 pm)	Promotion and Tenure Rules and Procedures Workshop will be held in the Museum Auditorium.
Nov	(TBD)	Excellence Through Commitment <u>Outstanding Civil Service Staff and Outstanding Civil Service Teaching Support</u> Award nominations (with supporting materials) due to CoLA Dean's Office (<i>Send to Dr. Dilalla - Attn: Heidi</i>) (<i>Due in Associate Provost Nov - TBD</i>)
Nov	(TBD)	Excellence Through Commitment <u>Administrative/Professional Outstanding Service Award</u> nominations (with supporting materials) due to CoLA Dean's Office (<i>Send to Dr. Dilalla - Attn: Heidi</i>) (<i>Due in Associate Provost Nov 2008- TBD</i>)
03 November	(Mon.)	<u>College level - Outstanding Teaching</u> Award nominations with all materials are due in the CoLA Dean's Office (<i>Send to Dr. Dilalla - Attn: Heidi</i>) (<i>Due in Provost Office 01/26/09</i>)
03 November	(Mon.)	<u>College level -Outstanding Scholar</u> Award nominations with all materials are due in the CoLA Dean's Office (<i>Send to Dr. Dilalla - Attn: Heidi</i>) (<i>Due in Provost Office 01/26/09</i>)

3 November	(Mon.)	Faculty Seed Grants Program Applications due in the CoLA Dean's Office (for signature). Revised (FY10) application forms have been posted on the seed grant page (ORDA) and will be mailed to departments <i>(Send to Dr. Dilalla - Attn: Heidi). (Due in ORDA 11/11/08)</i>
3-6 November		Summer Schedules (2009) will be ready for proofing in Registrar's Office.
8 November	(Sat)	Open House: Recreation Center
17 November	(Mon.)	Graduate School Tuition Scholarship Applications for Spring 2009 are due to the Graduate School by 4 pm.
21 November	(Fri.)	FY10 Non-RAMP proposals due to the CoLA Dean's Office <i>(Send to Dr. Dilalla - Attn: Heidi).</i>
3 December	(Wed.)	First Reappraisal of Departmental Support Costs for FY09 are due in the CoLA Dean's office (Attn: Bev Bates). (Tentative)
12 December	(Fri.)	Excellence Through Commitment <u>Outstanding Graduate Student Researcher Award</u> nominations (with supporting materials) due in CoLA Dean's Office <i>(Send to Dr. Dilalla - Attn: Heidi). (Due in Provost Office 01/16/09)</i>
13 December	(Sat)(9:30 a.m.)	SIUC Fall Commencement, SIUC Arena
5-8 January	(tentative)	Fall Schedules (2009) will be ready for proofing in the Registrar's Office.
12 January	(Mon.)	Spring Classes Begin
23 January	(Fri.)	Doctoral and Morris Graduate Fellowship nominations due to <u>Graduate School</u>

23 January	(Fri.)	<u>Outstanding Dissertation Award Nominations</u> due in the Office of the <u>Associate Dean of the Graduate School</u> .
30 January	(Fri.)	Undergraduate Research/Creative Grants Program Applications for Fiscal Year 2010 are due to the Office of Research Development and Administration Guidelines available at http://www.siu.edu/orca
30 January	(Fri.)	Updates of All Faculty Curriculum Vitae (Calendar Year 2008) are due in the CoLA Dean's office. (Please submit in electronic format to Heidi Estel < hestel@siu.edu >).
6 February	(Fri.)	Information for CY08 Research and Creative Activity Report due in CoLA Dean's Office. (guidelines and electronic template will be distributed prior to due date; -please submit in electronic format to Heidi Estel < hestel@siu.edu >).
13 February	(Fri.)	Target Date for Completion of Meetings between each Faculty member and her/his Department Chair concerning assignment and annual evaluation.
13 February	(Fri.)	Master's Fellowship nominations are due to the Graduate School. (Tentative)
13 February	(Fri.)	Graduate Dean's Fellowship Applications are due to Graduate School.
13 February	(Fri.)	PROMPT Fellowship Program applications due to the Graduate School.
13 February	(Fri.)	Native American Scholarship applications due to the Graduate School.
16 February	(Mon.)	Open House: Recreation Center
20 February	(Fri.)	Assignment of Duties due in CoLA Deans Office (Send to Dr. DiLalla – Attn: Heidi)

27 February	(Fri.)	CY 2009 Merit Summary for Tenured and Tenure Track Faculty (based on departmental merit process) is due in the CoLA Dean's office. <i>(No narrative assessment is required)</i> <i>(Send to Dr. DiLalla – Attn: Heidi)</i>
06 March	(Fri.)	Annual Review Letters for Tenure-Track Faculty by departmental Chairs are due in the CoLA Dean's Office. <i>(Send to Dr. Vaux – Attn: Mandy)</i>
06 March	(Fri.)	Sabbatical Reports from faculty who were on Sabbatical Leave Fall 2008 are due to the Chair of the Department for <u>immediate</u> transmittal to the CoLA Dean's Office. <i>(Send to Dr. DiLalla – Attn: Heidi)</i>
06 March	(Fri.)	Second Reappraisal of Department Support Costs for FY09 are due in the CoLA Dean's Office. (Attn: Bev Bates) (Tentative)
10 March	(Tues)	Commencement checklist due to the Alumni Association
TBA		Large Lecture Room Requests (Spring 2010) are due in the Records and Registration Office. <i>(Cc: to the CoLA Dean's Office, Attn: Pam Walls)</i> (TENTATIVE)
13 March	(Fri.)	Dissertation Research Award Applications are due in the Dean's Office. <i>The Academic Affairs Calendar states a March 20st deadline, but CoLA needs them earlier. (Due in Graduate School 04/03/09)</i> <i>(Send to Dr. DiLalla – Attn: Heidi)</i>
19 March	(Thur.)	Departmental Original Support Costs Budgets for FY10 are due in the CoLA Dean's Office. (tentative) <i>(Send to Bev Bates)</i>
20 March	(Fri., 3-4:30 pm)	Promotion and Tenure Dossier Preparation Workshop will be held in the Museum Auditorium. (tentative)
23 March	(Mon.)	Undergraduate Research Forum, Student Center Ballrooms

28 March	(Sat.)	Open House: Student Center <i>(SIUnity and Diversity Celebration)</i>
5 April	(Sun., 1:30)	Honor's Day, McLeod Theater.
9 April	(Thurs.)	Research Town Meeting – Student Center Ballrooms
15 April	(Wed.)	Graduate School Tuition Scholarship Applications for Summer 2009 are due to the Graduate School by 4 pm.
21 April	(Tues.)	Excellence Through Commitment Awards hosted by the Chancellor 6pm Reception in the Corker Lounge 6:30 Dinner and Ceremony in Ballroom A
1 May	(Fri.)	Separation Forms for term faculty who will not be re-appointed in FY10 are due in the CoLA Dean's Office. <i>(Tentative)</i> <i>(Send to Cathy Kunz)</i>
1 May	(Fri.)	Deadline for Tentative Annual Workload Assignment for NTT faculty (for those who are continuing or are expected to be under 100% contract). Changes can be made up until 07/15/09. <i>(Send to Dr. DiLalla – Attn: Heidi)</i>
TBA		Spring Schedules (2010) are due in the CoLA Dean's Office <i>(Attn: Pam Walls). (Tentative)</i>
10 May	(Sun., 1:30, 4:00)	CoLA Commencement, Shryock
15 May	(Fri.)	Deadline for Annual review by chairs of continuing NTT facult 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. <i>(Send to Dr. Dilalla – Attn: Heidi)</i>
15 May	(Fri.)	Deadline for Annual Reviews of GA's <i>(Send to Dr. DLlalla – Attn: Heidi)</i>

22 May	(Fri.)	Last date for Equipment Requisitions to be received by Purchasing. (Tentative)
22 May	(Fri.)	Last date for Commodities and Contractual Services Requisitions to be received by Purchasing. (Tentative)
12 June	(Fri.)	Last date to purchase/reconcile/approve items on P-cards. (Tentative)
15 July	(Wed.)	Deadline for amendments to NTT Annual Workload assignments. After 7/15, changes can only be made for extenuating circumstances. <i>(Send any amended workload assignments to Dr. DiLalla – Attn: Heidi)</i>
TBA		Spring Schedules (2010) will be ready for proofing in Registrar's Office.
17 July	(Fri.)	Open House: Student Center
17 July	(Fri.)	End of Year OTS Trades for FY09 are due in the CoLA Dean's Office <i>(Attn: Bev Bates)</i> . (tentative)