

CONNECTICUT COLLEGE - The Pink Sheet

2018-2019 SCHEDULE FOR DEPARTMENT CHAIRS AND FACULTY

<u>FACULTY MEETINGS</u> <i>11:50 am-1:05 pm</i> <i>Blaustein Ernst Common Room</i>	<u>COLLEGE MEETINGS</u> <i>4:15 pm-5:15 pm</i> <i>Cro 1941 Room</i>	<u>CHAIRS & DIRECTORS MEETINGS</u> <i>11:50 am-1:05 pm</i> <i>Blaustein Hood Dining Room</i>
SEPTEMBER 5	SEPTEMBER 12	SEPTEMBER 12
OCTOBER 3	OCTOBER 10	OCTOBER 10
NOVEMBER 7	NOVEMBER 14	NOVEMBER 14
DECEMBER 5	DECEMBER 12	DECEMBER 12
FEBRUARY 6	FEBRUARY 13	FEBRUARY 13
MARCH 6	APRIL 10	APRIL 10
APRIL 3	MAY 8	MAY 8 (<i>Ernst</i>)
MAY 1		
MAY 16		

AUGUST	
13-17	New Faculty Orientation
15	Applications for fall Faculty Student Engagement due to Moodle
23	Chairs and Directors Retreat
23	Orientation begins; first-year and transfer students arrive
24	Academic Fair, 10 am – 12 pm, Shain Library
24-27	Team advising for first-year students and New Student Orientation
26-27	Upperclassmen arrive
27	Convocation , 4:30 pm, Tempel Green
27	Online registration for first-year and transfer students
28	Fall semester classes begin; add period begins; delete period begins; period for filing satisfactory/unsatisfactory option begins
SEPTEMBER	
3	Labor Day; classes WILL meet
4	Add period ends; online registration closes at 9:00 am
4	Limited add period begins at 9:00 am
5	FACULTY MEETING , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
5	Course withdrawal period ends
10	Limited add period ends; delete period ends
12	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
12	COLLEGE MEETING , 4:15 pm – 5:30 pm, Cro 1941 Room
18	Classes will NOT meet after 5 pm
19	YOM KIPPUR; classes will NOT meet
20	Classes resume at 8 am
28-30	Fall Weekend
OCTOBER	
1	Applications for fall Research Matters due to Moodle

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3	FACULTY MEETING , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
8	Prospective Student Open House
8	Period for filing satisfactory/unsatisfactory option ends
10	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
10	COLLEGE MEETING , 4:15 pm – 5:30 pm, Cro 1941 Room
12	Fall break begins at 5:00 pm
15	Applications for fall R.F. Johnson research funds due to Moodle
17	Classes resume at 8:00 am
19-20	Board of Trustees
26	Deadline for submission of new courses or course changes in IQ Curriculum Management in order for changes to be approved before preregistration.
NOVEMBER	
1	Due date for departmental recommendations regarding reappointment for faculty in their second year
1	Sabbatical and leave requests for 2019-2020 due in the Office of the Dean of the Faculty
7	FACULTY MEETING , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
10-12	EXPLORE WEEKEND
13-16	Pre-registration (on-line) for spring semester 2019
14	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
14	COLLEGE MEETING , 4:15 pm – 5:30 pm, Cro 1941 Room
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.
20	Thanksgiving break begins at the end of class day
26	Classes resume at 8:00 am
DECEMBER	
3	Staffing plan requests for new positions are due in the Office of the Dean of the Faculty (email to jcole1@conncoll.edu , cc jdoak@conncoll.edu); a copy will be shared with FSCC
5	FACULTY MEETING , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
10	Fall semester classes end
10	Due date for personnel review files for faculty being considered for promotion.
10	The President informs faculty undergoing personnel reviews (2 nd year review) of recommendations to be forwarded to the Board of Trustees
11-12	Review Days
12	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
12	COLLEGE MEETING , 4:15 pm – 5:30 pm, Cro 1941 Room
13	Final exams begin at 9:00 am
14	Nominations for Rash, King, Regan and Mulvey awards due
17	Final examinations end at 12:00 noon; winter break begins
21	Administrative offices close at the end of the day
JANUARY	
2	Administrative offices reopen
3	Fall semester grades due by 4:00 pm

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4	Applications for spring faculty student engagement due to Moodle
14	Applications for winter Research Matters due
17	Orientation begins for new students
18	Meeting to prepare for personnel reviews in 2019-20
18	First draft of 2019-2020 teaching schedules due to the Registrar's Office for departments that would like an additional opportunity to review and edit
20	Housing re-opens
21	Martin Luther King Day; classes will NOT meet
22	Spring semester classes begin; add period begins; delete period begins; period for filing satisfactory/unsatisfactory option begins
28	Add period ends; on-line registration closes at 5:00 pm
29	Limited add period begins
FEBRUARY	
4	Limited add period ends; delete period ends
5	Course withdrawal period begins
6	FACULTY MEETING , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
8-9	Board of Trustees
13	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
13	COLLEGE MEETING , 4:15 pm – 5:30 pm, Cro 1941 Room
22	Final draft of 2019-2020 teaching schedules due to the Registrar's Office
27	Rash, King, Regan and Mulvey award materials due
MARCH	
1	The Dean of the Faculty 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
4	Period for filing satisfactory/unsatisfactory option ends
6	FACULTY MEETING , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
8	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 pre-registration.
25	Classes resume at 8:00 am
APRIL	
1	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
1-5	Advising for fall 2019 pre-registration
3	Course withdrawal period ends
3	FACULTY MEETING , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
5	Founders Day
9-11	Pre-registration (on-line) for fall semester 2019
10	CHAIRS AND DIRECTORS MEETING , 11:50 am, Blaustein Hood Dining Room
10	COLLEGE MEETING , 4:15 pm – 5:30 pm, Cro 1941 Room
12	Masters' Theses due by 5:00 pm

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APRIL cont'd	
15	Deadline for submission of Course Exception Forms for graduating seniors
15	Camel Day: Admitted Student Open House and Academic Fair
15	Applications for R.F. Johnson research funds due to Moodle
22	Camel Day: Admitted Student Open House and Academic Fair
MAY	
1	FACULTY MEETING , 11:50 am – 1:05 pm, Blaustein Ernst Common Room
1	Senior Honors Studies due by 4:00 pm
8	CHAIRS AND DIRECTORS MEETING , 11:50 am, Ernst
8	COLLEGE MEETING , 4:15 pm – 5:30 pm, Cro 1941 Room
8	Spring semester classes end
9-10	Review Days
11	Final examinations begin at 9 am
13	Final examinations for seniors end at 5:00 pm
14	Spring semester grades for graduating seniors and Master's candidates due by 5:00 pm
15	Final examinations for non-graduating students end at 12:00 noon
16	FACULTY MEETING - 3:30 pm, Blaustein Ernst Common Room
17-18	Board of Trustees
19	One-hundredth (101 st) Commencement, processional 10:35 am; ceremony 11:00 am
21	Spring semester grades for non-graduating students due by 4:00 pm
JUNE	
May31-June 2	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