

## Faculty Important Dates to Remember, 2009-10

Deadlines and dates reflected are subject to change. AP= Activity Period; Mondays, 11:30-12:45

### Fall Semester 2009

#### SEPTEMBER

- 1 Tues Classes Begin  
Opening Mass of the Holy Spirit (11:45 a.m.)  
Pedagogy Travel Grant applications due (to CTL)
- 7 Mon **Labor Day – No Classes**
- 9 Wed Last Day for Add/Drop
- 14 Mon Department Chairs' Meeting with Dean (AP)
- 15 Tues Last Day for Pass/Fail
- 21 Mon Fall course syllabi submitted to [syllabus@stonehill.edu](mailto:syllabus@stonehill.edu)  
Committee Meetings (AP)
- 21 Mon Department Meetings (AP)
- 25 Fri Deadline for Student Research and Creative Projects Grant Application (by 4:30 pm, Kruse Center)

#### OCTOBER

- 1 Thurs Notification of Pre-tenure Review candidates by Dean of Faculty  
Pedagogy Travel Grant applications due (to CTL)  
Classroom Innovation Grant applications due (to CTL)  
Inclusive Excellence Grant application due (to Office of Intercultural Affairs)
- 2 Fri Professional Development Grant Applications Due (Office of the Provost)  
Deadline for Student Travel Grant Application (by 4:30 pm, Kruse Center)
- 5 Mon Faculty Senate (AP); New Faculty Seminar (AP)
- 9 Fri Sabbatical Applications Due (Office of the Provost)
- 12 Mon **Columbus Day – No Classes**
- 5-13 Course Selection Advisement week for Spring Semester
- 14-23 Course Selection for Spring Semester
- 19 Mon Committee Meetings (AP)
- 26 Mon Mid-Semester Deficiency Reports Due
- 26 Mon Department Meetings (AP)
- 30 Fri Deadline for Student Research and Creative Projects Grant Application (by 4:30 pm, Kruse Center)  
Deadline for Student Travel Grant Application (by 4:30 pm, Kruse Center)

#### NOVEMBER

- 1 Sun Pedagogy Travel Grant applications due (to CTL)  
Inclusive Excellence Grant application due (to Office of Intercultural Affairs)
- 2 Mon Faculty Senate (AP) ; New Faculty Seminar (AP)
- 9 Mon Last day for course withdrawal  
Department Chairs' Meeting with Dean (AP)
- 11 Wed **Veteran's Day – Classes Held**
- 16 Mon Committee Meetings (AP)
- 23 Mon Department Meetings (AP)
- 25-29 **Thanksgiving Recess**

#### DECEMBER

- 1 Tues Teaching and Learning Strategies Seminar Applications Due (to CTL)  
Pedagogy Travel Grant applications due (to CTL)  
Inclusive Excellence Grant application due (to Office of Intercultural Affairs)
- 4 Fri Deadline for Conboy Award applications (Office of the Provost)  
SURE Applications Due (5:00PM; Office of Academic Development)
- 7 Mon Faculty Senate (AP) ; New Faculty Seminar (AP)
- 10 Thurs Last Day of Classes
- 11 Fri Reading Day (no classes or exams)
- 12-18 Final Exam Period (Saturday – Friday) (exams scheduled by Registrar)
- 14 Mon Department Chairs' Meeting with Dean (AP)
- 19 Sat Final Exam Snow Make-up Day
- 21 Mon Committee Meetings (AP)
- 22 Tues **Semester Grades Due on HillNet from Faculty**

### Wintersession 2009

#### JANUARY

- 4-8 Wintersession – Week 1
- 9 Sat Wintersession 1 Snow Make-up Day
- 11-15 Wintersession – Week 2
- 16 Sat Wintersession 2 Snow Make-up Day

## **Spring Semester 2010**

### **JANUARY**

- 1 Fri Pedagogy Travel Grant applications due (to CTL)  
Inclusive Excellence Grant application due (to Office of Intercultural Affairs)
- 11 Mon On-line Registration Begins
- 17 Sun Residence Areas Open for students
- 18 Mon ***Martin Luther King Day – No Classes***
- 19 Tues Classes Begin (Follow a Monday Schedule); Committee Meetings (AP)
- 25 Mon Pre-tenure Review Dossiers due to Department Chair  
Department Meetings (AP)
- 28 Thurs Last Day for Add-Drop

### **FEBRUARY**

- 1 Mon Faculty Senate (AP); New Faculty Seminar (AP)  
Pedagogy Travel Grant applications due (to CTL)  
Inclusive Excellence Grant application due (to Office of Intercultural Affairs)
- 3 Wed Last day for Pass/Fail
- 5 Fri Deadline for Student Research and Creative Projects Grant Application (by 4:30 pm, Kruse Center)  
Deadline for Student Travel Grant Application (by 4:30 pm, Kruse Center)  
Spring course syllabi submitted to [syllabus@stonehill.edu](mailto:syllabus@stonehill.edu)
- 8 Mon Department Chairs' Meeting with Dean (AP)
- 15 Mon ***Presidents' Day – Classes will be held***  
Committee Meetings (AP)
- 22 Mon Department Meetings (AP)

### **MARCH**

- 1 Mon Pre-tenure Review (PTR) Committees must be assembled; departmental evaluation to candidate  
CV due to the Dean of the Faculty from those intending to apply for Tenure and/or Promotion  
Faculty Senate (AP); New Faculty Seminar (AP)  
Pedagogy Travel Grant applications due (to CTL)  
Inclusive Excellence Grant application due (to Office of Intercultural Affairs)
- 5 Fri Deadline for Student Research and Creative Projects Grant Application (by 4:30 pm, Kruse Center)  
Deadline for Student Travel Grant Application (by 4:30 pm, Kruse Center)
- 6-14 ***Spring Break***
- 15 Mon Committee Meetings (AP)  
Pre-tenure Review materials to PTR Committee
- 22 Mon Mid-Semester Deficiency Reports Due  
Department Meetings
- 29 Mon Last Day for Course Withdrawal
- 31 Wed **Classes that begin at 4 pm, or later, are canceled and will be made up on Wed. April 21<sup>st</sup>**

### **APRIL**

- 1 Thurs Pedagogy Travel Grant applications due (to CTL)  
Classroom Innovation Grant applications due (to CTL)  
SOTL Research Grant applications due (to CTL)  
Inclusive Excellence Grant application due (to Office of Intercultural Affairs)
- 1-5 *Easter Weekend – No Classes (Thursday-Monday)***
- 12 Mon Department Chairs' Meeting with Dean (AP); New Faculty Seminar (AP)
- 19 Mon ***Patriots' Day – Classes will be held***; Committee Meetings (AP)
- 21 Wed **Academic Development Day (all faculty encouraged to attend) – No classes will be held during the day, but Classes that begin at 4 pm or later will be held.**  
**Academic Achievement Day; Honors Assembly**
- 26 Mon Department Meetings (AP)

### **MAY**

- 1 Sat Pedagogy Travel Grant applications due (to CTL)  
Inclusive Excellence Grant application due (to Office of Intercultural Affairs)
- 3 Mon Faculty Senate ; New Faculty Seminar (AP)  
Pre-Tenure Review (PTR) materials due to the Dean of the Faculty
- 6 Thurs Last Day of Classes
- 7 Fri Reading Day (no classes or exams)
- 8-14 Final Exam Period (Saturday-Friday) (exams scheduled by Registrar)
- 10 Mon Department Chairs' Meeting with Dean (AP)
- 17 Mon Semester Grades for Class of 2010 (Seniors) due on HillNet from faculty
- 19 Wed Semester Grades for Classes 2011, 2012 & 2013 due on HillNet from faculty
- 22 Sat Baccalaureate Mass 4:00 PM
- 23 Sun Commencement 10:00 AM

**JUNE**

1 Tue Pedagogy Travel Grant applications due (to CTL)

**JULY**

1 Thurs Faculty Evaluations from department chairs due to Dean of Faculty

**AUGUST**

13 Fri Departmental Annual Reports and Tenure and Promotion dossiers due to Dean of Faculty