

ACADEMIC ADMINISTRATIVE CALENDAR

2008-2009

<u>Date</u>	<u>Item</u>	<u>Responsibility</u>
August 6	Scholastic Standing Committee Meeting (8:30 a.m.)	VPAA
August 11	Reminder to department chairs undergoing Academic Program Reviews during fall semester	Director, IAP
August 19	2007-2008 Academic Council Meeting (1:30 p.m.)	Academic Council
August 19-20	Orientation for New Full-Time Faculty (8:30 a.m.)	Assistant Dean of the Faculty
August 20	Orientation for New Faculty Advisors (2:45 p.m.)	Dean of Academic Services
August 20	Orientation for New Part-Time Faculty (7:00 p.m.)	Assistant Dean of the Faculty
August 20-22	Faculty Workshops	Faculty
August 22	Faculty Meeting (8:30 a.m.)	Faculty
August 23	New Students Arrive/Weekend I Classes begin	
August 23-26	Precis	
August 24	New Student Convocation (1:30 p.m.)	
August 24	Faculty/Staff/1st Year Students Opening Picnic (5:00 p.m.)	President
August 25	Residence Halls Open for Continuing Students (9:00 a.m.)	
August 25	Placement Testing (9:00 a.m. – 11:00 a.m.)	Dean of Academic Services
August 25	2008-2009 Academic Council (9:00 a.m.)	Academic Council
August 25	Faculty Workshops (1:00 p.m. – 3:30 p.m.)	Assistant Dean of the Faculty
August 26	Teacher Education Committee Meeting (11:30 a.m.)	Teacher Education Committee
August 26	Drop/Add begins (8:00 a.m.)	
August 27	Classes begin	
August 28	Faculty Affairs Committee Meeting (12:00 noon)	Faculty Affairs Committee
September 1	Labor Day Holiday, no classes	
September 2	Last day to add course, change course from credit to audit; Registration ends Last day to drop course without a grade	
September 3	Meeting of Academic Administrators (8:30 a.m.)	VPAA
September 4	Meeting of Department Chairs (12:00 noon)	Department Chairs

September 5	New Staff Orientation	Human Resources
September 8	Recommendations for external reviewers for fall Academic Program Reviews due to the Office of Institutional Assessment	Director, IAP
September 8	Schedule meetings with department chairs and other appropriate faculty and administrators to plan for fall Academic Program Reviews	Director, IAP
September 8	Tentative schedules for Spring Semester 2009 to department chairs	Assistant Dean of the Faculty
September 9	Division Meetings (11:30 a.m.)	Division Coordinators
September 10	Items for CIC agenda to the VPAA's Office by 5:00 p.m.	
September 11	Faculty Affairs Committee Meeting (12:00 noon)	Faculty Affairs Committee
September 11	Academic Council Meeting (12:00 noon)	Academic Council
September 12	New Faculty Orientation (12:00 noon)	Assistant Dean of the Faculty
September 12	Requests for eligibility lists for fall semester honor society inductions due to Office of Institutional Assessment and Research	Advisors of Academic Honor Societies
September 16	CIC Meeting (11:30 a.m.)	Curriculum and Instruction Committee
September 16	Women's and Gender Studies Luncheon (12:00 noon)	Director of Women's and Gender Studies
September 18	Last day to withdraw from a Weekend I course with a "W" grade Last day to select Pass/Fail for a Weekend I course	
September 19	Request to academic departments and administrative areas to prepare annual assessment reports for previous year	Director, IAP
September 19	Faculty Colloquium (3:00 p.m.)	Dean of the Faculty
September 19-21	Family Weekend	Student Development
September 22	Graduate Council Meeting (3:00 p.m.)	VPAA
September 23	Teacher Education Committee Meeting (11:30 a.m.)	Teacher Education Committee
September 24	Assessment Day (No day classes; evening classes - classes with a start time of 4:00 p.m. or later - will be held)	
September 24	Assessment Workshop	Director, IAP
September 25	Ethics Across the Curriculum Lunch (12:00 noon)	EAC Director
September 26	Request for book orders for the spring semester to the faculty	Bookstore

September 26	Request schedules for 2009 summer sessions	Assistant Dean of the Faculty
September 26	Revised spring semester course schedules to Assistant Dean of the Faculty	Department Chairs
September 30	CETL Luncheon (11:30 a.m.)	Director, CETL
October 1	Meeting of Academic Administrators (8:30 a.m.)	VPAA
October 2	Faculty Affairs Committee Meeting (12:00 noon)	Faculty Affairs Committee
October 2	Academic Council Meeting (12:00 noon)	Academic Council
October 3	Requests for additional data for fall semester Academic Program Reviews due to Office of Institutional Assessment and Research	Department Chairs, other appropriate faculty
October 7	State of the College Address (11:30 a.m.)	President
October 7	Teacher Education Committee Meeting (12:00 noon)	Teacher Education Committee
October 8	Budget request forms for 2009-2010 to Department Chairs/Academic Administrators/other appropriate faculty	VPAA Dean of the Faculty
October 10	Deadline to resolve incomplete grades from spring/summer 2008	
October 10	New Faculty Orientation (12:00 noon)	Assistant Dean of the Faculty
October 11	Weekend I classes end	
October 13	Institutional data provided to departments undergoing fall Academic Program Reviews	Director, IAP
October 13	Request for Program Area Summaries from departments undergoing fall Academic Program Reviews	Director, IAP
October 13	Final list of review questions for fall Academic Program Reviews due to Office of Institutional Assessment and Research	Department Chairs, administrative areas, and other appropriate faculty
October 13-17	Fall Break for Monday-Friday classes	
October 15	Board of Visitors meeting 3:30 p.m. registration 4:00 p.m. meeting	President
October 15	Items for Faculty Meeting Agenda to the Dean of the Faculty's Office by 5:00 p.m.	Faculty
October 16	Board of Trustees Meeting 9:00 a.m. registration Lea Center	President
October 17	Weekend II classes begin	

October 17	Summer Session schedules for 2009 Summer Sessions to Assistant Dean of the Faculty's Office	Department Chairs
October 20	Monday–Friday classes resume	
October 20	Graduate Council Meeting (3:00 p.m.)	VPAA
October 20-31	Faculty post mid-term reports in Empower	Dean of Academic Services
October 21	Faculty Meeting (11:30 a.m.)	Faculty
October 22	Items for CIC agenda to the VPAA's Office by 5:00 p.m.	
October 23	Women's and Gender Studies Luncheon (12:00 noon)	Director of Women's and Gender Studies
October 24	Faculty Colloquium (3:00 p.m.)	Dean of the Faculty
October 27	Notification of faculty who will be considered for tenure or continuing contract status during the 2008-2009 academic year	Dean of the Faculty
October 27	Notification to the Dean of the Faculty by faculty intending to apply for promotion to take effect in 2009-2010	Appropriate Faculty
October 27	Deadline for submission to Dean of the Faculty's Office of all materials related to contract renewal for second year faculty	Appropriate Faculty
October 27	Professional & Graduate Studies Information Session Lea Center (5:30 – 7:00 p.m.)	Professional & Graduate Studies
October 28	CIC Meeting (11:30 a.m.)	Curriculum and Instruction Committee
October 28	Professional & Graduate Studies Information Session Rockingham Community College (4:00 – 6:00 p.m.)	Professional & Graduate Studies
October 29	Tentative schedule for 2009 Summer Sessions to department chairs for review	Assistant Dean of the Faculty
October 29	Book orders for the Spring Semester to the Bookstore	Appropriate Faculty
October 29	Annual assessment reports from academic departments and administrative areas due to Office of Institutional Assessment	
October 29	Alpha Chi Initiation Ceremony (5:30 p.m.)	Alpha Chi Advisors
October 30	Faculty Affairs Committee Meeting (12:00 noon)	Faculty Affairs Committee
October 30	Academic Council Meeting (12:00 noon)	Academic Council
October 30	Request schedules for 2009-2010 academic year (spring and fall semesters)	Assistant Dean of the Faculty

October 30	Program Area Summaries from departments undergoing Academic Program Reviews due to Office of Institutional Assessment	Department Chairs, other appropriate faculty
October 31- November 2	Homecoming weekend	
November 3-21	Academic Advising for spring 2009	Faculty
November 5	Meeting of Academic Administrators (8:30 a.m.)	VPAA
November 7	Last day to withdraw from a course with a "W" grade; Last day to select Pass/Fail option	
November 6	Division Meetings (12:00 noon)	Division Coordinators
November 7	Corrected 2009 Summer Session course schedules to the Assistant Dean of the Faculty's Office	Department Chairs
November 10-21	Registration for spring 2009	
November 11	College Assembly (11:30 a.m.)	President
November 12	Items for Faculty Meeting Agenda to Dean of the Faculty's Office by 5:00 p.m.	
November 13	Last day to withdraw from a Weekend II course with a "W" grade; Last day to select Pass/Fail option for a Weekend II course	
November 13	Faculty Affairs Committee Meeting (12:00 noon)	Faculty Affairs Committee
November 13	Academic Council Meeting (12:00 noon)	Academic Council
November 14	New Faculty Orientation (12:00 noon)	Assistant Dean of the Faculty
November 14	Meeting of Department Chairs (3:00 p.m.)	Department Chairs
November 18	Faculty Meeting (11:30 a.m.)	Faculty
November 19	Items for CIC Agenda to the VPAA's Office by 5:00 p.m.	
November 24	Graduate Council Meeting (3:00 p.m.)	VPAA
November 25	CIC Meeting (11:30 a.m.)	Curriculum and Instruction Committee
November 26	Thanksgiving Holiday, no classes; residence halls Close at 12:00 noon	
November 30	Residence halls open at 12:00 noon	
December 1	Classes resume	

December 1	Academic Council, DOF, and VPAA recommendations on reappointment of second year faculty to the President	Academic Council/ Dean of the Faculty/ VPAA
December 1	Deadline for requesting changes in contractual status to Dean of the Faculty	Appropriate Faculty
December 2	Teacher Education Committee Meeting (11:30 a.m.)	Teacher Education Committee
December 3	Meeting of Academic Administrator (8:30 a.m.)	VPAA
December 4	Women's and Gender Studies Luncheon (12:00 noon)	Director of Women's and Gender Studies
December 7	Festival of Lessons and Carols – 7:30 p.m. Finch Chapel	Campus Minister
December 8	Last day of classes	
December 9	Reading Day – no classes	
December 10	Exams begin	
December 12	Budget request forms for 2009-2010 to the VPAA's Office	Department Chairs/Academic Administrators/Other Appropriate Faculty
December 12	Deadline for notification of second year faculty of decision as to whether a third year contract will be offered	President
December 13	Weekend II classes end	
December 16	Exams end, students must be out of the residence halls 24 hours after last exam	
December 18	Residence halls close, 12:00 noon	
December 18	Faculty/Staff Holiday Lunch – Noon	
December 18	All grades due in Registrar's Office by 12:00 noon	Faculty
January 7	Scholastic Standing Committee Meeting (8:30 a.m.)	VPAA
January 9	Reminder to department chairs undergoing Academic Program Reviews during spring semester	Director, IAP
January 10	Weekend I classes begin	
January 12	Orientation for new students; Residence halls open for continuing students, 9:00 a.m.	
January 12	CETL Faculty Development Workshops	Director, CETL
January 13	Drop/add begins	
January 13	Teacher Education Committee Meeting (11:30 a.m.)	Teacher Education Committee

January 14	Classes begin	
January 14	Meeting of Academic Administrators (8:30 a.m.)	VPAA
January 14	Items for Faculty Meeting Agenda to the Dean of Faculty's Office by 5:00 p.m.	Faculty
January 15	Ethics Across the Curriculum Lunch (12:00 noon)	EAC Director
January 16	General Education Assessment Reports for fall 2007 classes due to Office of Institutional Assessment	Appropriate faculty
January 19	Martin Luther King, Jr. (No day or evening classes)	
January 20	Schedule meetings with department chairs and other appropriate faculty and administrators to plan for spring Academic Program Reviews	Director, IAP, VPAA
January 20	Faculty Meeting (11:30 a.m.)	Faculty
January 20	Last day to add course, change course from credit to audit; Last day to drop course without a grade	
January 22	Founders' Day Convocation (11:30 a.m.)	College Community
January 26	Graduate Council Meeting (3:00 p.m.)	VPAA
January 26	Deadline for submission to Dean's Office of all materials related to contract renewal for first year faculty	Appropriate Faculty
January 26	Course schedules for 2009-2010 academic year to Assistant Dean of the Faculty's Office	Department Chairs
January 27	Division Meetings (11:30 a.m.)	Division Coordinators
January 27	Sabbatical leave applications to Faculty Affairs Committee	Eligible Faculty
January 29	Faculty Affairs Committee Meeting (12:00 noon)	Faculty Affairs Committee
January 29	Academic Council Meeting (12:00 noon)	Academic Council
February 3	College Assembly (11:30 a.m.)	President
February 3	CETL Luncheon (12:00 noon)	CETL
February 3	Requests for additional data for spring semester Academic Program Reviews due to Office of Institutional Assessment	Department Chairs, other appropriate faculty
February 4	Meeting of Academic Administrators (8:30 a.m.)	VPAA
February 4	Request for information concerning recipients of awards to be presented at the Student Awards Convocation	VPAA

February 4	Items for Faculty Meeting Agenda to the Dean of the Faculty's Office by 5:00 p.m.	Faculty
February 4	Tentative schedule for 2009 Fall Semester to Department Chairs for review	Assistant Dean of the Faculty
February 5	Ethics Across the Curriculum Luncheon (12:00 noon)	EAC Director
February 5	Sabbatical leave recommendations to DOF	Faculty Affairs Committee
February 5	Last day to withdraw from a Weekend I course with a "W" grade Last day to select Pass/Fail option for a Weekend I course	
February 6	New Faculty Orientation (12:00 noon)	Assistant Dean of the Faculty
February 6	Meeting of Department Chairs (3:00 p.m.)	Department Chairs
February 9	Deadline for submission of all materials to the Dean's Office supporting applications for promotion, tenure, or continuing contract status	Appropriate Faculty
February 9	Requests for eligibility lists for spring semester honor society inductions due to Office of Institutional Assessment	Advisors of Academic Honor Societies
February 10	Faculty Meeting (11:30 a.m.)	Faculty
February 11	Items for CIC agenda to the VPAA's Office by 5:00 p.m. (Deadline for submission of items requiring action for inclusion in the 2009-2010 Academic Catalog)	
February 11	Corrected 2009 Fall Semester schedules to the Assistant Dean of the Faculty's Office	Department Chairs
February 12	Faculty Affairs Committee Meeting (12:00 noon)	Faculty Affairs Committee
February 12	Academic Council Meeting (12:00 noon)	Academic Council
February 16	Schedule meetings with department chairs and other appropriate faculty and administrators to plan for spring Academic Program Reviews	Director, IAP, VPAA
February 17	CIC Meeting (11:30 a.m.)	Curriculum and Instruction Committee
February 19	Women's and Gender Studies Luncheon (12:00 noon)	Director of Women's and Gender Studies
February 23	Academic Council, DOF, and VPAA recommendations on reappointment of first year faculty to the President	Academic Council/ Dean of the Faculty/ VPAA
February 23	Graduate Council Meeting (3:00 p.m.)	VPAA
February 24	Teacher Education Committee Meeting (11:30 a.m.)	Teacher Education Committee
February 24	Request for book orders for the Summer Sessions to the faculty	Bookstore

February 26	Peter Doub Dinner (6:00 p.m.)	President
February 26	Faculty Affairs Committee Meeting (12:00 noon)	Faculty Affairs Committee
February 26	Academic Council Meeting (12:00 noon)	Academic Council
February 27	Deadline for completion of Incompletes from Spring Semester 2008	
February 27	Faculty Colloquium (3:00 p.m.)	Dean of the Faculty
February 27	Sabbatical leave recommendations to the President	Dean of the Faculty
February 27	Requests for additional data for spring semester Academic Program Reviews due to Office of Institutional Assessment	Department Chairs, other appropriate faculty
February 27	Request for Program Area Summaries from departments undergoing fall Academic Program Reviews	Director, IAP
February 28	Weekend 1 classes end	
March 2	Deadline for notification of first year faculty of decision as to whether a second year contract will be offered	President
March 2-6	Spring break for Monday-Friday classes	
March 4	Meeting of Academic Administrators (9:30 a.m.)	VPAA
March 4	Items for Faculty Meeting Agenda to the Dean of the Faculty's Office by 5:00 p.m.	Faculty
March 6	New Faculty Orientation (12:00 noon)	Assistant Dean of the Faculty
March 6	Weekend II classes begin	
March 8	Residence halls open, 12 noon	
March 9	Classes resume	
March 9	Deadline for submission to the Dean's Office of all materials related to faculty undergoing comprehensive evaluations, except those being considered for promotion, tenure, or continuing contract status	Appropriate Faculty
March 9-20	Faculty post midterm reports in Empower	Dean of Academic Services
March 10	Faculty Meeting (11:30 a.m.)	Faculty
March 11	Request for book orders for the Fall Semester to the faculty	Bookstore
March 11	Items for CIC Agenda to VPAA's Office by 5:00 p.m.	

March 12	Book orders for the Summer Sessions to the Bookstore	Appropriate Faculty
March 12	Faculty Affairs Committee Meeting (12:00 noon)	Faculty Affairs Committee
March 12	Academic Council Meeting (12:00 noon)	Academic Council
March 12	Institutional data provided to departments undergoing spring Academic Program Reviews	Director, IAP
March 16	Information concerning recipients of awards to be presented at the Student Awards Convocation to the VPAA's Office	Appropriate Faculty/ Administrative Staff
March 16	Begin collection of Student Opinion Survey data	Director, IAP
March 17	CIC Meeting (11:30 a.m.)	Curriculum and Instruction Committee
March 19	Division Meetings (11:30 a.m.)	Division Coordinators
March 19	Notification to appropriate faculty of decisions regarding sabbatical leaves	President
March 19	Request for information to be used in preparing the 2009-2010 Academic Catalog to appropriate faculty/administrative staff	Dean of Academic Services
March 23	Graduate Council Meeting (3:00 p.m.)	VPAA
March 24	Teacher Education Committee Meeting (11:30 a.m.)	Teacher Education Committee
March 24	Service Awards Luncheon (12:00 noon)	
March 25	Assessment Day (No day classes; evening classes - Classes with a start time of 4:00 p.m. or later – will be held)	
March 27	Last day to withdraw from a course with a "W" grade; Last day to select Pass/Fail option for a regular course	
March 27	Book orders for the Fall Semester to the Bookstore	Appropriate Faculty
March 30 - April 17	Academic Advising/Registration for Summer and Fall 2009	Faculty
April 1	Meeting of Academic Administrators (8:30 a.m.)	VPAA
April 1	Community College Transfer Counselor's Luncheon Mane Stage (12:00 – 1:30 p.m.)	Admissions and P&GS
April 2	Faculty Affairs Committee Meeting (12:00 noon)	Faculty Affairs Committee
April 2	Academic Council Meeting (12:00 noon)	Academic Council
April 3	New Faculty Orientation (12:00 noon)	Dean of the Faculty
April 3	Meeting of Department Chairs (3:00 p.m.)	Department Chairs

April 3-4	Campus Connection	
April 6-17	Registration for summer and fall 2009	
April 7	College Assembly (11:30 a.m.)	President
April 7	Items for Faculty Meeting Agenda to the Dean of the Faculty's Office by 5:00 p.m.	Faculty
April 9	Ethics Across the Curriculum Lunch (12:00 noon)	EAC Director
April 9	End collection of Student Opinion Survey data	Director, IAP
April 10	Good Friday; No classes	
April 10-11	No Weekend II Classes	
April 12	Last day to withdraw from a Weekend II course with a "W" grade Last day to select Pass/Fail option for a Weekend II Course	
April 13	Academic Council, DOF, and VPAA recommendations on promotion, tenure, and continuing contract status to the President	Academic Council/ Dean of the Faculty/ VPAA
April 14	Faculty Meeting (11:30 a.m.)	Faculty
April 15	Board of Visitors Meeting 3:30 p.m. registration	President
April 16	Board of Trustees Meeting 9:00 a.m. registration	
April 16	Faculty Affairs Committee Meeting (12:00 noon)	Faculty Affairs Committee
April 17	Notification to appropriate faculty of recommendations on promotion, tenure, and continuing contract status	President
April 17	Faculty Colloquium (3:00 p.m.)	Dean of the Faculty
April 17-18	Alumni Weekend	
April 19	Student Awards Convocation (1:30 p.m.)	VPAA
April 20	Professional & Graduate Studies Information Session Lea Center (5:30 p.m. – 7:00 p.m.)	Professional & Graduate Studies
April 21	Teacher Education Committee Meeting (11:30 a.m.)	Teacher Education Committee
April 21	Professional & Graduate Studies Information Session Rockingham Community College (4:00 – 6:00 p.m.)	Professional & Graduate Studies
April 23	Internship Appreciation Luncheon (noon)	Selected Faculty
April 24	New Faculty Orientation (12:00 noon)	Assistant Dean of the Faculty

April 24	Information to be used in preparing the 2009-2010 Academic Catalog to the Dean of Academic Services	Appropriate Faculty/ Administrative Staff
April 27	Last regular classes of Spring 2009 Semester	
April 28	Reading Day	
April 29	Exams begin; non-graduating students must be out of the residence halls 24 hours after last exam	
May 2	Weekend II classes end	
May 3	Professional & Graduate Studies: Senior Banquet (5:00 p.m.)	Professional & Graduate Studies
May 5	Exams end	
May 7	All grades due to Registrar by 12:00 noon	Faculty
May 9	Commencement rehearsal for seniors (10:00 a.m.)	
May 9	Baccalaureate/Cap and Gown Ceremony (7:00 p.m.)	
May 10	Commencement (10:00 a.m.)	
May 12	CETL Faculty Development Workshops	Director, CETL
May 13	Meeting of Academic Administrators (9:30 a.m.)	VPAA
May 18	Summer Session I classes begin; Registration and Drop/Add begins	
May 20	Last day to register or drop/add a Summer I course, or change Summer I course from credit to audit	
May 20	CETL Faculty Development Workshops	Director, CETL
May 25	Memorial Day Holiday (No day or evening classes)	
May 27	Scholastic Standing Committee Meeting (8:30 a.m.)	VPAA
May 29	Deadline for notification of faculty not on tenure or continuing contract status if contract will not be offered for 2009-2010	President
June 3	Last day to withdraw from a Summer I course with a "W" grade; Last day to select Pass/Fail option for a Summer I course	
June 10	Notification of tentative budget allocations for 2009-2010 to Department Chairs/Academic Administrators/other appropriate faculty	VPAA
June 12-13	Campus Connection II	
June 18	Summer Session I classes end	

June 19-20	Summer Session I exams	
June 22	Grades due to Registrar by 3:00 p.m.	Faculty
June 29	Summer Session II classes begin; drop/add begins	
July 1	Last day to add a course, change a course from credit to audit; last day to drop a course without a grade	
July 6	Independence Day Holiday (No day or evening classes)	
July 15	Last day to withdraw from a Summer II course with a "W" grade; Last day to select Pass/Fail option for a Summer II course	
July 17-18	Campus Connection III	
July 30	Summer Session II classes end	
July 31- August 1	Summer Session II exams	
August 3	Final grades due from faculty at 3:00 p.m.	
August 5	Scholastic Standing Committee Meeting (8:30 a.m.)	VPAA