

2007-2008

Faculty Information Calendar

AUGUST

21 Graduate Orientation (Non-Matriculated)

23-27 Welcome Week

27 Convocation

28 Fall Classes Begin

Aug. 28- Sept. 5 Add/Drop Week

SEPTEMBER

3 Labor Day (no classes)

4 Alternate Day Schedule (Monday classes)

5 Campus Wide Events (12:00-1:20)
SOSA, Steering & Councils (1:30-2:50)
Academic Leaders/SGA (as needed) (3:00-3:50)
Extended Academic Leaders/SGA (as needed) (4:00-4:50)

7 Promotion candidates for 2007-08 complete and submit notice of intent to file for promotion (<http://www.tcnj.edu/~academic/faculty.html>)

11 Last day for student to request ungraded option

12 Department Meetings (12:00-1:20)
Committees (1:30-2:50)
School Meetings/SGA (as needed) (3:00-3:50)
SGA (4:00-4:50)

14 Academic Affairs provides promotion candidates with official Documents Envelope.

17 Dean notifies Academic Affairs of the names and chairs of all PRC (Department Promotion and Reappointment Committee) members

- 18 Last day to apply for December 2007 graduation without a late fee
- 19 Faculty Senate and Staff Senate (12:00-1:20)
SOSA, Steering and Councils (1:30-2:50)
AFT/SGA (as needed) (3:00-3:50)
Extended AFT/SGA (as needed) (4:00-4:50)
- 21 Promotion Candidate submits application and supporting materials to the PRC
- 22 Admissions Open House (1:00)
- 25 Last day withdrawal from 1st quarter course with a W
- 26 Interdisciplinary (12:00-1:20)
Committees (1:30-2:50)
Chairs Meetings/SGA (3:00-3:50)
Department Meetings/SGA (as needed) (4:00-4:50)
- 30 Scholar's Reception (11:00)

OCTOBER

- 2 Board of Trustees Public Board Meeting
- 3 TCNJ Community Learning Day

Campus Wide Events (12:00-1:20)
SOSA, Steering & Councils (1:30-2:50)
Academic Leaders/SGA (as needed) (3:00-3:50)
Extended Academic Leaders/SGA (as needed) (4:00-4:50)
- 6 Community Fest
- 8 SOSA application deadline
- 10 Department Meetings (12:00-1:20)
Committees (1:30-2:50)
School Meetings/SGA (as needed) (3:00-3:50)
SGA (4:00-4:50)
- 16 Promotion candidate is informed in writing of the decision of the PRC

1st quarter ends
- 17 2nd quarter begins

Faculty Senate and Staff Senate (12:00-1:20)
SOSA, Steering and Councils (1:30-2:50)
AFT/SGA (as needed) (3:00-3:50)
Extended AFT/SGA (as needed) (4:00-4:50)

19-20 Homecoming Weekend

22-23 Mid-semester Break (residence halls open)

24 Interdisciplinary (12:00-1:20)
Committees (1:30-2:50)
Chairs Meetings/SGA (3:00-3:50)
Department Meetings/SGA (as needed) (4:00-4:50)

28 Admissions Open House (1:00)

30 Promotion Candidate's response to PRC

Non-recommended promotion candidates notify Chair of College Promotions Committee (CPC) of intention to pursue promotion.

Last day to withdraw from a full semester course with a W (undergraduate & graduate)
Last day to withdraw from the College with a WD in *all* courses (undergraduate & graduate)

NOVEMBER

2 Overload pay date

4 Minority Scholar's Reception – Admissions (11:00)

5 PRC forwards recommendation and candidates' documentation materials to the appropriate Dean

7 Campus Wide Events (12:00-1:20)
SOSA, Steering & Councils (1:30–2:50)
Academic Leaders/SGA (as needed) (3:00-3:50)
Extended Academic Leaders/SGA (as needed) (4:00-4:50)

7-16 Registration for Spring 2008

14 Department Meetings (12:00-1:20)
Committees (1:30-2:50)
School Meetings/SGA (as needed) (3:00-3:50)
SGA (4:00-4:50)

- 15 Last day withdrawal from 2nd quarter course with a W
- 16 Overload pay date
- 17 Admissions Open House (1:00)
- 20 Dean's recommendation is transmitted to the promotion candidate.
Last day to withdraw from the College with WP or WF (undergraduate & graduate)
- 21 Faculty Senate and Staff Senate (12:00-1:20)
SOSA, Steering and Councils (1:30-2:50)
AFT/SGA (as needed) (3:00-3:50)
Extended AFT/SGA (as needed) (4:00-4:50)
- 21-23 Thanksgiving Break
- 28 Interdisciplinary (12:00-1:20)
Committees (1:30-2:50)
Chairs Meetings/SGA (3:00-3:50)
Department Meetings/SGA (as needed) (4:00-4:50)

DECEMBER

- 4 Board of Trustees Public Board Meeting
- 5 Campus Wide Events (12:00-1:20)
SOSA, Steering & Councils (1:30-2:50)
Academic Leaders/SGA (as needed) (3:00-3:50)
Extended Academic Leaders/SGA (as needed) (4:00-4:50)
- 7 Promotion candidate delivers promotion materials (application materials and 14 copies of Document Envelope contents) from the Dean to the CPC

Last day Fall classes (Undergraduate)

Sabbatical Leave application deadline
- 8-11 Reading Days
- 10 A request to appear before the CPC must be made in writing by the promotion candidate.
- 12 Department Meetings (12:00-1:20)

Committees (1:30-2:50)
School Meetings/SGA (as needed) (3:00-3:50)
SGA (4:00-4:50)

12-14 Exam Period

15-16 Reading Days

17-18 Exam Period

18 Last day Fall Classes (Graduate)

19 Faculty Senate and Staff Senate (12:00-1:20)
SOSA, Steering and Councils (1:30-2:50)
AFT/SGA (as needed) (3:00-3:50)
Extended AFT/SGA (as needed) (4:00-4:50)

21 Fall Grades Due

JANUARY

10 Graduate Orientation (Matriculated and Non-Matriculated)

11 Winter Orientation (Undergraduate)

17 Promotion candidate receives CPC's written recommendation. Candidate has five (5) days after receipt of CPC's recommendation to submit an appeal

22 Spring Classes Begin

22-28 Add/Drop Week

23 Interdisciplinary (12:00-1:20)
Committees (1:30-2:50)
Chairs Meetings/SGA (3:00-3:50)
Department Meetings/SGA (as needed) (4:00-4:50)

26 Scholar's Reception (11:00)

28 Last day to apply for May 2008 graduation without a late fee

FEBRUARY

- 1 PRC's elected for AY 2008-09

- 5 Last day for student to request ungraded option

- 6 Campus Wide Events (12:00-1:20)
SOSA, Steering & Councils (1:30-2:50)
Academic Leaders/SGA (as needed) (3:00-3:50)
Extended Academic Leaders/SGA (as needed) (4:00-4:50)

- 13 Department Meetings (12:00-1:20)
Committees (1:30-2:50)
School Meetings/SGA (as needed) (3:00-3:50)
SGA (4:00-4:50)

- 15 Promotion candidates for 2008-09 notify PRC. Also, candidate indicates to PRC whether external reviews are requested

- 18 Last day to apply for August 2008 graduation without a late fee

- 19 Last day to withdraw from a 3rd Quarter course with a W

- 20 Faculty Senate and Staff Senate (12:00-1:20)
SOSA, Steering and Councils (1:30-2:50)
AFT/SGA (as needed) (3:00-3:50)
Extended AFT/SGA (as needed) (4:00-4:50)

- 26 Board of Trustees Public Board Meeting

- 27 Interdisciplinary (12:00-1:20)
Committees (1:30-2:50)
Chairs Meetings/SGA (3:00-3:50)
Department Meetings/SGA (as needed) (4:00-4:50)

MARCH

- 3-7 Summer session registration for TCNJ Students

- 5 Campus Wide Events (12:00-1:20)
SOSA, Steering & Councils (1:30-2:50)
Academic Leaders/SGA (as needed) (3:00-3:50)
Extended Academic Leaders/SGA (as needed) (4:00-4:50)

- 10-14 Spring break

- 18 3rd quarter ends
- 19 4th quarter begins
- Faculty Senate and Staff Senate (12:00-1:20)
 SOSA, Steering and Councils (1:30-2:50)
 AFT/SGA (as needed) (3:00-3:50)
 Extended AFT/SGA (as needed) (4:00-4:50)
- 26 Interdisciplinary (12:00-1:20)
 Committees (1:30-2:50)
 Chairs Meetings/SGA (3:00-3:50)
 Department Meetings/SGA (as needed) (4:00-4:50)
- 30 Accepted Student's Day

APRIL

- 1 Last day to withdraw from a full semester course with a W (undergraduate & graduate)
 Last day to withdraw from the College with a WD in *all* courses (undergraduate & graduate)
- Second and Fourth Year Reappointment Candidates apply for reappointment
- 2 Campus Wide Events (12:00-1:20)
 SOSA, Steering & Councils (1:30-2:50)
 Academic Leaders/SGA (as needed) (3:00-3:50)
 Extended Academic Leaders/SGA (as needed) (4:00-4:50)
- 2-11 Registration for Fall 2008
- 4 Overload pay date
- 9 Department Meetings (12:00-1:20)
 Committees (1:30-2:50)
 School Meetings/SGA (as needed) (3:00-3:50)
 SGA (4:00-4:50)
- 11 Last day to withdraw from a 4th Quarter course with a W
- 12 Admissions Open House (1:00)
- 15 Second and Fourth Year Reappointment Candidates meet with PRC. Conversation is summarized in the form of a report to the Dean. Recommendation is reviewed by Candidate.

- 16 Last day to withdraw from the College with WP or WF (undergraduate & graduate)

 Faculty Senate and Staff Senate (12:00-1:20)
 SOSA, Steering and Councils (1:30-2:50)
 AFT/SGA (as needed) (3:00-3:50)
 Extended AFT/SGA (as needed) (4:00-4:50)
- 18 Overload pay date
- 21 Second and Fourth Year Reappointment Candidates respond formally to PRC evaluation report.

 Dean receives PRC's evaluation report for Second and Fourth Year Reappointment Candidates as well as candidate's response, if any.
- 22 Board of Trustees Annual Tuition Hearing
- 23 Interdisciplinary (12:00-1:20)
 Committees (1:30-2:50)
 Chairs Meetings/SGA (3:00-3:50)
 Department Meetings/SGA (as needed) (4:00-4:50)
- 27 Admissions Open House (1:00)
- 30 Celebration of Student Achievement

MAY

- 1 Last Day Spring Classes (Undergraduate)
- 2-5 Reading Days
- 6-9 Exam Period
- 7 Campus Wide Events (12:00-1:20)
 SOSA, Steering & Councils (1:30-2:50)
 Academic Leaders/SGA (as needed) (3:00-3:50)
 Extended Academic Leaders/SGA (as needed) (4:00-4:50)
- 9 Last day Spring Classes (Graduate)
- 12 Graduate Orientation (MAT)
- 13 Spring grades due

- 14 Department Meetings (12:00-1:20)
Committees (1:30-2:50)
School Meetings/SGA (as needed) (3:00-3:50)
SGA (4:00-4:50)
- 15 First and Third Year Reappointment Candidates submit Standard Application for Reappointment and supporting materials to PRC.
- Dean writes independent evaluation report and recommendation for each Second and Fourth Year Reappointment Candidate. A copy of the report is sent to the Provost after being sent to the candidate and PRC.
- 16 Commencement
- 26 First and Third Year Reappointment Candidates meet with PRC. Conversation is summarized in the form of a letter to candidate.
- 29 First and Third Year Reappointment Candidates may respond formally to PRC letter.
- Dean receives First and Third Year Reappointment Candidate's application and copies of all correspondence.

JUNE

- 16 Orientation for Transfer Students
- Dean writes acknowledgment to PRC and First and Third Year Reappointment candidates with a copy to Provost.
- 17 Graduate Orientation (General Matriculated)
- 23-27 Freshman Orientation

JULY

- 8 Board of Trustees Public Board Meeting