

2008-2009

Faculty Information Calendar

AUGUST

14 Graduate Orientation (Non-Matriculated)

21-25 Welcome Week

25 Convocation

26 Fall Classes Begin

Aug. 26- Sept. 3 Add/Drop Week

SEPTEMBER

1 Labor Day (no classes)

2 Alternate Day Schedule (Monday classes)

Promotion candidates for 2008-09 complete and submit notice of intent to file for promotion (<http://www.tcnj.edu/~academic/faculty.html>)

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

3 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 for student to request ungraded option

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)

15 Academic Affairs provides promotion candidates with official Documents Envelope.

Promotion Candidate submits application and supporting materials to the PRC

- 17 Community Learning Day
- 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)
- 20 Admissions Open House
- 22 Last day to apply for December 2008 graduation without a late fee
- 23 Last day withdrawal from 1st quarter course with a W
- 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)
- Scholar's Reception
 School of Nursing, Health & Exercise Science
 School of the Arts and Communication
 School of Education

OCTOBER

- 1 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)
- Scholar's Reception
 School of Engineering
- 5 Scholars Reception
 General Reception (All Degree Programs)
- 6 SOSA Application – 4:00 pm
- 7 Board of Trustees Public Board Meeting
- 8 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)
- 10 1st quarter ends

- 13-14 Mid-semester Break (residence halls open)
- 15 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)
- Scholars Reception
 School of Culture and Society
- 16 Promotion candidate is informed in writing of the decision of the PRC
- 18 Homecoming
- 22 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)
- Scholars Reception
 School of Business
- 25 Community Fest
- 26 Admissions Open House
- 28 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)
- 29 Scholars Reception
 School of Science
- 30 Promotion Candidate's response to PRC
- Non-recommended promotion candidate notifies Chair of College Promotions Committee (CPC) of intention to pursue promotion.
- 31 Overload pay date

NOVEMBER

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

- 4-14 Registration for Spring 2009

- 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)

- 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)
- 13 Last day withdrawal from 2nd quarter course with a W

- 14 Overload pay date

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

- 20 Dean's recommendation is transmitted to the promotion candidate.

- 22 Admissions Open House

- 26-28 Thanksgiving Break

- 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)

DECEMBER

- 2 Board of Trustees Public Board Meeting

- 3 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)
- 5 Last day Fall classes (Undergraduate)
- 6-9 Reading Days
- 8 Promotion candidate delivers promotion materials (application materials and 14 copies of Document Envelope contents) from the Dean to the CPC
- A request to appear before the CPC must be made in writing by the promotion candidate.
- 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)
- 10-12 Exam Period
- 13-14 Reading Days
- 15-16 Exam Period
- 16 Last day Fall Classes (Graduate)
- 17 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 Fall Grades Due
- Graduation (no ceremony)

JANUARY

- 8 Graduate Orientation (Matriculated and Non-Matriculated)
- 12 Winter Orientation (Undergraduate)
- 19 Promotion candidate receives CPC's written recommendation. Candidate has five (5) days after receipt of CPC's recommendation to submit an appeal
- 20 Spring Classes Begin
- 20-26 Add/Drop Week

- 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)
- 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)
- 29 Last day to apply for May 2008 graduation without a late fee

FEBRUARY

- 2 PRC's elected for AY 2009-2010
- 3 Last day for student to request ungraded option
- 4 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)
- 11 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 candidates for 2009-2010 notify PRC. Also, candidate indicates to PRC whether external reviews are requested
- 17 Last day to withdraw from a 3rd Quarter course with a W
- 18 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)

February 20-April 10 PRC meets with each candidate to discuss external review process and candidate's list of potential reviewers, if applicable.

- 23 Last day to apply for August 2008 graduation without a late fee
- 24 Board of Trustees Public Board Meeting
- 25 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

- 2-6 Summer session registration for TCNJ Students
- 4 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)
- 9-13 Spring break
- 17 3rd quarter ends
- 18 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)
- 4th quarter begins
- 25 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)
- 31 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)

APRIL

- 1 Second and Fourth Year Reappointment Candidates apply for reappointment
- 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)
- 1-10 Registration for Fall 2008

- 3 Overload pay date
- 4 Accepted Students Day
- 8 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)
- 10 Last day to withdraw from a 4th Quarter course with a W
- 14 Board of Trustees Annual Tuition Hearing
- 15 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)
- PRC selects and writes to external reviewers, if applicable.
- 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
- Last day to withdraw from the College with WP or WF (undergraduate & graduate)
- 17 Overload pay date
- 18 Admissions Open House
- 20 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 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 Admissions Open House
- 29 Celebration of Student Achievement
- 30 Last Day Spring Classes (Undergraduate)

MAY

- 1-3 Reading Days
- 4-5 Exam Period
- 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)
- 6 Reading Day
- 6 Exam Period for Wednesday evening classes beginning 5 pm or later
- 7-8 Exam Period
- 7 Graduate Orientation-Summer/Fall MAT and Educational Leadership
- 8 Last day Spring Classes (Graduate)
- 12 Spring grades due
- 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 Commencement

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.
- 19 Second and Fourth Year Reappointment Candidates may respond formally to Dean's evaluation report. This response will be included as part of candidate's application. Dean submits recommendation and dossier to Provost.
- 25 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

11 Graduate Orientation-All other Fall Matriculants

Provost reviews Second and Fourth Year Reappointment materials including evaluation reports from PRC and Dean and prepares a recommendation concerning reappointment for President and Board of Trustees. Provost notifies candidate in writing of his/her decision.

15 Orientation for Transfer Students

Dean writes acknowledgment to PRC and First and Third Year Reappointment candidates with a copy to Provost.

Second and Fourth Year Reappointment candidates have right to respond formally to Provost's recommendation. Provost sends recommendation to President.

22-26 Freshman Orientation

JULY

7 Board of Trustees Public Board Meeting

AUGUST

18 Graduate Orientation-Fall Non-Matriculants