

# 2009-2010

## Faculty Information Calendar

### *AUGUST*

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- 17 External reviewer report for promotion candidates due to PRC, if applicable
- 18 Graduate Orientation (Non-Matriculated)
- 20-24 Welcome Week
- 24 Convocation
- 25 Fall Classes Begin
- Aug. 25- Sept. 2 Add/Drop Week

### *SEPTEMBER*

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- 1 Promotion candidates for 2009-10 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
- 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)
- 7 Labor Day (no classes)
- 8 Alternate Day Schedule (Monday classes)
- 8 Last day for student to request ungraded option
- 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)
- 15 Academic Affairs provides promotion candidates with official Documents Envelope.

- 15 Promotion Candidate submits application and supporting materials to the PRC
- 16 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)
- Scholar's Reception  
 School of the Arts and Communication  
 School of Education  
 School of Nursing, Health & Exercise Science
- 21 Last day to apply for December 2009 graduation without a late fee
- 21 Last day withdrawal from 1<sup>st</sup> quarter course with a W
- 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)
- 23 Scholars Reception  
 School of Culture and Society
- 26 Admissions Open House
- 30 Scholars Reception  
 School of Business

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***OCTOBER***

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- 5 SOSA Application – 4:00 pm
- 6 Board of Trustees Public Board Meeting
- 7 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)
- Scholar's Reception  
 School of Engineering
- 10 Community Fest

- 11 Admissions Open House
- 12-13 Mid-semester Break (residence halls open)
- 13 1<sup>st</sup> quarter ends
- 14 2<sup>nd</sup> quarter begins
- 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)
- 14 Scholars Reception  
School of Science
- 16 Promotion candidate is informed in writing of the decision of the PRC
- 18 Scholar Reception  
All Schools
- 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)
- 24 Homecoming
- 27 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)
- 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)
- 30 Promotion Candidate's response to PRC
- 30 Non-recommended promotion candidate notifies Chair of College Promotions Committee (CPC) of intention to pursue promotion.
- 30 Overload pay date

## *NOVEMBER*

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- 3 PRC forwards recommendation and candidates' documentation materials to the appropriate Dean
  
- 3-13 Registration for Spring and Summer 2010
  
- 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 Sabbatical Application-4:00 pm
  
- 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)
  
- 13 Last day withdrawal from 2<sup>nd</sup> quarter course with a W
  
- 13 Overload pay date
  
- 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)
  
- 20 Dean's recommendation is transmitted to the promotion candidate.
  
- 20 Last day to withdraw from the College with WP or WF (undergraduate & graduate)
  
- 21 Admissions Open House
  
- 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)
  
- 25-27 Thanksgiving Break

## *DECEMBER*

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- 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)
- 4 Last day Fall classes (Undergraduate)
- 5-8 Reading Days
- 7 Promotion candidate delivers promotion materials (application materials and 14 copies of Document Envelope contents) from the Dean to the CPC
- 8 Board of Trustees Public Board Meeting
- 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)
- 9-11 Exam Period
- 12-13 Reading Days
- 14-15 Exam Period
- 14 A request to appear before the CPC must be made in writing by the promotion candidate.
- 15 Last day Fall Classes (Graduate)
- 16 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 Fall Grades Due
- 18 Graduation (no ceremony)

## *JANUARY*

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- 7 Graduate Orientation (Matriculated and Non-Matriculated)
- 11 Winter Orientation (Undergraduate)

- 18 Promotion candidate receives CPC's written recommendation. Candidate has five (5) days after receipt of CPC's recommendation to submit an appeal
- 19 Spring Classes Begin
- 19-27 Add/Drop Week
- 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)
- 25 Last day to apply for May 2010 graduation without a late fee
- 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)

## ***FEBRUARY***

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- 1 PRC's elected for AY 2010-2011
- 2 Last day for student to request ungraded option
- 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)
- 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 Promotion candidates for 2010-2011 notify PRC. Also, candidate indicates to PRC whether external reviews are requested
- 16 Last day to withdraw from a 3rd Quarter course with a W
- 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)

February 22-April 12 PRC meets with each 2010-2011 promotion candidate to discuss external review process and candidate's list of potential reviewers, if applicable.

- 23 Board of Trustees Public Board Meeting
- 23 Last day to apply for August 2010 graduation without a late fee
- 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)

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***MARCH***

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- 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)
- 8-12 Spring break
- 16 3<sup>rd</sup> quarter ends
- 17 4<sup>th</sup> quarter begins
- 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)
- 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)
- 27 Accepted Students Day
- 30 Last day to withdraw from a full semester course with a W (undergraduate & graduate)
- 30 Last day to withdraw from the College with a WD in *all* courses (undergraduate & graduate)

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***APRIL***

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- 1 Second and Fourth Year Reappointment Candidates apply for reappointment
- 2 Overload pay date
- 6-16 Registration for Fall 2011

- 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 to withdraw from the College with WP or WF (graduate)
  
- 10 Admissions Open House
  
- 13 Last day to withdraw from a 4th Quarter course with a W
  
- 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)
  
- 14 Last day to withdraw from the College with WP or WF (undergraduate)
  
- 15 PRC selects and writes to external reviewers, if applicable.
  
- 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
  
- 15 Faculty Performance-Based Range Adjustment-candidate provides written notification to the Dean of their school/library of their intention to submit application in order to ensure the Assessment Commitment (AC) is constituted.
  
- 16 Overload pay date
  
- 18 Admissions Open House
  
- 19 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.
  
- 19 Faculty Performance-Based Range Adjustment-Applicant informed of composition of AC
  
- 20 Board of Trustees Annual Tuition Hearing
  
- 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 Faculty Performance-Based Range Adjustment-Applicant notifies Dean in writing of concerns about composition of AC and may also suggest a member or members from outside their department/program for service on AC
- 26 Faculty Performance-Based Range Adjustment-Concerns resolved over composition of AC
- 28 Celebration of Student Achievement
- 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 Spring Classes (Undergraduate)
- April 30-May 5 Reading Days

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***MAY***

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- 3-7 Exam Period
- 4 Faculty Performance-Based Range Adjustment-Deadline for submission of application to AC
- 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)
- 6 Graduate Orientation-Summer/Fall MAT and Educational Leadership
- 7 Last day Spring Classes (Graduate)
- 11 Spring grades due
- 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 Commencement
- 17 First and Third Year Reappointment Candidates submit Standard Application for Reappointment and supporting materials to PRC.

- 17 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.
- 18 Faculty Performance-Based Range Adjustment-Report of AC submitted to Dean and applicant
- 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.
- 26 Faculty Performance-Based Range Adjustment-Deadline for written response, if any, by applicant to AC
- 31 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.

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## *JUNE*

- 1 Faculty Performance-Based Range Adjustment-Recommendation of Dean submitted to Provost and applicant
- 8 Faculty Performance-Based Range Adjustment-Deadline for written response, if any, by applicant to Dean's recommendation
- 8 Graduate Orientation-All other Fall Matriculants
- 11 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.
- 14 Second and Fourth Year Reappointment candidates have right to respond formally to Provost's recommendation. Provost sends recommendation to President.
- 15 Dean writes acknowledgment to PRC and First and Third Year Reappointment candidates with a copy to Provost.
- 15 Faculty Performance-Based Range Adjustment-Recommendation of Provost to President and applicant

- 22 Faculty Performance-Based Range Adjustment-Deadline for written response, if any, by applicant to Provost's recommendation
  - 28 Transfer Orientation
  - 29 Freshman Orientation
  - 30 Freshman Orientation
- Faculty Performance-Based Range Adjustment-Applicant notifies of decision by President

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***JULY***

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- 1 Freshman Orientation
- 6 Freshman Orientation
- 7 Freshman Orientation
- 8 Freshman Orientation
- 13 Board of Trustees Public Board Meeting
- 30 Action is taken by the Board of Trustees on President's recommendation for reappointment of second and fourth year candidates. Notification of reappointment or non-reappointment is sent to the candidate.

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***AUGUST***

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- 15 External reviewer report for promotion candidates due to PRC, if applicable
- 18 Graduate Orientation-Fall Non-Matriculants