

2011-2012

Faculty Information Calendar

JUNE

9 Graduate Orientation - All Other Fall Matriculants

JULY

11 Transfer Orientation for Fall 2011

12-14 Freshman Orientation for Fall 2011

18-20 Freshman Orientation for Fall 2011

AUGUST

18 Graduate Orientation - Final Fall Orientation

25-29 Welcome Week

29 Convocation

30 Classes begin @ 5:00pm (revised from original schedule)

Aug. 30- Sept. 7 Add/Drop Week

SEPTEMBER

1 Promotion candidates for 2011-12 complete and submit notice of intent to file for promotion (<http://www.tcnj.edu/~academic/faculty.html>)

Dean notifies Academic Affairs of the names of all PRC (Department Promotion and Reappointment Committee) and chairs under the Dean's jurisdiction.

5 Labor Day (no classes)

6 Alternate Day Schedule (Monday classes)

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)

- 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)
- 13 Last day for student to request ungraded option
- 15 Academic Affairs provides promotion candidates with official Documents Envelope.

Promotion candidate submits application and supporting materials to the PRC

Between September 15 and October 7, at either the request of the promotion candidate or PRC, the candidate shall meet with the PRC to amplify and/or explain the documentation.

Graduate Studies Open House
- 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)
- 23 Last day to apply for December 2011 graduation without \$35 late fee
- 24 Admissions Open House
- 27 Last day withdrawal from 1st quarter course with a W
- 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)

Rosh Hashanah begins at sundown

OCTOBER

- 3 SOSA Application – 4:00 pm
- 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)

- 5 Community Learning Day
- 9 Admissions Open House
- 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)
- 17 Promotion candidate is informed in writing of the decision of the PRC
- 17-18 Mid-semester break (residence halls open)
- 18 1st quarter ends
- 19 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)
- 22 Homecoming
- 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)
- 29 Community Fest
- 30 Scholar's Reception
- 31 Promotion candidate's response to PRC

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

NOVEMBER

- 1 Last day to withdraw from a full semester courses with a W (undergraduate & graduate)

Last day to withdraw from the College with a WD in *all* courses (undergraduate & graduate)
- 1-11 Registration for Spring and Summer 2012

- 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)
- 3 PRC forwards recommendation and candidates' documentation materials to the appropriate Dean
- 6 Admissions Multi Cultural Reception
- 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)
- 10 Sabbatical Application-4:00 pm
- 11 Overload pay date
- 15 Last day withdrawal from 2nd quarter courses with a W
- 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)
- 19 Admissions Open House
- 21 Dean's recommendation is transmitted to the promotion candidate.
- 22 Last day to withdraw from the College with WP or WF (undergraduate & graduate)
- 23-25 Thanksgiving Break
- 25 Overload pay date

DECEMBER

- 6 Board of Trustees Public Board Meeting
- 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 Promotion candidate delivers promotion materials (application materials and 14 copies of document envelope contents) from the Dean to the CPC.

- 9 Last day Fall classes (Undergraduate)
- 10-13 Reading Days
- 12 A request to appear before the CPC must be made in writing by the promotion candidate.
- 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)
- 14-16 Exam Period
- 17-18 Reading Days
- 19-20 Exam Period
- 20 Last day Fall Classes (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)
- 23 Fall Grades Due

December Graduation (no ceremony)

JANUARY 2012

- 10 Winter Orientation for spring transfer and freshman cohort

Graduate Orientation-Spring Matriculated and Non-Matriculated (snow date January 12)
- 17 Promotion candidate receives CPC's written recommendation. Candidate has five (5) days after receipt of CPC's recommendation to submit an appeal
- 17 First day of class
- 17-25 Add/Drop Week
- 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)
- 19 Graduate Studies Open House (snow date January 26)

- 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 request ungraded option

FEBRUARY

- 1 PRC's elected for AY 2012-2013

- 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 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 apply for May 2012 graduation without \$35 late fee

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

- 15 Promotion candidates for 2012-2013 notify PRC in writing. Also, candidate indicates to PRC whether external reviews are requested

- 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 2012-2013 promotion candidate to discuss external review process and candidate's list of potential reviewers, if applicable.

- 24 Last day to apply for August 2012 graduation without \$35 late fee

- 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)

- 28 Board of Trustees Public Board Meeting

MARCH

- 5-9 Spring break
- 13 3rd quarter ends
- 14 4th quarter begins
- 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)
- 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 Admissions Open House for Juniors
- 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)
- 31 Accepted Students Day

APRIL

- 2 Second and Fourth Year Reappointment Candidates apply for reappointment
- 3-13 Registration for Fall 2011
- 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)

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.

- 4 Faculty Member/Librarian provides written notification to their dean of their intention to submit application in order to ensure the Assessment Commitment (AC) is constituted and may also suggest a member or members from outside the department/program/library for service on the AC
- 6 Last day to withdraw from the College with WP or WF (undergraduate and graduate)
- 10 Last day to withdraw from a 4th Quarter course with a W
- 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)
- Faculty Performance-Based Range Adjustment-Applicant informed of composition of AC
- 15 Admissions Open House for Juniors
- 16 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
- 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)
- 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
- 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.
- 24 Board of Trustees Annual Tuition Hearing
- 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)

Faculty Performance-Based Range Adjustment-Concerns resolved over composition of AC

Celebration of Student Achievement

26 Last Day Spring Classes (Undergraduate)

27 Overload pay date

27-29 Reading Days

April 30 – May 4 Exam Period

MAY

2 Reading Day *Exams resume 4:30 PM Wednesday evening

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)

Faculty Performance-Based Range Adjustment-Deadline for submission of application to AC

2-4 Exam period *begins 4:30 PM Wednesday

4 Last day Spring Classes (Graduate)

7 Spring grades due

8 Graduate Orientation - Summer/Fall MAT and Educational Leadership

11 Commencement

Overload pay date

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 Faculty Performance-Based Range Adjustment-Report of AC submitted to Dean and applicant

- 21 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.
- 23 Faculty Performance-Based Range Adjustment-Deadline for written response, if any, by applicant to AC
- 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

- 6 Faculty Performance-Based Range Adjustment-Recommendation of Dean submitted to Provost and applicant
- 7 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.
- 13 Second and Fourth Year Reappointment candidates have right to respond formally to Provost's recommendation. Provost sends recommendation to President.
- Faculty Performance-Based Range Adjustment-Deadline for written response, if any, by applicant to Dean's recommendation.
- 18 Dean writes acknowledgment to PRC and First and Third Year Reappointment candidates with a copy to Provost.
- 20 Faculty Performance-Based Range Adjustment-Recommendation of Provost to President and applicant
- 27 Faculty Performance-Based Range Adjustment-Deadline for written response, if any, by applicant to Provost's recommendation

JULY

- 5 Faculty Performance-Based Range Adjustment-Applicant notified of decision by President
- 10 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.

AUGUST

- 15 External reviewer report for promotion candidates due to PRC, if applicable
Graduate Orientation – Final Fall Orientation