

Deadlines for Faculty 2009-2010

Note: For a complete list of meeting dates, please see the "Academic Business Calendar" schedule posted on the 'Resources for Faculty' web page.

September

- 1 Evaluate travel plans and submit travel request form – *Please rank your requests in order of preference* (AAO notifies funding allotment on 9/21)
- 7 **Faculty may request financial support for working toward a terminal degree.** (*Doctoral Studies form on Resources for Current Faculty website under Faculty Development*). Send form to AAO
- 9 All University Serve Day - No daytime classes; evening classes meet
- 15 Faculty schedules (including office hours) due to AAO
- 15 Deadline to submit requests for professional memberships funds for entire fiscal year to the AAO
- 30 Collect syllabi and send as e-mail attachments to syllabi@georgefox.edu – **no paper copies please!**
- 30 Portfolios due for the peer review and promotion process

October

- 1 Begin review of all department faculty by the Department Chair (every year) - summary to school dean by **December 1.**
- 1 Submit Sabbatical Plans for next year to the Provost
- 9 Mid-Semester Holiday (Newberg Campus only)
- 12 Call for Summer Research Grant and Research Leave Proposals
- 15 Deadline to submit curriculum changes to the Curriculum Committee
- 28-30 Mid-semester grade entry (*traditional undergraduate courses only*) – **Weds. 8 a.m. to Friday 5 p.m.**
- 29 Newberg/Portland Campus deadline to submit spring semester textbook orders
- 30 Proposals for undergrad May-term classes turned in to the School Dean

November

- 16 Third-year peer review reports from Department Chair to School Dean to the AAO
- 16 Tenure peer review reports to the peer review committee chair

December

- 1 Deadline to submit Summer Research Grants and Research Leave proposals
- 1 Department Chair sends evaluations of every faculty member to School Dean and to AAO
- 4 Doctoral dissertation signed request for approval sheets due to AAO by **12:00 p.m.**
- 7 Faculty Loads for next year to School Dean
- 15 Personnel Committee recommends tenure candidates to the Provost
- 15 Recommendations from the Dean to the Provost for promotions with peer review
- 15 Recommendations from the Dean to the Provost for promotions without peer review
- 19 Midyear Commencement Activities

January

- 1 Final grade entry deadline, **5 p.m.**
- 22 Faculty sabbaticals announced
- 22 Faculty Schedules (including office hours) to AAO

February

- 1 Collect syllabi and send as e-mail attachments to syllabi@georgefox.edu – **no paper copies please!**
- 1 Deadline for student submission for endowed scholarships
- 1 Submit 09-10 class scheduling information to your school Dean
- 8 AAO submits class schedules to the Registrar's Office
- 12-13 Scholarship Competition - Auditions and interviews
- 15 Submit Catalog Revisions to AAO

March

- 10-12 Mid-Semester Grade Entry (*traditional undergraduate courses only*) **Weds. 8 a.m. to Friday 5 p.m.**
- 10 Deadline for faculty selection of endowed scholarship awardees
- 19-28 SPRING BREAK

April

- 1 Newberg/Portland Campus deadline to submit **re-used** Fall textbook orders
- 1 Select students to receive academic awards and send names to AAO
- 2 Good Friday Holiday
- 15 Doctoral dissertation signed approval sheets due by **12:00 p.m.**
- 29-May 1 Commencement Activities (departments are responsible for planning receptions)

May

- 1 Commencement Activities (departments are responsible for planning receptions)
- 3 Faculty member assesses the previous year's Faculty Growth Plan and adds another year to the plan.
- 14 Final grade entry deadline, **5:00 p.m.**
- 14 Newberg/Portland Campus deadline to submit **new** Fall textbook orders
- 28 Updated Faculty Growth Plan to the School Dean and Department Chair
- 28 Send updated vita to AAO