

Deadlines and Reminders for Faculty 2011-2012

*For a complete list of meeting dates, please see the "Academic Business Calendar"
posted on the 'Resources for Faculty' web page or on Google calendar.*

September

- 1 Evaluate travel plans and submit online travel request form – *Please rank your requests in order of preference* (Deans' Assistant notifies of funding allotment by 9/22). The online form can be found at the following web page:
https://spreadsheets.google.com/a/georgefox.edu/spreadsheet/viewform?hl=en_US&formkey=dHR2QWhVRGNVQTRTaXp1RXowbDhwWEE6MQ#gid=0
- 5 Labor Day Holiday – all sites closed except for Newberg Campus
- 7 Newberg Campus Serve Day - No daytime classes; evening classes meet beginning at 4:00 p.m.
- 8 Faculty may request financial support for working toward a terminal degree. The online form can be found at the following web page:
https://spreadsheets.google.com/a/georgefox.edu/spreadsheet/viewform?hl=en_US&formkey=dENYeEIRUTIHN1pxWnJGUWdUX21rSWc6MQ#gid=0
- 15 Faculty schedules (including office hours) due to AAO
- 15 Deadline to submit requests for professional membership funds for the fiscal year to the AAO. The online form can be found at the following web page:
<https://spreadsheets.google.com/a/georgefox.edu/viewform?hl=en&formkey=dE13dTIRYU5ibEdFU3pmVjdyamt6YXc6MQ#gid=0>
- 23 Call for Summer Research Grant and Research Leave Proposals
- 30 Collect syllabi and send as email attachments to syllabi@georgefox.edu – no paper copies please.
- 30 Portfolios due for the peer review and promotion process
- 30 Begin review of all department faculty by the Department Chair (every year) - summary to school Dean by December 1.
- 30 Submit sabbatical requests for 2012-13 to the Provost.

October

- 1 Deadline to submit spring semester textbook orders:
http://www.georgefox.edu/offices/store_new/textbook_order/newberg.html
- 14 Mid-Semester Holiday (Newberg Campus only)
- 17 Deadline to submit undergraduate curriculum changes to the Curriculum Committee
- 26-28 Mid-semester grade entry (*traditional undergraduate courses only*) – **Weds. 8 a.m. to Friday 5 p.m.**
- 28 Proposals for undergraduate May-term classes due to the School Dean

November

- 15 Third-year peer review reports from Department Chair to School Dean to the AAO
- 15 Tenure peer review reports to the peer review committee chair
- 18 Last Day to Submit Summer Research Grant, Research Leave and Writing Workshop Proposals

December

- 1 Department Chair sends evaluations of every faculty member to School Dean and to AAO
- 8 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 and without peer review
- 17 Midyear Commencement Activities
- 23 Final grades Due (Fall semester classes) -5:00 p.m.

January

- 20 Faculty sabbaticals announced
- 20 Faculty Schedules (including office hours) to AAO

February

- 1 Collect syllabi and send as email attachments to syllabi@georgefox.edu – no paper copies please.
- 1 Deadline for student submission for endowed scholarships
- 1 Submit 2012-13 class scheduling information to your school Dean
- 8 AAO submits class schedules to the Registrar's Office
- 9-10 Scholarship Competition - auditions and interviews
- 15 Submit Catalog Revisions to AAO

March

- 1 Deadline to submit already adopted May, Summer and Fall textbook orders:
http://www.georgefox.edu/offices/store_new/textbook_order/index.html
- 7-9 Mid-Semester grade entry (*traditional undergraduate courses only*) **Weds. 8 a.m. to Friday 5 p.m.**
- 9 Deadline for faculty selection of endowed scholarship awardees
- 26-30 SPRING BREAK

April

- 1 Deadline to submit already adopted Fall textbook orders
- 2 Select students to receive academic awards and send names to AAO
- 6 Good Friday Holiday
- 26-28 Commencement Activities (departments are responsible for planning receptions)

May

- 2 Faculty member assesses the previous year's Faculty Growth Plan and adds another year to the plan.
- 4 Final grade entry deadline, **5:00 p.m.**
- 13 Newberg/Portland Campus deadline to submit new Fall textbook orders
- 31 Updated Faculty Growth Plan to the School Dean and Department Chair
- 31 Send updated curriculum vita to AAO