

COLLEGE CALENDAR (2009-2010)	
College of Arts & Sciences	
Eastern Kentucky University	
<ul style="list-style-type: none"> •This calendar is provided to help members of the college, especially faculty, with advance planning. While effort has been made to establish as many dates in advance as possible, periodic updates are inevitable and users are encouraged to review the calendar periodically. 	
<ul style="list-style-type: none"> •If a given date occurs on a weekend or holiday, the deadline for the requested action shall be the first day on which the university administrative offices are open after the weekend or holiday. Exceptions are events such as spotlight days and graduation ceremonies that require attendance even during non-official hours. 	
<ul style="list-style-type: none"> • Months only are shown when the specific date for the given activity is yet to be determined. 	
<ul style="list-style-type: none"> •Events marked with an asterisk (*) will normally be conducted in the spring semester prior to the academic year in which they are to occur. 	
Date Posted: August 20, 2009	
DATE	ACTIVITY
JULY 2009	
July 2009	New department chair orientation
July 2009	Parliamentarian and Recorder for College Assembly appointed by Dean
AUGUST 2009	
August 7, 2009	Summer classes and finals end
August 17, 2009	College Assembly Meeting
August 20, 2009	Course schedule advising for fall 2009 resumes
August 21, 2009	Curriculum Committee: Names of departmental representatives and alternates due to Dean's Office*
August 24, 2009	Classes begin
SEPTEMBER 2009	
September 1, 2009	P&T: Dean informs Department Chairs of candidates eligible for tenure
September 1, 2009	Election of members of college standing committees by faculty*
September 1, 2009	Faculty development grants call for applications (Fall awards)
September 1, 2009	Chemical safety work group established under the coordination of the Associate Dean for Administrative Affairs & Research
September 1, 2009	Technology Work Group members appointed by Assistant Dean for Academic & Student Affairs
September 1, 2009	Pre-Medical Advisory Work Group established under the coordination of the Associate Dean for Administrative Affairs & Research
September 1, 2009	Student Awards Work Group members appointed by Interim Assistant Dean for Academic & Student Affairs
September 4, 2009	Promotion and Tenure Open Forum (Process, etc)
September 10, 2009	Appoiment of members of college standing committees by Dean*
September 10, 2009	P&T candidates notify chair and dean, in writing, of intent to apply for tenure and/or promotion
September 11, 2009	RTP faculty requests due from faculty to department chair
September 15, 2009	Sabbatical leave applications due to department chair from candidates
September 15, 2009	P&T candidates submits name of presenter to college committee chair
September 15, 2009	Sabbatical leave committee (department) submits its recommendations to department Chair
September 18, 2009	New Faculty Orientation (college-level)
September 18, 2009	New Faculty Orientation Reception (college-level)
September 19, 2009	Spotlight Day

OCTOBER 2009	
October 1, 2009	Sabbatical leave applications and recommendations forwarded to Dean by Department chair
October 1, 2009	Faculty development grant applications due to Dean's office (fall awards)
October 3, 2009	Roark Lecture call for applications
October 3, 2009	Spotlight Day
October	P&T Committee organizational meeting
October 9, 2009	RTP request assessment reports by chairs due to Dean
October 9, 2009	Reporting Unit 2008-2009 Annual Institutional Effectiveness Progress Report due to Planning Group/appropriate office.
October 15, 2009	Kenamer Study Abroad Scholarships: Applications due to Dean
October 16, 2009	Non-tenured faculty evaluations: Second year reports to Dean
October 20, 2009	Progress reports due from junior faculty summer research award recipients
October 23, 2009	Sabbatical leave recommendations of college committee submitted to Dean
October 23, 2009	Non-tenured faculty evaluations: Second year; Dean notifies faculty member & department chair if Dean does not concur with department's recommendation
October 23, 2009	Academic Affairs Planning Groups 2008-2009 Annual Institutional Effectiveness Progress Report due to the Office of Institutional Effectiveness
October 26, 2009	Course schedule advising begins for Spring 2010
October 30, 2009	Foundation Professorship Materials due from applicants to chair of Foundation Professorship Selection Committee
October 31, 2009	Last day for undergraduates to apply for May or August 2010 graduation
NOVEMBER 2009	
November 1, 2009	Sabbatical leave applicants notified by Dean of college's recommendation
November 1, 2009	Sabbatical requests approved forwarded to Provost by Dean
November 1, 2009	Roark Lecture applications due to Dean's office
November 6, 2009	RTP request assessment reports by Dean due to Provost
November 6, 2009	P&T: Department committee to notify department chair of committee's P&T recommendations, including reconsideration decisions
November 13, 2009	Non-tenured faculty evaluations: Second year reports from Dean to Provost
November 15, 2009	Kenamer Study Abroad Scholarships: Recipients notified by Foundation Office
November	Junior faculty summer research award 2007-2008 recipients presentations
November 20, 2009	Junior Faculty Summer Research Award call for proposals
November 21, 2009	Spotlight Day
November 24, 2009	Academic advising ends for enrolled students. Resumes January 7, 2010
November 24, 2009	Sabbatical leave reports due for sabbatical leaves completed in Spring 2009
November 27, 2009	Foundation Professorship Selection Committee notifies nominees of preliminary selection
November 30, 2009	Roark Lecture committee recommendations to Dean
DECEMBER 2009	
December 1, 2009	P&T: Department Chair submit recommendations to Dean
December 1, 2009	Faculty development grants call for applications (spring awards)
December 5, 2009	Roark Lecture recipient announced by Dean
December 5, 2009	Spotlight Day
December 11, 2009	RTP: President's recommendations, pending Board of Regents approval, communicated to academic administrators and relevant faculty
December 14, 2009	P&T applications evaluation by college committee
December 15, 2009	P&T applications evaluation by college committee
December 16, 2009	P&T applications evaluation by college committee (if necessary)
December 19, 2010	Graduation Commencement Ceremony
December 19, 2010	Fall semester ends
JANUARY 2010	
January 7, 2010	Course schedule advising resumes for Spring 2010
January 7, 2010	Non-tenured faculty evaluations: Third, Fourth & Fifth year reports to Dean
January 8, 2010	Faculty Emeritus: nominations due to Department Chair.
January 8, 2010	Foundation Professorship: Additional materials on preliminary candidates due to the selection committee
January 11, 2010	Classes begin

January 14, 2010	Non-tenured faculty evaluations: Third, Fourth & Fifth year; Dean notifies faculty member & department chair if Dean does not concur with department's recommendation
January 15, 2010	Excellence in research and creative activities awards call for applications
January 15, 2010	Dean's award of Merit: call for nominations through department chairs
January 15, 2010	Non-tenured faculty evaluations: First year; Chair meets with faculty and provides written feedback
January 15, 2010	Faculty Emeritus: nominations from Department Chair to Dean.
January 20, 2010	P&T: College committee to notify Dean of committee's P&T recommendations, including reconsideration decisions
January 23, 2010	Spotlight Day
January 25, 2010	Junior Faculty Summer Research Award applications due to dean's office
January 29, 2010	Merit Pay: Faculty submit documentation to Department Chair
	FEBRUARY 2010
February 1, 2010	Faculty development grants applications due to dean's office (spring awards)
February 1, 2010	Non-tenured faculty evaluations: First year reports to Dean
February 1, 2010	Dean's award of Merit: nominations by chairs due to dean's office
February 5, 2010	Faculty Emeritus: nominations from Dean to Provost
February 9, 2010	Non-tenured faculty evaluations: First year; Dean notifies faculty member & department chair if Dean does not concur with department's recommendation
February 12, 2010	Non-tenured faculty evaluations: Third, Fourth & Fifth year reports from Dean to Provost
February 15, 2010	Non-tenured faculty evaluations: First year reports from Dean to Provost
February 15, 2010	P&T recommendations from Dean to Provost
February 15, 2010	Kenamer Campus Scholarship: Applications due to Dean
February 24, 2010	Dean's award of Merit: Names of recipients due to Dean's Administrative Assistant II
February 28, 2010	Junior faculty summer research award recipients notified.
	MARCH 2010
March 1, 2010	Excellence in research and creative activities awards applications due to dean's office.
March 8, 2010	Spring break week begins
March 15, 2010	Kenamer Campus Scholarship: Recipients notified by Foundation Office
March	Course schedule advising begins for Summer & Fall 2010.
March 31, 2010	The Booth Scholarship Program for Math and Science: Applications due to applicant's department chair
	APRIL 2010
April 1, 2010	Merit Pay: Department chair submit information to Dean
April	Roark Lecture presentation
April 11, 2010	Sabbatical leave reports due for sabbatical leaves completed in Fall 2009
April 23, 2010	Junior Faculty Mentoring Program end-of-year social
April	P&T: Promotion and Tenure open Forum (preparing dossiers, etc)
April	College Assembly Meeting
April	College Awards Ceremony and Reception
April 30, 2009	Last day for undergraduate students to apply for December 2010 graduation.
	MAY 2010
May 8, 2010	Graduation Commencement Ceremony
May 8, 2010	Spring semester ends
May 15, 2010	P&T: Election of College's representatives to University P&T Committee for upcoming year
May 17, 2010	Summer classes begin
	JUNE 2010