

College of Arts & Sciences Administrative Calendar

2018-2019

A - Academic Affairs Committee

CI – Centers and Institutes Directors Council

AW - College Awards

C – Department Chairs Council

CE - College Events

G - Graduate Committee

PD – Program Directors Council

S - Sabbatical

TP - Tenure/Promotion/Review

U - University Events

Day	Month	Date	Code		Location	Start Time
Monday	August	6	U	Degrees conferred - no ceremony		
Wednesday	August	15	U	Feast of the Assumption No classes, offices closed		
Thursday	August	16	TP	T & P candidates submit Portfolio and Supporting Materials to Chair. [Please see the College T & P policy for details about T & P deadlines.]		
Thursday	August	16	U	New University Faculty Orientation	tbd	8:30 a.m.
Thursday	August	16	CE	Continuous Improvements Report due	OR 108	
Friday	August	17	CE	New College Lecturers Orientation/Workshop	Curran Place S2005	8:00 a.m.
Sat.-Tues.	August	18-21	U	New Student Orientation	Campus	
Monday	August	20	CI	Centers and Institutes Directors meeting	OR 103	1:00 p.m.
Tuesday	August	21	U	Last day to complete registration		
Tuesday	August	21	U	New Student Convocation	RecPlex	8:45 a.m.
Wednesday	August	22	U	FALL TERM 2018 Classes begin at 8:00 a.m.		
Wednesday	August	22	C	Department Chairs Meeting	KU 310	1:30 p.m.
Friday	August	24	A	AAC Organizational Meeting	ML 217	3:30 p.m.
Monday	August	27	AW	Dean sends letter requesting nominations for College Faculty Awards		
Monday	September	3	U	Labor Day – No classes, offices closed		
Wednesday	September	5	PD	Program Directors Meeting	KU 310	1:30 p.m.
Thursday	September	6	U	STARS Symposium	KU Ballroom	11:30 a.m.
Thursday	September	6	CE	"Understanding Food Ethics: Exploring Attitudes and Values Using Approaches from the Humanities, Sciences, and Social Sciences"	SC 114	5:30 p.m.
Friday	September	7	U	Faculty Meeting	Boll Theatre	3:30 p.m.
Monday	September	10	U	Last day to change 2nd session and full Summer term grades		
Tuesday	September	11	CE	New tenure-track faculty breakfast	KU 316	7:45 a.m.
Wednesday	September	12	U	Last day to drop classes without record		
Friday	September	14	TP	Department T & P committees give evaluations and recommendation letters to candidates.		
Friday	September	14	U	Academic Senate Meeting	KU Blrm.	3:30 p.m.
Friday	September	14	U	Spring 2019 composite due		
Monday	September	17	CI	Centers and Institutes Directors meeting		1:00 p.m.
Mon. - Tues.	September	17-18	U	Inclusive Excellence Scholar Residency	KU	
Fri. - Sun.	September	21-23	U	Family Weekend		
Friday	September	21	G	Graduate Academic Affairs Committee	KU 312	10:00 a.m.

Friday	September	21	A	AAC Meeting	ML 217	3:30 p.m.
Friday	September	21	S	Sabbatical reports due for sabbaticals ending 5/15/18	OR 108	
Monday	September	24	TP	Department T & P committees send their final letters to candidates and Chairs. Chairs insert copies of letters into portfolios.		
Wednesday	September	26	C	Department Chairs Meeting	KU 310	1:30 p.m.
Friday	September	28	AW	College Faculty Awards nominations due	OR 108	
Friday	September	28	CE	Dean's Faculty Address and Reception	Chudd/ SC Atrium	3:30 p.m.
Monday	October	1	TP	Department Chairs give final letters to candidates, insert copies into portfolios, and send T & P materials to the Dean		
Thurs.-Sun.	October	4-7	U	Midterm Break - no classes		
Monday	October	8	U	Classes resume at 8:00 a.m.		
Tuesday	October	9	CE	New tenure-track faculty breakfast	KU 316	7:45 a.m.
Monday	October	15	CI	Centers and Institutes Directors meeting		1:00 p.m.
Monday	October	15	U	Last day for Graduate and Doctoral students to apply for December 2017 graduation		
Monday	October	15	TP	Recommendations for emeritus status due in Dean's Office by 4:00 p.m.	OR 105	
Wednesday	October	17	U	First-year students' midterm progress grades due	on-line	
Wed.-Thurs.	October	17-18	U	University Board of Trustees Meeting		
Friday	October	19	U	Academic Senate Meeting	KU Blrm.	3:30 p.m.
Friday	October	19	AW	Finalists for College Faculty Awards are notified and final data sheets are distributed		
Wed.-Sun.	October	24-28	CE	Humanities Commons First-Year Arts Immersion	Victoria Theatre	
Wednesday	October	24	C	Department Chairs Meeting	KU 310	1:30 p.m.
Thursday	October	25	U	University Endowed Chair Installation Ceremony	Sears	4:00 p.m.
Friday	October	26	A	AAC Meeting	ML 217	3:30 p.m.
Friday	October	26	S	Sabbatical request forms due in Dean's Office	OR 108	
Saturday	October	27	CE	College Advisory Council Meeting		
Tuesday	October	30	U	Undergraduate registration begins for Spring 2019		
Thursday	November	1	U	Last day to submit Undergraduate candidacy for May 2019 Commencement		
Monday	November	5	CE	Department Chairs remind faculty to update Digital Measures		
Monday	November	5	CE	College Women's Faculty Dinner	Torch/Blrm.	5:30 p.m.
Tuesday	November	6	CE	New tenure-track faculty breakfast	KU 316	7:45 a.m.
Wednesday	November	7	U	STARS Symposium	KU Ballroom	11:30 a.m.
Wednesday	November	7	PD	Program Directors Meeting	KU 310	1:30 p.m.
Monday	November	12	U	Last day to drop classes with record of W		
Wednesday	November	14	TP	College T & P Committee sends its recommendation letters to the Dean.		
Friday	November	16	U	Academic Senate Meeting	KU Blrm.	3:30 p.m.
Monday	November	19	CI	Centers and Institutes Directors meeting		1:00 p.m.
Tuesday	November	20	U	Thanksgiving recess begins after last class		
Wednesday	November	21	TP	Deadline for candidate, Chair, or Dept. Committee to submit a written reply to the Dean concerning the College T & P Committee's recommendation.		
Thursday	November	22	U	Thanksgiving Day - No classes, offices closed		
Friday	November	23	U	Day after Thanksgiving - No classes, offices closed		
Saturday	November	24	U	Saturday classes meet		
Monday	November	26	U	Classes resume at 8:00 a.m.		8:00 a.m.

Wednesday	November	28	C	Department Chairs Meeting	KU 310	1:30 p.m.
Friday	November	30	G	Graduate Academic Affairs Committee	KU 312	10:00 a.m.
Friday	November	30	A	AAC Meeting	ML 217	3:30 p.m.
Tuesday	December	4	CE	New tenure-track faculty breakfast	KU 316	7:45 a.m.
Thursday	December	6	U	Last Day of Classes		
				Feast of Immaculate Conception observed Christmas on Campus No classes, offices closed		
Friday	December	7	U			
Saturday	December	8	U	Study Day		
Sunday	December	9	U	Study Day		
Mon.-Fri.	December	10-14	U	Exams - Fall Term ends after final exams		
Wednesday	December	12	C	Department Chairs Meeting	KU 310	1:30 p.m.
Friday	December	14	TP	Dean's recommendation letters go to T & P candidates		
Saturday	December	15	U	Diploma Exercises	UD Arena	9:45 a.m.
Sunday	December	16	U	Christmas Break begins		
Monday	December	17	CI	Centers and Institutes Directors meeting		1:00 p.m.
Tuesday	December	18	U	Grades due by 9:00 a.m. Deficiency reports due in Dean's Office	on-line OR 104	
Tuesday	December	18	C	College Staff Christmas Luncheon	KU Ballroom	12:00 noon
Friday	December	21	TP	Deadline for T & P candidates (or others) to reply in writing to Dean's recommendation letter.		
Mon.-Fri.	December	24-28	U	Christmas Break- Offices closed		
Monday	December	31	U	New Year's Eve - Offices closed		
Tuesday	January	1	U	New Year's Day - Offices closed		
Wednesday	January	2	TP	Dean sends T & P recommendation letters to Provost with portfolios		
Thursday	January	10	CE	Humanities Commons Winter Workshop	Marianist Commons	9:00 a.m.
Friday	January	11	U	Last day to complete registration		
Monday	January	14	U	SPRING TERM 2019 Classes begin at 8:00 a.m.		
Monday	January	14	CI	Centers and Institutes Directors meeting		1:00 p.m.
Wed.-Thurs.	January	16-17	U	University Board of Trustees Meeting		
Friday	January	18	CE	Faculty hiring requests due (tenure-track and non-tenure track lines) for searches during the upcoming academic year.		
Friday	January	18	S	Sabbatical reports due in Dean's office for sabbaticals ending 12/31/18	OR 108	
Friday	January	18	A	AAC Meeting	ML 217	3:30 p.m.
Monday	January	21	U	Martin Luther King Day - No classes, offices closed		
Monday	January	21	U	Last day to change Fall Term grades		
Tuesday	January	22	U	Last day for late registration, change of grading options and schedules		
Wednesday	January	23	C	Department Chairs Meeting	KU 331	1:30 p.m.
Friday	January	25	AW	College Faculty award finalist application materials due	OR 108	
Friday	January	25	U	Academic Senate Meeting	KU Blrm.	3:30 p.m.
Friday	February	1	U	Last day for Graduate and Doctoral students to apply for May 2019 graduation		
Friday	February	1	U	Final Summer and Fall 2019 composites due		
Friday	February	1	G	Graduate Academic Affairs Committee	KU 312	10:00 a.m.
Monday	February	4	U	Last day to drop classes without record		
Monday	February	4	TP	Faculty Merit Rankings due in Dean's Office	OR 105	
Wednesday	February	6	U	STARS Symposium	KU Ballroom	11:30 a.m.

Wednesday	February	6	PD	Program Directors Meeting	KU 310	1:30 p.m.
Friday	February	8	A	AAC Meeting	ML 217	3:30 p.m.
Monday	February	11	CE	Requests due to continue or add soft-funded, full-time non-tenure track faculty lines for upcoming academic year.		
Tuesday	February	12	CE	New tenure-track faculty breakfast	KU 316	7:45 a.m.
Friday	February	15	TP	Department chairs' letters of annual review of pre-tenure, tenure-line faculty due in Dean's office. (Chair places copy of letter in the candidate's portfolio for tenure and promotion.) Tenure and Promotion binders due for 3rd and 5th year candidates.	OR 105	
Friday	February	15	U	Joint Academic Senate/Faculty Meeting	KU Ballroom	3:30 p.m.
Monday	February	18	CI	Centers and Institutes Directors meeting		1:00 p.m.
Friday	February	22	U	Academic Senate Meeting	KU Ballroom	3:30 p.m.
Monday	February	25	CE	Department chairs letters of evaluation of non-tenure track faculty due in Dean's office.	OR 105	
Wednesday	February	27	C	Department Chairs Meeting	KU 331	1:30 p.m.
Thursday	February	28	CE	Requests due for reappointment of faculty to full-time, non-tenure track lines.		
Tuesday	March	5	CE	New tenure-track faculty breakfast	KU 316	7:45 a.m.
Friday	March	8	U	Spring Break begins after last class		
Wednesday	March	13	U	First-year students' midterm progress grades due	on-line	
Thursday	March	15	U	Last day to submit Undergraduate candidacy for August 2019 graduation		
Monday	March	18	U	Classes resume at 8:00 a.m.		
Monday	March	18	CI	Centers and Institutes Directors meeting		1:00 p.m.
Wednesday	March	20	C	Department Chairs Meeting	KU 310	1:30 p.m.
Friday	March	22	U	Honors Student Symposium	KU	1:00 p.m.
Friday	March	22	A	AAC Meeting	ML 217	3:30 p.m.
Monday	March	25	U	Undergraduate registration begins for Summer 2019		
Tuesday	March	26	U	Undergraduate registration begins for Fall 2019		
Thursday	March	28	U	Stander Symposium: Celebration of the Arts	Schuster Center	8:00 p.m.
Friday	March	29	U	Academic Senate Meeting	KU Blrm.	3:30 p.m.
Monday	April	1	U	Last day for Undergraduate students to apply for December 2019 graduation		
Tuesday	April	2	CE	New tenure-track faculty breakfast	KU 316	7:45 a.m.
Wednesday	April	3	PD	Program Directors Meeting	KU 310	1:30 p.m.
Friday	April	5	G	Graduate Academic Affairs Committee	KU 312	10:00 a.m.
Friday	April	5	CE	College Faculty Awards, Faculty Retirement Recognition Event and Reception	Sears/Torch	3:30 p.m.
Monday	April	8	U	Last day to drop with record of W		
Tuesday	April	9	U	STARS Symposium	KU Ballroom	11:30 a.m.
Wednesday	April	10	C	Department Chairs Meeting	KU 310	1:30 p.m.
Monday	April	15	CI	Centers and Institutes Directors meeting		1:00 p.m.
Wednesday	April	17	U	Easter Recess begins after last class		
Friday	April	19	U	Good Friday - Offices closed		
Sunday	April	21		Easter Sunday		
Monday	April	22	CE	Final due date for faculty hiring requests (tenure-track and non-tenure track faculty lines) for searches during the upcoming academic year.		
Wednesday	April	24	U	Stander Symposium Alternate Day of Learning		
Friday	April	26	U	Academic Senate Meeting	KU Blrm.	3:30 p.m.
Friday	April	26	A	AAC Meeting	ML 217	3:30 p.m.

Wednesday	May	1	CE	CCPD End-of-Year Luncheon	tbd	12:00 noon
Friday	May	3	U	Last day of classes		
Friday	May	3	U	Faculty Meeting	Boll	3:30 p.m.
Saturday	May	4	U	Study Day		
Sunday	May	5	U	Study Day		
Mon.-Fri.	May	6-10	U	Exams - Spring Term ends after final exams		
Friday	May	10	CE	College Graduation Reception	Curran Place	5:30 p.m.
Saturday	May	11	U	Doctoral/Graduate Commencement Exercises	UD Arena	12:45 p.m.
Sunday	May	12	U	Undergraduate Commencement Exercises	UD Arena	9:45 a.m.
Tuesday	May	14	CE	Humanities Commons Spring Workshop	tbd	9:00 a.m.
Tuesday	May	14	U	Grades due by 9:00 a.m. Deficiency reports due in Dean's Office	on-line OR 104	
Wednesday	May	15	TP	External Reviewers for T & P applications are selected by the Departments (where applicable)		
Wed.-Thurs.	May	15-16	U	University Board of Trustees Meeting		
Monday	June	17	U	Last day to change Spring Term grades		
Saturday	May	18	U	Saturday classes begin		
Monday	May	20	CI	Centers and Institutes Directors meeting		1:00 p.m.
Monday	May	20	U	SUMMER TERM/First Session and Full Summer Term classes start at 8:00 a.m.		8:00 a.m.
Tuesday	May	21	U	Last day for late Summer Term-First Session registration, change of grading options and schedules		
Thursday	May	23	U	Last day for full Summer Term registration, change of grading options and schedules		
Monday	May	27	U	Memorial Day – No classes, offices closed		
Wednesday	May	29	U	Last day to drop without record from First Session classes		
Monday	June	10	U	Last day to drop without record from full Summer Term classes		
Monday	June	17	U	Last day to drop with record of W from First Session classes		
Fri.-Sat.	June	28-29	U	Examinations - First Session ends after final exam. Full Summer Term classes do not meet.		
Monday	July	1	U	SUMMER TERM/Second Session Classes begin		
Monday	July	1	U	Last day for Graduate and Doctoral Students to apply for August 2019 graduation		
Monday	July	1	TP	Post-tenure goals and reflections due in Dean's Office	OR 105	
Tuesday	July	2	U	Grades due by 9:00 a.m. Deficiency reports due in Dean's Office	on-line OR 104	

End Time
1:30 p.m.
4:00 p.m.
4:00 p.m.
2:00 p.m.
3:30 p.m.
4:30 p.m.
3:00 p.m.
1:30 p.m.
9:15 a.m.
5:30 p.m.
2:00 p.m.
11:15 a.m.

5:00 p.m.
4:00 p.m.
3:30 p.m.
4:00 p.m.
6:00 p.m.
9:15 a.m.
2:00 p.m.
4:00 p.m.
4:00 p.m.
5:30 p.m.
3:30 p.m.
5:00 p.m.
4:00 p.m.
7:30 p.m.
9:15 a.m.
1:30 p.m.
3:00 p.m.
5:30 p.m.
2:00 p.m.

3:30 p.m.
11:15 a.m.
5:00 p.m.
9:15 a.m.
3:30 p.m.
2:00 p.m.
9:00 a.m.
9:00 a.m.
1:30 p.m.
3:00 p.m.
2:00 p.m.
4:00 p.m.
5:00 p.m.
3:30 p.m.
4:00 p.m.
5:30 p.m.
11:15 a.m.
4:00 p.m.
1:30 p.m.

3:00 p.m.
5:00 p.m.
9:15 a.m.
4:00 p.m.
5:30 p.m.
2:00 p.m.
5:30 p.m.
4:00 p.m.
3:30 p.m.
9:15 a.m.
4:00 p.m.
2:00 p.m.
3:30 p.m.
5:00 p.m.
5:00 p.m.
5:30 p.m.
9:15 a.m.
3:00 p.m.
11:15 a.m.
5:30 p.m.
1:30 p.m.
3:30 p.m.
2:00 p.m.
5:30 p.m.
5:00 p.m.

2:00 p.m.
7:30 p.m.
3:00 p.m.
9:00 a.m.
9:00 a.m.
2:00 p.m.

9:00 a.m.
9:00 a.m.

Friday September 15

Tuesday October 31

Monday March 19

Tuesday March 20

Tuesday May 21

Thursday May 23

Spring 2018 Initial schedule (composite) due

Undergraduate registration begins for Spring 2018

Undergraduate registration begins for Summer 2018

Undergraduate registration begins for Fall 2018

Last day for late Summer Term-First Session registration, change of grading options and schedules

Last day for full Summer Term registration, change of grading options and schedules

Wednesday	August	16	CE
Wednesday	August	16	CE
Friday	September	8	AW
Friday	September	22	S
Wednesday	September	27	AW
Monday	October	23	AW
Friday	January	19	S
Friday	February	16	AW

Continuous Improvements Report due
New College Lecturers Orientation/Workshop
Dean sends letter requesting nominations for College Faculty Awards
Sabbatical reports due for sabbaticals ending 5/15/17
College Faculty Awards nominations due
Finalists for College Faculty Awards are notified and final data sheets are distributed
Sabbatical reports due in Dean's office for sabbaticals ending 12/31/17
College Faculty award finalist application materials due

OR 108		4:00 p.m.
River Campus	9:00 a.m.	4:00 p.m.
OR 108		4:00 p.m.
OR 108		4:00 p.m.
OR 108		4:00 p.m.
OR 108		4:00 p.m.