

College of Arts & Sciences Administrative Calendar

2019-2020

A - Academic Affairs Committee (AAC)

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	End Time
Monday	August	12	U	Degrees conferred - no ceremony			
Wednesday	August	14	U	New University Faculty Orientation	Curran Place Meyer Room	8:30 AM	1:30 PM
Thursday	August	15	CE	Continuous Improvements Report due	OR 108		4:00 PM
Thursday	August	15	U	Feast of the Assumption No classes, offices closed			
Friday	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.]			
Sat.-Tues.	August	17-20	U	New Student Orientation	Campus		
Monday	August	19	CE	New College Lecturers Orientation/Workshop	Curran Place Alumni Board Room	8:00 AM	4:00 PM
Monday	August	19	CI	Centers and Institutes Directors meeting	OR 103	1:00 PM	2:00 PM
Tuesday	August	20	U	Last day to complete registration			
Tuesday	August	20	U	New Student Convocation	RecPlex	8:45 AM	
Wednesday	August	21	U	FALL TERM 2019 Classes begin at 8:00 am			
Wednesday	August	21	C	Department Chairs Meeting	KU 310	1:30 PM	3:30 PM
Friday	August	23	A	AAC Organizational Meeting	OR 116	3:30 PM	4:30 PM
Monday	August	26	AW	Dean sends letter requesting nominations for College Faculty Awards			
Tuesday	August	27	CE	Research Council Seed Grant Workshop #1	KU 207	7:45 AM	9:30 AM
Monday	September	2	U	Labor Day – No classes, offices closed			
Tuesday	September	3	CE	New Tenure-Track Faculty Breakfast	KU 316	7:45 AM	9:30 a.m
Wednesday	September	4	PD	Program Directors Meeting	KU 310	1:30 PM	3:30 PM
Friday	September	6	U	Initial Spring schedules due			
Friday	September	6	U	Faculty Meeting	Boll Theatre	3:30 PM	
Wednesday	September	11	U	Last day to drop classes without record			
Thursday	September	12	CE	New Chair's Luncheon	OR 103	12:30 PM	1:30 PM
Friday	September	13	TP	Department T & P committees give evaluations and recommendation letters to candidates.			
Friday	September	13	U	Academic Senate Meeting	KU Blrm.	3:30 PM	5:30 PM
Monday	September	16	U	Last day to change 2nd session and full Summer term grades			
Monday	September	16	CI	Centers and Institutes Directors meeting	HRC, KH 452	1:00 PM	2:00 PM
Tuesday	September	17	CE	Research Council Seed Grant Workshop #2	KU 207	7:45 AM	9:30 AM
Wednesday	September	18	C	Department Chairs Meeting	KU 310	1:30 PM	3:30 PM
Friday	September	20	A	AAC Meeting	ML 217	3:30 PM	5:00 PM
Friday	September	20	S	Sabbatical reports due for sabbaticals ending 5/15/19	OR 108		4:00 PM
Fri. - Sun.	September	20-22	U	Family Weekend			

Day	Month	Date	Code		Location	Start Time	End Time
Monday	September	23	TP	Department T & P committees send their final letters to candidates and Chairs. Chairs insert copies of letters into portfolios.			
Friday	September	27	AW	College Faculty Awards nominations due	OR 108		4:00 PM
Tuesday	October	1	CE	New Tenure-Track Faculty Breakfast	KU 316	7:45 AM	9:30 AM
Wednesday	October	2	TP	Department Chairs give final letters to candidates, insert copies into portfolios, and send T & P materials to the Dean			
Thursday	October	3	CE	New Chair's Luncheon	OR 103	12:30 PM	1:30 PM
Friday	October	4	CE	Dean's Faculty Address and Reception	Sears/KU West Blrm.	3:30 PM	5:30 PM
Friday	October	4	G	Graduate Academic Affairs Committee	KU 207	1:00 PM	2:00 PM
Wednesday	October	9	C	Department Chairs Meeting	KU 310	1:30 PM	3:30 PM
Thursday	October	10	U	Final Spring schedules due			
Thurs.-Sun.	October	10-13	U	Midterm Break - no classes			
Monday	October	14	U	Classes resume at 8:00 am			
Monday	October	14	TP	Recommendations for emeritus status due in Dean's Office by 4:00 pm	OR 105		4:00 PM
Tuesday	October	15	U	Last day for Graduate and Doctoral students to apply for December 2019 graduation			
Wednesday	October	16	U	First-year students' midterm progress grades due	on-line		9:00 AM
Wed.-Thurs.	October	16-17	U	University Board of Trustees Meeting			
Friday	October	18	U	Academic Senate Meeting	KU Blrm.	3:30 PM	5:30 PM
Friday	October	18	AW	Finalists for College Faculty Awards are notified and final data sheets are distributed			
Thurs. - Sat.	October	17-19	CE	First-Year Arts Immersion	Schuster Center		
Monday	October	21	CI	Centers and Institutes Directors meeting	FCLC, SJ 433	1:00 PM	2:00 PM
Thursday	October	24	U	University Endowed Chair Installation Ceremony	Sears	4:00 PM	
Friday	October	25	A	AAC Meeting	ML 217	3:30 PM	5:00 PM
Friday	October	25	S	Sabbatical request forms due in Dean's Office	OR 108		4:00 PM
Saturday	October	26	CE	College Advisory Council Meeting			
Tuesday	October	29	U	Undergraduate registration begins for Spring 2019			
Friday	November	1	U	Last day to submit Undergraduate candidacy for May 2020 Commencement			
Monday	November	4	CE	Department Chairs remind faculty to update Digital Measures			
Tuesday	November	5	CE	New Tenure-Track Faculty Breakfast	KU 316	7:45 AM	9:30 AM
Wednesday	November	6	PD	Program Directors Meeting	KU 310	1:30 PM	3:30 PM
Monday	November	11	U	Last day to drop classes with record of W			
Tuesday	November	12	CE	College Women's Faculty Dinner	KU - Torch	5:30 PM	7:30 PM
Wednesday	November	13	C	Department Chairs Meeting	KU 310	1:30 PM	3:30 PM
Thursday	November	14	TP	College T & P Committee sends its recommendation letters to the Dean.			
Friday	November	15	A	AAC Meeting	ML 217	3:30 PM	5:00 PM
Monday	November	18	CI	Centers and Institutes Directors meeting	HSI, FH 585	1:00 PM	2:00 PM
Thursday	November	21		New Chair's Luncheon	OR 103	12:30 PM	1:30 PM
Thursday	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.			
Friday	November	22	U	Academic Senate Meeting	KU Blrm.	3:30 PM	5:30 PM
Tuesday	November	26	U	Thanksgiving recess begins after last class			

Day	Month	Date	Code		Location	Start Time	End Time
Wednesday	November	27	U	Initial Summer/Fall schedules due			
Thursday	November	28	U	Thanksgiving Day - No classes, offices closed			
Friday	November	29	U	Day after Thanksgiving - No classes, offices closed			
Saturday	November	30	U	Saturday classes meet			
Monday	December	2	U	Classes resume at 8:00 am		8:00 AM	
Tuesday	December	3	CE	New Tenure-Track Faculty Breakfast	KU 316	7:45 AM	9:30 AM
Thursday	December	5	U	Last Day of Classes			
Friday	December	6	CE	Faculty hiring requests due (tenure-track and non-tenure track lines) for searches during the upcoming academic year.			
Friday	December	6	CE	Requests due to continue or add soft-funded, full-time non-tenure track faculty lines for upcoming academic year.			
Friday	December	6	U	Feast of Immaculate Conception observed Christmas on Campus No classes, offices closed			
Saturday	December	7	U	Study Day			
Sunday	December	8	U	Study Day			
Mon.-Fri.	December	9-13	U	Exams - Fall Term ends after final exams			
Wednesday	December	11	C	Department Chairs Meeting	KU 310	1:30 PM	3:30 PM
Thursday	December	12	CE	New Chair's Luncheon	OR 103	12:30 PM	1:30 PM
Thursday	December	12	CE	CCPD Christmas reception	tbd	4:00 PM	6:00 PM
Saturday	December	14	U	Diploma Exercises	UD Arena	9:45 AM	
Monday	December	16	TP	Dean's recommendation letters go to T & P candidates			
Monday	December	16	U	Christmas Break begins			
Monday	December	16	CI	Centers and Institutes Directors meeting	IPI, CP 1198	1:00 PM	2:00 PM
Tuesday	December	17	U	Grades due by 9:00 am Deficiency reports due in Dean's Office	on-line OR 104		9:00 am 9:00 am
Tuesday	December	17	CE	College Staff Christmas Luncheon	KU Ballroom	12:00 noon	1:30 PM
Monday	December	23	TP	Deadline for T & P candidates (or others) to reply in writing to Dean's recommendation letter.			
Tues., Dec. 24 through Wed., Jan. 1			U	Christmas - New Year's Holidays Offices Closed			
Thursday	January	2	TP	Dean sends T & P recommendation letters to Provost with portfolios			
Thursday	January	9	CE	Humanities Commons Winter Workshop	Marianist Commons	9:30 AM	1:30 PM
Thursday	January	9	U	Final Summer/Fall schedules due			
Friday	January	10	U	Last day to complete registration			
Monday	January	13	U	Classes begin at 8:00 am			
Monday	January	13	CI	Centers and Institutes Directors meeting	ISE, SC 402	1:00 PM	2:00 PM
Wed.-Fri.	January	15-17	U	University Board of Trustees Meeting			
Thursday	January	16	CE	New Chair's Luncheon	OR 103	12:30 PM	1:30 PM
Friday	January	17	A	AAC Meeting	ML 217	3:30 PM	5:00 PM
Friday	January	17	U	Last day for late registration, change of grading options and schedules			
Monday	January	20	U	Martin Luther King Day - No classes, offices closed			
Monday	January	20	U	Last day to change Fall Term grades			
Wednesday	January	22	C	Department Chairs Meeting	KU 331	1:30 PM	3:30 PM
Friday	January	24	AW	College Faculty Award finalists' application materials due	OR 108		4:00 PM
Friday	January	31	U	Academic Senate Meeting	KU Blrm.	3:30 PM	5:30 PM

Day	Month	Date	Code		Location	Start Time	End Time
Saturday	February	1	U	Last day for Graduate and Doctoral students to apply for May 2020 graduation			
Monday	February	3	U	Last day to drop classes without record			
Monday	February	3	TP	Faculty merit rankings due in Dean's Office	OR 105		4:00 PM
Tuesday	February	4	CE	New Tenure-Track Faculty Breakfast	KU 316	7:45 AM	9:30 AM
Wednesday	February	5	PD	Program Directors Meeting	KU 310	1:30 PM	3:30 PM
Friday	February	7	U	Joint Academic Senate/Faculty Meeting	KU Ballroom	3:30 PM	5:30 PM
Friday	February	7	G	Graduate Academic Affairs Committee	TBA	1:00 PM	2:00 PM
Thursday	February	13	CE	New Chair's Luncheon	OR 103	12:30 PM	1:30 PM
Friday	February	14	A	AAC Meeting	ML 217	3:30 PM	5:00 PM
Friday	February	14	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		4:00 PM
Monday	February	17	CI	Centers and Institutes Directors meeting	HSI, FH 585	1:00 PM	2:00 PM
Monday	February	17	U	Undergraduate registration begins for Summer 2020			
Tuesday	February	18	U	Undergraduate registration begins for Fall 2020			
Wednesday	February	19	C	Department Chairs Meeting	KU 310	1:30 PM	3:30 PM
Thursday	February	20	S	Sabbatical reports due in Dean's office for sabbaticals ending 12/31/19	OR 108		4:00 PM
Monday	February	24	CE	Department chairs letters of evaluation of non-tenure track faculty due in Dean's office.	OR 105		4:00 PM
Thursday	February	27	CE	Requests due for reappointment of faculty to full-time, non-tenure track lines.	OR 105		4:00 PM
Friday	February	28	U	Academic Senate Meeting	KU Ballroom	3:30 PM	5:30 PM
Tuesday	March	3	CE	New Tenure-Track Faculty Breakfast	KU 316	7:45 AM	9:30 a.m
Friday	March	6	U	Honors Student Symposium	KU	1:00 PM	5:00 PM
Saturday	March	7	CE	CAS Admitted Student Day			
Wednesday	March	11	U	First-year students' midterm progress grades due	on-line		4:00 PM
Thursday	March	12	CE	New Chair's Luncheon	OR 103	12:30 PM	1:30 PM
Sunday	March	15	U	Last day to submit Undergraduate candidacy for August 2020 graduation			
Mon.-Fri.	March	16-20	U	Spring Break			
Monday	March	16	CI	Centers and Institutes Directors meeting	FCLC 1401 N. Main	1:00 PM	2:00 PM
Monday	March	23	U	Classes resume at 8:00 am			
Wednesday	March	25	C	Department Chairs Meeting	KU 310	1:30 PM	3:30 PM
Friday	March	27	A	AAC Meeting	ML 217	3:30 PM	5:00 PM
Friday	March	27	U	Academic Senate Meeting	KU Blrm.	3:30 PM	5:30 PM
Wednesday	April	1	TP	Candidates for promotion to Associate Professor (in advance of tenure) or Professor inform the department chair of their intention to apply			
Wednesday	April	1	U	Last day for Undergraduate students to apply for December 2020 graduation			
Wednesday	April	1	PD	Program Directors Meeting	KU 310	1:30 PM	3:30 PM
Friday	April	3	CE	College Faculty Awards, Faculty Retirement Recognition Event and Reception	Sears/Torch	3:30 PM	5:30 PM
Saturday	April	4	CE	CAS Admitted Student Day			
Monday	April	6	U	Last day to drop with record of W			
Tuesday	April	7	CE	New Tenure-Track Faculty Breakfast	KU 316	7:45 AM	9:30 AM

Day	Month	Date	Code		Location	Start Time	End Time
Wednesday	April	8	U	Easter Recess begins after last class			
Friday	April	10	U	Good Friday - Offices closed			
Sunday	April	12	U	Easter Sunday			
Monday	April	13	U	Easter Monday - No classes, offices open			
Wednesday	April	15	C	Department Chairs Meeting	KU 310	1:30 PM	3:30 PM
Wednesday	April	15	U	Stander Symposium: Celebration of the Arts	Schuster Center	8:00 PM	
Thursday	April	16	CE	New Chair's Luncheon	OR 103	12:30 PM	1:30 PM
Friday	April	17	U	Academic Senate Meeting	KU Blrm.	3:30 PM	5:30 PM
Monday	April	20	CI	Centers and Institutes Directors meeting	IPI, CP 1198	1:00 PM	2:00 PM
Monday	April	20	CE	Faculty hiring requests due (tenure-track and non-tenure track faculty lines) for searches during the upcoming academic year.			
Wednesday	April	22	U	Stander Symposium Alternate Day of Learning			
Friday	April	24	U	Academic Senate Meeting	KU Blrm.	3:30 p..	5:30 PM
Wednesday	April	29	CE	CCPD End-of-Year Luncheon	tbd	12:00 noon	2:00 PM
Friday	May	1	A	AAC Meeting	ML 217	3:30 PM	5:00 PM
Friday	May	1	U	Last day of classes			
Saturday	May	2	U	Study Day			
Sunday	May	3	U	Study Day			
Mon.-Fri.	May	4-8	U	Exams - Spring Term ends after final exams			
Friday	May	8	CE	College Graduation Reception	Curran Place	5:30 PM	7:30 PM
Saturday	May	9	U	Doctoral/Graduate Commencement Exercises	UD Arena	12:45 PM	
Sunday	May	10	U	Undergraduate Commencement Exercises	UD Arena	9:45 AM	
Tuesday	May	12	CE	Humanities Commons Spring Workshop	Marianist Commons	9:30 AM	1:30 PM
Tuesday	May	12	U	Grades due by 9:00 am Deficiency reports due in Dean's Office	on-line OR 104		9:00 am 9:00 am
Wed.-Thurs.	May	13-14	U	University Board of Trustees Meeting			
Friday	May	15	TP	External Reviewers for T & P applications are selected by the Departments (where applicable)			
Friday	May	15	U	Faculty Meeting	KU Ballroom	3:30 PM	
Saturday	May	16	U	Saturday classes begin			
Monday	May	18	CI	Centers and Institutes Directors meeting	OR 103	1:00 PM	2:00 PM
Monday	May	18	U	SUMMER TERM/First Session and Full Summer Term classes start at 8:00 am		8:00 AM	
Tuesday	May	19	U	Last day for late Summer Term-First Session registration, change of grading options and schedules			
Thursday	May	21	U	Last day for full Summer Term registration, change of grading options and schedules			
Monday	May	25	U	Memorial Day – No classes, offices closed			
Wednesday	May	27	U	Last day to drop without record from First Session classes			
Monday	June	8	U	Last day to drop without record from full Summer Term classes			
Monday	June	15	U	Last day to change Spring Term grades			
Monday	June	15	U	Last day to drop with record of W from First Session classes			
Monday	June	15	U	Last day to change Spring Term grades			
Friday	June	26	U	Last day to complete registration			
Fri.-Sat.	June	26-27	U	Examinations - First Session ends after final exam. Full Summer Term classes do not meet.			

Day	Month	Date	Code		Location	Start Time	End Time
Monday	June	29	U	SUMMER TERM/Second Session Classes begin			
Tuesday	June	30	TP	Post-tenure goals and reflections due in Dean's Office	OR 105		
Tuesday	June	30	U	Grades due by 9:00 am Deficiency reports due in Dean's Office	on-line OR 104		9:00 am 9:00 am