

2023-2024 Faculty and Dept Chair Important Dates

AUGUST 2023

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| AUG | 1 | Reports for Faculty Project Grants Due |
| | 9 | Explorations workshop (New in AM / All in PM) |
| | 10 | NEW Council of New Student Advisors (CSNA) Training (AM) |
| | 10 | New Chairs Orientation and Workshop (PM)- Retuning Chairs Optional |
| | 11 | New Faculty Orientation (AM) |
| | 11 | Council of New Student Advisors (CSNA) Workshop (AM) |
| | 11 | The Engaged Citizen (TEC) workshop (PM) |
| | 14 | Fall Faculty Conference |
| | 15 | New student convocation |
| | 17 | Murphy Staff Retreat & Orientation (9:00 AM -3:00 PM) |
| | 17-18 | Dept chairs: on call for registration questions |
| | 21 | Dept Chairs: On Call for New Student drop/add (8:00 AM to 1:00PM) |
| | 21 | Returning students drop/add (opens 2PM) |
| | 22 | First day of classes |
| | 24 | Distinguished Professor Convocation |

SEPTEMBER 2023

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| SEP | 4 | Labor Day |
| | 5 | Chairs meeting 12:10-1:00 PM |
| | 7 | Odyssey funding and professorship workshops |
| | 13 | ALL faculty evaluation folders due |
| | 22-24 | Family Weekend |
| | 25 | Odyssey Professorship apps due |
| | 28 | Study Abroad Fair |
| | 28 | Curricular proposals due to area chairs |

OCTOBER 2023

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| OCT | 2 | Odyssey winter break/spring apps due |
| | 2 | HDX-Murphy proposals due |
| | 2 | 22-23 sabbatical requests due |
| | 3 | Chairs meeting 12:10-1:00 PM |
| | 4 | Dept chairs: Letters due for faculty evaluations to area chairs |
| | 5 | Area curricular meetings |
| | 12-13 | Fall Break |
| | 16 | Dept Chairs: 24-25 Adjunct & Term requests due AND 25-26 Tenure track & Term requests due |

NOVEMBER 2023






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| NOV | 6 | Study abroad apps due for Summer '24 |
| | 7 | Chairs meeting 12:10-1:00 PM |
| | 22-24 | Thanksgiving Break |
| | 28 | Fall Students Away Orientation |

DECEMBER 2023

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| DEC | 1 | Last day of classes |
| | 6 | Dept Chairs: Deadline to reassign advisees for for spring sabbaticals |
| | 8 | Dept Chairs: 22-23 Budget and Capital requests due |
| | 12/13- | Student Winter Break |
| | 1/15 | |

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|---|---------------------------|---|-------------------------|
|  | Chairs Meetings |  | No classes -Reading Day |
|  | Chairs Deadlines/on call |  | Holiday/Breaks |
|  | Convocations Commencement | | |

2023-2024 Faculty and Dept Chair Important Dates

JANUARY 2024

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- JAN** 10-12 Career Term
 15 Martin Luther King Day (no classes)
 16 HDX-Murphy ENGL, LANG, TADA tutorial course proposals due
 18 Odyssey funding workshop
 26 Dept chairs: Course schedules due to Area Assistants
 26 Study abroad apps due for 24-25 Fall & Spring
 01/29- Schedule building by area assistants
 02/09

FEBRUARY 2024

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- FEB** 1 Project grant apps due
 1 HDX-Murphy proposals due
 1 Odyssey summer funding deadline
 1 Staff turn in annual evaluations
 2 Murphy Scholar Program applications due
 6 Chairs meeting 12:10-1:00 PM
 16 Dept Chairs: Schedule available for changes
 19 No classes
 22 Dept Chairs: Majors Fair
 23 Dept chairs: Last day to make schedule changes

MARCH 2024

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- MAR** 1 Faculty annual reviews due to both area chairs and department chairs
 5 Chairs meeting 12:10-1:00 PM
 8 Deadline for Methodist Exemplary Teacher nominations
 18-22 Spring Break
 28 Deadline for Distinguished Professorship nominations
 29 Dept chairs: Rolling deadline for edits to Guide and Catalog

APRIL 2024




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- APR** 1 HDX-Murphy proposals due
 1 Odyssey deadline for summer, fall and winter break projects and summer internships
 8 No Classes from 12 - 4 PM for Solar Eclipse Celebrations
 9 Chairs meeting 12:10-1:00 PM
 12 Honors day student award names and distinctions due
 18 Spring Students Away Orientation
 19 Dept chairs: Office and lab space needs due
 19 Honors day tangible awards due
 19-21 Alumni Weekend
 25 Honors Convocation

MAY 2024

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- MAY** 1 Email sent to faculty with scheduled evaluations for 24-25
 3 Dept chairs: deadline to reassess advisees for fall sabbaticals
 11 Commencement
 31 End of fiscal year

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|---|------------------------------|---|-------------------------|
|  | Chairs Meetings |  | No classes -Reading Day |
|  | Chairs Deadlines/on call |  | Holiday/Breaks |
|  | Convocations Commencement | | |