

2021-2022 Faculty and Dept Chair Important Dates

AUGUST 2021

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUG

- 12-13** Dept chairs: on call for CNSA individual advising
- 13** Dept chairs: on call for student enrollment checks
- 9** Chairs orientation and workshop
- 9-10** Council of New Student Advisors training (CSNA)
- 11** The Engaged Citizen (TEC) workshop
- 12** Murphy staff retreat and Orientation
- 16-17** Fall Faculty Conference (1/2 day on 17th)
- 17** New student convocation
- 18** New Student drop/add (12-5) Dept Chairs: on call
- 19** Explorations workshop
- 23** Returning students drop/add (opens 8am)
- 24** First day of classes
- 26** Distinguished Professor Convocation

SEPTEMBER 2021

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SEP

- 2** Odyssey funding and professorship workshops
- 6** Labor Day (no classes)
- 7** Chairs meeting
- 15** **ALL faculty evaluation folders due**
- 17-19** Family Weekend
- 27** Odyssey Professorship apps due
- 30** HDX-Murphy proposals due

OCTOBER 2020

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OCT

- 1** Odyssey winter break/spring apps due
- 1** Dept chairs: Letters due for faculty evaluations to area chairs
- 4** 22-23 sabbatical requests due
- 5** Chairs meeting
- 7** Curricular proposals due to area chairs
- 7** Study Abroad Fair
- 14-15** *Fall Break*
- 18** Dept Chairs: Adjunct & Term requests for 21&22 and Tenure track requests
- 28** Area curricular meetings

NOVEMBER 2021

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NOV

- 8** Study abroad apps due (for summer '22 spring '23)
- 9** Chairs meeting
- 24-26** *Thanksgiving Break*

DECEMBER 2021

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DEC

- 3** Last day of classes
- 8** Dept Chairs: Deadline to reassign advisees for for spring
- 10** Dept Chairs: Budget and Capital requests due

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

2021-2022 Faculty and Dept Chair Important Dates

JANUARY 2022

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- JAN**
- 17 Martin Luther King Birthday (no classes)
 - 18 HDX-Murphy ENGL, LANG, TADA tutorial course proposals due
 - 20 Odyssey funding workshop
 - 28 Dept chairs: Course schedules due to Area Assistants

FEBRUARY 2022

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- FEB**
- 1 Project grant apps due
 - 1 Murphy Scholar Program applications due
 - 1 HDX-Murphy proposals due
 - 1 Odyssey summer funding deadline
 - 1 Study abroad apps due (Spring '23 only)
 - 1 Staff turn in annual evaluations
 - 1-11 Schedule building by area assistants nominations
 - 11 Deadline for Methodist Exemplary Teacher nominations
 - 8 Chairs meeting
 - 18 Dept Chairs: Schedule available for changes
 - 21 No classes
 - 24 Dept Chairs: Majors Fair
 - 25 Dept chairs: Last day to make schedule changes

MARCH 2022

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- MAR**
- 1 Faculty annual reviews due to both area chairs and department chairs
 - 8 Chairs Meeting
 - 11 Dept chairs: Respond to faculty annual reviews
 - 21-25 *Spring Break*
 - 29 Deadline for Distinguished Professorship nominations
 - 29 Dept chairs: Rolling deadline for edits to Guide and Catalog start

APRIL 2022

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- APR**
- 1 HDX-Murphy proposals due
 - 1 Odyssey deadline for fall and winter break projects and summer internships
 - 1-3 Alumni Weekend
 - 12 Chairs meeting
 - 15 Honors day student award names and distinctions due
 - 21 Dept chairs: Office and lab space needs due
 - 22 Honors day tangible awards due
 - 28 Honors Convocation

MAY 2022

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- MAY**
- 2 Email sent to faculty with scheduled evaluations
 - 6 Dept chairs: deadline to reassign advisees for fall sabbaticals
 - 13 Reports for Faculty Project Grants and Faculty Sabbatical grants due
 - 14 Commencement
 - 31 End of fiscal year

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