

<b>Date</b>	<b>Activity</b> <b>Unless otherwise specified, all actions are due at 4:00<sup>PM</sup></b>	<b>Office</b>
August 24	First Day of Classes	
August 28	Last Day to Add Classes (Withdrawals Only After This Date)	
August 31	"W" Withdrawal Period Begins	
August 17 - 21	Registration/Schedule Adjustment	Registrar's Office
August 24 - 28	Late Registration and Add/Drop	Registrar's Office
TBA	Faculty submit fall semester syllabi to MU BERT	Office of Assessment & Program Review
	Pickens-Queen Teaching Award Nominations – Not available for 2009-2010	Center for Advancement of Teaching & Learning
September 3	New Position Requests for AY 2010/2011 Submit on departmental letterhead to the Dean's Office	College of Liberal Arts
September 7	Labor Day – University Closed	
September 11	New temporary, probationary, & tenured faculty 2009 planning page for the Annual Report Chairs submit report to Dean's office	College of Liberal Arts
September 14	WAC-Portfolio Initial Drafts (Fall 2009)	Center for Advancement of Teaching & Learning
September 14	Course Changes/Revisions for Summer 2010	Faculty Senate Curriculum Committee
September 15	Census Data --Faculty Data Information Form Submit completed forms electronically to Betty Cook	College of Liberal Arts
September 25	Reynolds Teaching Award Nominations	Center for Advancement of Teaching & Learning
September 28	Spring 2010 schedules to be entered and completed in BANNER	Registrar's Office
September 29	Intention to apply for Promotion/Tenure Submit on departmental stationary	College of Liberal Arts
TBA	Part-time – Graduate Assistants PARS for Spring 2010	College of Liberal Arts
TBA	Promotion/Tenure Applicants' Information Meeting	College of Liberal Arts
TBA	Promotion/Tenure Applicants' Information Meeting	College of Liberal Arts

TBA	WAC Training Workshop	Center for Advancement of Teaching & Learning Excellence
October 1	Research Committee Fund to Support Research Application	Academic Affairs
October 1	Inco Foundation Grants– Fall Award Submit Electronically 4:30 pm	Faculty Senate Office
October 1	Quinlan – Fall Award Submit Electronically 4:30 pm	Faculty Senate Office
October 3	Program reviews: submit in <i>MSWord</i> format. Reports due: Graduate and Undergraduate programs for Communication Studies and Modern Languages	College of Liberal Arts
October 3	Faculty Grant Applications 4:30 pm	Faculty Senate Office
October 5	Final draft of thesis due to advisor	Academic departments
October 6	Sabbatical Reports for AY 2008-2009 Submit on departmental letterhead to the Dean's office	College of Liberal Arts
October 6	Sabbatical Leave Requests for AY 2010-2011 Submit on departmental letterhead along with chair's approval to the Dean's office	College of Liberal Arts
October 8	Listing of courses for fee collections with CRNs (spring 2010)	College of Liberal Arts
October 15	Forward intention to apply for promotion/tenure to Provost	Academic Affairs
October 19	WAC-Portfolio Final Drafts (Fall 2009)	Center for Advancement of Teaching & Learning Excellence
October 19	D-F Grades reports for freshmen 12:00 Noon See <i>Greenbook</i> regarding regulations	Registrar's Office
October 28	2 <sup>nd</sup> Year Review for Probationary Faculty Chairs send reviews on departmental letter head to the Dean's office	College of Liberal Arts
October 30	Last day to drop a course	
October 30	Graduate Catalog Revisions (Spring 2010 Online Version)	University Communications
TBA – To be determined by department	Submit Promotion and Tenure Portfolios to department chair	Academic Departments
November 2	Course Changes/Revisions for Fall 2010 Requiring Curriculum Committee Approval	Faculty Senate Curriculum Committee

November 3	Program Review & Follow-Up Reports Submitted on departmental letterhead to the Dean's office	Academic Affairs
November 3	Part-Time Faculty Evaluations for Fall 2009 Submitted by the chairs to the Dean's office	College of Liberal Arts
November 20	Last day for dissertation defense	Academic Departments
November 30	Temporary Faculty Annual Reports, including planning page Chairs submit reports to the Dean's office	College of Liberal Arts
November 23-28	Thanksgiving Break (University offices open Mon. Nov.23 -Wed. Nov.25)	
December 4	Last possible day for thesis/dissertation defense	Academic Departments
December 5	December Commencement	President's Office
December 8	Last class day; last day to withdraw completely	Registrar
December 9	Requests for new or continued faculty reassigned time Faculty submit on departmental letter head along with chair's approval to the Dean's office	College of Liberal Arts
December 10-15	Exam days	Academic departments
December 15	Annual Departmental Assessment Reports (2008/2009) Submit reports to the Office of Assessment & Program review	Center for Advancement of Teaching & Learning/Assessment
December 15	Requests for new space or new course fees Chairs submit on departmental letterhead to the dean's office	College of Liberal Arts
December 15	Course Evaluations for Probationary Faculty	Institutional Research
December 17	Deadline for Submitting Final Grades 12:00 Noon See <i>Greenbook</i> for regulations	Registrar
December 23-January 1	HOLIDAY BREAK (University offices re-open on January 4, 2010)	
January 4 - 8	Registration/Schedule Adjustment	
January 4	University Office – Open	
January 4	2009 Annual Report for tenure-track faculty Including planning page for 2009-2010 Faculty submit report to the Chair office	Department Chair's Office
January 7	Course Evaluations for Probationary Faculty	Dean's Office

January 11	First day of classes– Spring Semester	
January 15	Last Day to Add Classes (Withdrawals Only After This Date)	
January 18	Martin Luther King, Jr. Holiday, University Closed	
January 19	“W” Withdrawal Period Begins	
January 22	Promotion and Tenure Portfolios with Departmental and Chair’s recommendations submitted to the Dean’s office	College of Liberal Arts
January 25	Probationary Faculty Retention/Non-Retention Recommendations Chairs submit on departmental letter head to the Dean’s office	College of Liberal Arts
January 29	Undergraduate Catalog Revisions Print & Online for 2010-2011	University Communications
January 11 – 15	Late Registration and Add/Drop	
TBA	Listing of Courses for Fee Collections with CRNs (Summer 2010)	College of Liberal Arts
TBA	Revision of Graduate Catalog Proofs (Spring 2010) TBA Su Tams	
TBA	Revision of Undergraduate Proofs TBA Su Tams	
TBA	Revision of Graduate Catalog Proofs (Fall 2010) TBA Su Tams	
February 2	New Temp., Probationary, Tenured Faculty 2010 Planning Pages (Spring Hire Date) Planning pages required for temporary faculty	College of Liberal Arts
February 4	2009 Annual Report for tenure-track faculty Including planning page for 2009-2010 Chairs submits report to the Dean’s office	College of Liberal Arts
February 4	Research Committee Fund to Support Research Application	Academic Affairs
February 4	Inco Foundation Grants – Spring Award Submit Electronically 4:30 pm	Faculty Senate Office
February 4	Quinlan Grant–Spring Award 4:30 pm Submit Electronically	Faculty Senate Office
February 8	WAC-Portfolio Initial Drafts (Spring 2011)	Center for Advancement of Teaching & Learning
February 11	Probationary Faculty Retention/Non-Retention Recommendations Dean submits material to Provost’s office	College of Liberal Arts
February 11	2009 Annual Report for tenure-track faculty Including planning page for 2009-2010 Dean submits report to the Provost’s office	Academic Affairs

February 16	Distinguished Service Awards Nominations Submit Electronically to Dr. Hensley	Academic Affairs
February 22	Summer 2010 Schedules to be entered in Banner	Registrar's Office
February 23	MU Distinguished Artists & Scholars Award (Submit Electronically)	Center for Advancement of Teaching & Learning
February 26	Undergraduate Catalog revisions (Print & online for 2010-2011) Graduate Catalog Revisions (Fall 2010 online version)	University Communications
March 1	2010 Fall Schedule to be entered in Banner	Registrar
March 1	Course Changes/Revisions for Fall 2011 Curriculum Committee Requiring Curriculum Committee Approval	Curriculum Committee
March 1	Course Changes/Revisions for Summer 2010	Curriculum Committee
March 1	College of Liberal Arts Faculty Professional Development Award	College of Liberal Arts
March 5	Promotion and Tenure Committee Submits recommendation to the Dean's Office	College of Liberal Arts
March 8	WAC – Portfolio Final Drafts (SPRING 2010)	Center for Advancement of Teaching & Learning Assessment
March 8	D & F Grades for freshmen—Mid Semester 12:00 Noon See <i>Greenbook</i> regulations	Registrar's Office
March 15	Final draft of thesis due to advisor	Academic departments
March 16	Great Teachers Institute nominations (Submit Electronically)	Center for Advancement of Teaching & Learning Assessment
March 17	2009 Annual Reports, include planning pages 2009-2010 from all continuing and tenured faculty not applying for Promotion or tenure Chairs submit reports to Dean's Office	College of Liberal Arts
March 19	Last day to drop a course	Registrar's Office
March 19	Part- Time Faculty Evaluations (SPRING 2010)	College of Liberal Arts
March 20	Third Year Reviews for tenure-track faculty Submitted on departmental letter head	College of Liberal Arts
March 21-28	Spring Break	
March 25	Dean submits recommendations and Promotion and Tenure	Academic Affairs

	Portfolios to the Provost's Office	
April 1	Evaluation of College Deans' forms returned to College of Liberal Arts	College of Liberal Arts
April 1	Inco Foundation Grant Spring Award 4:30 pm	Faculty Senate Office
April 1	Quinlan Grant Spring Award 4:30 pm	Faculty Senate Office
April 1	Course Changes/Revisions for Spring 2011	Faculty Senate Curriculum Committee
April 1	2009 Annual Reports, include planning pages 2009-2010 from all continuing and tenured faculty not applying for Promotion or tenure Dean submits reports to Provost's office	College of Liberal Arts
April 7	Assessment Day – Daytime Classes cancelled University wide. Evening classes or later will meet as scheduled	Office of Assessment & Program Review
April 15	Temporary Faculty Annual Reports Hired for One-Year and Spring Semester College of Liberal Arts AY 2009-2010	
April 22	Last day for dissertation defense	Academic Departments
April 26	Last possible day for thesis/dissertation defense	Academic Departments
April 26-April 30	Dead Week	
April 30	Temporary Faculty Annual Reports, including planning page Hired for Fall Semester Only	Academic Affairs
April 30	Last Class Day & Last Day to Completely Withdraw for Spring Semester	Registrar's Office
TBA	List of Courses for Fee Collections with CRNs (FALL 2010) TBA	
TBA April	Summer School PARS	
May 1 – 7	Exam Days	Academic Departments
May 8	Spring Commencement Exercises	President's Office
May 11	Final grades for Spring 2010 Due at 12:00 Noon	Registrar's Office
May 26	Deans' Summary of all part-time faculty evaluations	Academic Affairs
May 28	Hedrick Outstanding Faculty Award Nominations for 2009-2010	Center for Advancement of Teaching & Learning
May 31	Memorial Day Holiday – University Closed	

