

C O N C O R D I A C O L L E G E
M O O R H E A D M I N N E S O T A

Office of Vice President for Academic Affairs

2008-2009 ACADEMIC YEAR CALENDAR

AUGUST 2008

- 18-19: New Faculty Orientation (Mon-Tues)
- 21-22: Fall Workshop (Thu-Fri)
- 24-27: New Student Orientation (Sun-Wed)
- 26-27: Registration (Tues-Wed)
- 28: Classes begin (Thu)
- 28: Opening Convocation
- 29: Registrar sends request to Department Chairs for second semester (S09), summer school, and 200-2010 AY course offerings

SEPTEMBER 2008

- 1: Notification to Department Chairs of faculty to be evaluated Semester I and II including faculty who are due for the Tenured Faculty Development Plan
- 1: Notification to Department Chairs of tenured faculty to be evaluated this year
- 1: Promotion nomination letter sent from Dean to faculty (cc: Division Chair and Dept. Chair)
- 1: Call for Nominations for Honorary Degree Doctorate for Spring 2009 Commencement (Professional Growth Committee)
- 5: Letters sent from Division Chairs to faculty whose multi-year term contracts will end this academic year (cc: Department Chairs)
- 9: Course offerings (first draft) from Department Chairs for second semester and summer school due to Division Chairs
- 11: Course offerings (first draft) from Division Chairs for second semester and summer school due to Registrar
- 15: Faculty Workload Report (Music, Nursing, Physical Education & Health) due to Kay Schneider (Submit electronically to schneide@cord.edu)
- 16-17 Symposium
- 18: Semester I course enrollment reports from Registrar's due to Division Chairs and Academic Affairs
- 19: Evaluation Committee for Semester I Faculty Evaluations due to Division Chairs
- 23: Revised course schedule for second semester, summer school and 2009-2010 AY due to Division Chair (*Tentative*)
- 25: Revised course schedule for second semester and summer school due to Registrar (Division Chair submits) (*Tentative*)
- 26-28: Family Weekend (Fri-Sun)
- 30: Department Annual Reports for 2007-2008 due from Department Chair to Academic Affairs (Report is to be completed by the 2007-2008 Department Chair. Please send formatted as Microsoft Word document and email to Pat Bastion bastion@cord.edu or to Kay Schneider schneide@cord.edu)

OCTOBER 2008

- 1: Reports due from summer study grants and degree-completion grants (Submit electronically to academic@cord.edu)
- 1: Reports for 2007-08 AY and Semester II (2008) sabbaticals due – submit to Academic Affairs
- 1: Announcement for sabbatical applications sent from Professional Growth Committee
- 1: Application for promotion due and requests for contract conversion - submit to Academic Affairs (cc: Division Chair)
- 1: Tenured Faculty Development Plan Outline due to Department Chair
- 9-12: Homecoming
- 10: Tenured Faculty Development Plan Outline due from Department Chair to Division Chair
- 13: Course offerings (first draft) from Department Chairs for 2009-2010 AY due to Registrar
- 17: Mid-semester grades due to Registrar at 4:00 p.m. (Fri)
- 18-21: Mid-semester Recess (Sat-Tues)
- 27: Call for Nominations for Spring Student Lecture Series sent to faculty
- 27: Applications due for Sabbaticals (Submit to Academic Affairs)
- 27: Applications due for Centennial Grants (Submit to Academic Affairs)
- 31: Department Chair nomination requests sent from Dean
- 31: Adjunct Request Forms for semester II due to Division Chairs

NOVEMBER 2008

- 1: Adjunct Forms due to Division Chairs
- 10-14: Registration for Semester II (Mon-Fri)
- 25: Nominations for Spring Student Lecture Series due to Academic Affairs, ATTN: Professional Growth Committee
- 26-30: Thanksgiving recess (Wed-Sun)

DECEMBER 2008

- 1: Department chair nominations due to Dean
- 1: Procedure and departmental requirements for tenure decision sent from Academic Affairs to Department Chair and Faculty
- 5: First semester faculty evaluation reports for individuals seeking tenure and/or promotion due to Dean
- 9: Notifications to students and faculty sponsors from Professional Growth Committee of Spring Student Lecture Series
- 10: Budget Requests sent from Business Office
- 12: Draft of Self Study Reports from Programs that are undergoing Program Review due to Division Chairs (*Tentative*)
- 12: Notifications to faculty from the Dean for sabbatical leaves for 2009-10
- 12: Notifications to recipients from Professional Growth Committee and Academic Affairs for Centennial Grants
- 17: Commencement (Wed)
- 18-4: Christmas break (Dec. 18 – Jan. 4)
- 19: Grades are due to Registrar at 4:00 p.m. (Fri)

JANUARY 2009

- 5: Classes begin
- 5: Registration/Orientation
- 9: Call for Nominations for Flaata, Honorary Doctorate (December 2009 and May 2010)
- 9: Letter asking for nominations from department members whose chair will be on sabbatical leave during the 2009-10 AY (sent from Dean)
- 9: First semester faculty evaluation reports due to Division Chairs
- 9: Departmental report for faculty up for tenure due to Dean (cc: Division Chair)
- 9: Budget requests due in Business Office
- 12: New department chairs named (cc: Kay Schneider, dept. secretaries, etc.)
- 16: Evaluation Committee and Committee Chair for Semester II Faculty Evaluations due to Division Chairs
- 19: Semester II course enrollment reports from Registrar's due to Division Chairs (*Tentative*)
- 30: Flaata, Honorary Degree Nominations due to Academic Affairs, ATTN: Professional Growth Committee

FEBRUARY 2009

- 3: Call for Nominations sent to faculty for Fall Student Lecture Series
- 6: Revised course schedule for first semester and summer school due to Registrar (Division Chair submits)
- 15: Reports for Semester I sabbaticals due – submit to Academic Affairs
- 21-1: Mid-semester Recess (Feb. 21 – Mar. 1)

MARCH 2009

- 3: Mid-semester grades due to Registrar at 4:00 (Tue)
- 9: Applications due for Summer Study grants and Degree Completion Grants due – submit to Academic Affairs
- 10: Nominations for Fall Student Lecture Series due to Academic Affairs, ATTN: Professional Growth Committee
- 17: Notifications to students and faculty sponsors from Professional Growth Committee of Fall Student Lecture Series
- 17-20: Registration for Summer and Semester I (Tue-Wed-Thu-Fri)
- 26-28: National Book Award/Honors Weekend
- 27: Second semester faculty evaluation reports due to Division Chairs
- 27: Tenured Faculty Development Reports due to Division Chairs
- 31: Follow-up Department Annual Reports due to Kay Schneider. (Please submit as formatted Microsoft Word document and email to schneide@cord.edu)

APRIL 2009

- 9-13 Easter Recess (Thurs-Mon)
- 15: Faculty contracts for 2009-10 AY sent to faculty
- 15: Notifications sent to recipients of Summer Study Grants and Degree Completion Grants from Professional Growth Committee and Academic Affairs
- 15: Adjunct request forms due to Division Chairs for 2009-10.
- 15: Notification to Department Chairs regarding Annual Reports 2008-09.

MAY 2009

- 3: Commencement
- 5: Grades due to Registrar at 4:00 p.m. (Tue)
- 11-5: Summer Session I (May 11 – June 5)

JUNE 2009

- 8-2: Summer Session II (June 8 – July 2)
- 9: Grades due to Registrar by 4:00 p.m. for Summer Session I (Tue)

JULY 2009

- 1: New Chairs assume responsibility
- 7: Grades due to Registrar by 4:00 for Summer Session II and May Seminars (Tue)