

<b>COLLEGE CALENDAR (2018-2019)</b>	
<b>College of Science</b>	
<b>Eastern Kentucky University</b>	
<ul style="list-style-type: none"> <li>•This calendar is provided to help members of the college, especially faculty, with advance planning. While effort has been made to establish as many dates in advance as possible, periodic updates are inevitable and users are encouraged to review the calendar periodically.</li> </ul>	
<ul style="list-style-type: none"> <li>•If a given date occurs on a weekend or holiday, the deadline for the requested action shall be the first day on which the university administrative offices are open after the weekend or holiday. Exceptions are events such as spotlight days and graduation ceremonies that require attendance even during non-official hours.</li> </ul>	
<ul style="list-style-type: none"> <li>•Months only are shown when the specific date for the given activity is yet to be determined.</li> </ul>	
<ul style="list-style-type: none"> <li>•Events marked with an asterisk (*) will normally be conducted in the spring semester prior to the academic year in which they are to occur.</li> </ul>	
DATE	ACTIVITY
<b>JULY 2018</b>	
July 2018	New department chair orientation
July 2018	Parliamentarian and Recorder for College Assembly appointed by Dean
<b>AUGUST 2018</b>	
August 7-10, 2018	New Faculty Orientation (university-level)
August 10, 2018	Last day of summer school
August 13, 2018	Course schedule advising for fall 2018 resumes
August 14, 2018	College Assembly Meeting, SB 3104
August 18, 2018	Big E Welcome Open House, NSB Lobby
August 20, 2018	Classes begin
August 28, 2018	Promotion and Tenure: Open Forum (Process, etc)
<b>SEPTEMBER 2018</b>	
September 1, 2018	P&T: candidates notify chair and dean, in writing, of intent to apply for tenure and/or promotion
September 1, 2018	Faculty Development Grants : Call for applications (Fall awards)
September 1, 2018	Student Awards Work Group: Members appointed by Associate Dean for Academic & Student Affairs
Sept. 10-15, 2018	Celebration of Science and Mathematics Week
September 14, 2018	RTP: Faculty requests due from faculty to department chair
September 15, 2018	Sabbatical Leave: Applications due to department chair from candidates
September 20, 2018	New Faculty Orientation (college-level)
September 21, 2018	New Faculty Orientation Reception (college-level)
September 22, 2018	Adelante Visit
September 25, 2018	Sabbatical Leave: Department committee submits recommendations to department Chair
September 29, 2018	Spotlight #1
September 28, 2018	Assurance of Learning Day
<b>OCTOBER 2018</b>	
October 2018	P&T: College committee organizational meeting
October 2018	Course schedule advising (undeclared/exploratory student) begins for Spring 2019 & Summer 2019
October 2018	Course schedule advising (declared majors) begins for Spring 2019 & Summer 2019
October 1, 2018	Sabbatical Leave: Applications and recommendations forwarded to Dean by Department chair
October 1, 2018	Faculty Development Grants: Applications due to Dean's office (fall awards)
October 1, 2018	Chair Evaluation: Review Committee election deadline (majority vote of full time department faculty members in the year it is to function).
October 1, 2018	First day to register online for Winter Term
October 3, 2018	Off-Campus Guidance Counselor Workshop (Corbin, KY - EKU Corbin Campus)
October 10, 2018	Faculty Evaluations: Non-tenured tenure-track faculty second year evaluation reports to Dean
October 12, 2018	RTP: Applications and request assessment reports by Chairs due to Dean
October 12, 2018	Strategic Planning: Reporting Unit 2017-2018 Academic Degree Program Reports completed and entered into TracDat
October 15-16, 2018	Fall Break
October 20, 2018	Junior Faculty Summer Research Award: Progress reports due to dean from award recipients
October 23, 2018	Sabbatical Leave: Recommendations of college committee submitted to Dean
October 27, 2018	Spotlight Day #2
October 31, 2018	Faculty Evaluation: Dean notifies Second Year non-tenured tenure track faculty of recommendations and forwards recommendations to Provost
<b>NOVEMBER 2018</b>	
November 2018	Registration begins for Spring 2019 and Summer 2019
November 2018	Course schedule advising ends. Resumes on January 7, 2019
November 1, 2018	Sabbatical Leave: Applicants notified by Dean of college's recommendation
November 1, 2018	Sabbatical Leave: Requests approved by college/dean forwarded to Provost by Dean
November 1, 2018	Richmond Guidance Counselor Workshop

November 2, 2018	RTP: Recommendations due from Dean to Provost
November 8, 2018	Off-Campus Guidance Counselor Workshops (Owensboro, KY - Old Hickory BBQ)
November 9, 2018	RTP requests and Provost's recommendations due to President
November 10, 2018	P&T: Candidates notified of department committee and department chair's recommendations
November 15, 2018	Diversity Recruitment Event
November 20, 2018	Junior Faculty Summer Research Award: Call for proposals
November 21-23, 2018	Thanksgiving Break
November 30, 2018	Sabbatical Leave: Reports due for sabbatical leaves completed in Spring 2019
	<b>DECEMBER 2018</b>
December 1, 2018	P&T: Department Chair submits recommendations and materials to Dean
December 1, 2018	Faculty Evaluations: Full-time non-tenure track faculty: List of faculty scheduled to be evaluated from Chair to Dean
December 1, 2018	Faculty Development Grants: Call for applications (spring awards)
December 1, 2018	Dean's Award of Merit: Call for nominations through department chairs
December 1, 2018	Spotlight Day #3
December 4, 2018	Off-Campus guidance Counselor Workshop (Pikeville, KY - East KY Expo)
December 7, 2018	Last day to register for Winter Term
December 7, 2018	RTP: President's recommendations, pending Board of Regents approval, communicated to academic administrators and relevant faculty
December 7, 2018	Strategic Planning: Department and college 2017-2018 Annual Institutional Effectiveness Progress Reports completed and entered into TracDat
December 10, 2018	P&T: Applications evaluated by college committee
December 11, 2018	P&T: Applications evaluated by college committee (if necessary)
December 13, 2018	Fall semester ends
December 14, 2018	Sabbatical Leave: Recommendations due from Provost to President
December 14, 2018	College Graduation Ceremony
December 17, 2018	Winter Term begins
	<b>JANUARY 2019</b>
January 7, 2019	Course schedule advising resumes for Spring 2019 and Summer 2019
January 11, 2019	Winter term ends
January 14, 2019	Spring term begins
January 14, 2019	Spring Term Classes begin
January 17, 2019	Spring Orientation
January 20, 2019	P&T: College committee to notify Dean of committee's P&T recommendations
January 25, 2019	Excellence in Research Award: Call for applications
January 25, 2019	Junior Faculty Summer Research Award: Applications due to dean's office
January 28, 2019	Faculty Evaluations: Chair meets with first year non-tenured tenure track faculty and provides written feedback
January 30, 2019	Faculty Emeritus: Requests/nominations due to Department Chair
	<b>FEBRUARY 2019</b>
February 1, 2019	Dean's Award of Merit: Nominations by chairs due to dean's office
February 1, 2019	Faculty Development Grant Applications: Due to dean's office (spring awards)
February 2, 2019	Spotlight Day #4
February 7, 2019	Faculty Evaluations: Chair submits third, fourth, and fifth year non-tenured tenure track faculty evaluation reports to Dean
February 11, 2019	Faculty Evaluations: Chair submits first year non-tenured tenure track faculty evaluations to Dean
February 13, 2019	Faculty Emeritus: Nominations with justifications from Department Chair to Dean. Chair Evaluations: Year three chair evaluation questionnaires distributed to departmental faculty and other appropriate individuals
February 15, 2019	P&T: Recommendations due from Dean to Provost
February 15, 2019	Faculty Evaluations: Non-tenure track faculty evaluation materials due from faculty to chair
February 18, 2019	Faculty Evaluations: First year non-tenured tenure track faculty evaluation recommendations due from Dean to Provost
February 22, 2019	Diversity Yield Event
February 23, 2019	Dean's Award of Merit: Name of recipient due to Dean's Administrative Assistant II
February 27, 2019	Faculty Emeritus: Nominations from Dean due to Provost
February 28, 2019	Junior Faculty Summer Research Award: Award recipients notified
February 28, 2019	Faculty Evaluations: Dean notifies first year non-tenured tenure track faculty members and Chair of Dean's recommendation
February 28, 2019	Faculty Evaluations: Dean provides third, fourth & fifth year non-tenured tenure track faculty reports/recommendations to Provost
	<b>MARCH 2019</b>
March 1, 2019	Excellence in Research Award: Applications due to dean's office.
March 1, 2019	The Booth Scholarship Program for Math and Science: Applications due to Dean
March 1, 2019	The Meredith J. Cox Scholarship: Applications due to Dean
March 1, 2019	The Clarence H. Gifford Scholarship in Sciences: Applications due to Dean
March 1, 2019	Faculty Evaluations: Written evaluations for full time non-tenured tenure track faculty (all years) due from chair to faculty

March 1, 2019	Faculty Evaluations: Chair to submit full-time non tenure-track faculty evaluation recommendations (all years) to Dean
March 6, 2019	Faculty Emeritus: Recommendations due from Provost to President
March 11-15, 2019	Spring break
March 15, 2019	Chair Evaluations: Department Review Committee compiles and summarizes results of survey for year three chair evaluations and submits summary to Dean
March 15, 2019	Faculty Evaluations: Chairs to have held conferences with year three tenured faculty members.
March 18, 2019	Faculty Evaluations: All "NOT" on Tenure Track faculty evaluation reports due from chair to dean.
March 20, 2019	P&T: Last day to withdraw from candidacy for tenure
March 30, 2019	Spotlight #5 OR Admitted Student Day
	<b>APRIL 2019</b>
April 1, 2019	College Committee Elections: College representatives on University Committees
April 1, 2019	Chair Evaluations: Years one and two Chair Evaluation conferences with chair and dean
April 1, 2019	Faculty Evaluations: Tenured Faculty Annual Reviews: Chair conferences with year one and two tenured faculty members - annual review summaries due from chair to faculty member and Dean.
April 1, 2019	Faculty Evaluations: Chair to submit all year three faculty reviews, including any written response by the faculty member and any report from the Department Third Year Review Committee to the Dean.
April 1, 2019	Faculty Evaluations: Full-time NOT on Tenure Track Faculty Evaluation reports due from Dean to Provost
April 8-12, 2019	Junior Faculty Summer Research Award: 2017-2018 recipient presentations (Scholars Week)
April 12, 2019	Scholars Assembly
April 15, 2019	Tenure: Deadline for Dean to notify Department Chairs of all faculty members eligible for tenure in next academic year.
April 15, 2019	Faculty Evaluations: Dean notifies full time NOT on tenure track faculty of Provost's reappointment decisions
April 15, 2019	Chair Evaluations: Dean meets with year three chairs to discuss self-assessment, the review committee's report and other matters relevant to the Chair's performance.
April 27, 2019	Junior Day
April 25, 2019	Sabbatical leave reports due for sabbatical leaves completed in Fall 2018
April 2019	Junior Faculty Mentoring Program: end-of-year social
April 2019	P&T: Promotion and Tenure open Forum (preparing dossiers, etc): Session I
	<b>MAY 2019</b>
May 2019	College Graduation Ceremony
May 1, 2019	P&T: Department Chair informs candidates eligible for tenure next academic year
May 1, 2019	P&T: Election of representatives to University Faculty Evaluation Appeals Committee for next year
May 1, 2019	Tenured Faculty Annual Reviews - Year Three: Dean to notify faculty member and Department Chair in writing whether he/she concurs with the assessments, with an explanation if he/she does not concur.
May 1, 2019	Faculty Evaluations: Deadline for changes in Department performance standards and procedures for Tenured Faculty Annual Reviews to be approved by the Dean prior to the academic year in which the changes are to take place.
May 9, 2019	Spring semester ends
May 15, 2019	Chair Evaluations: Dean sends all individuals in the affected unit a notice of completion of the third year chair evaluation review and any actions that resulted from the review.
May 20, 2019	Summer classes begin
	<b>JUNE 2019</b>
June 17, 2019	Principals Day
	<b>JULY 2019</b>
	<b>AUGUST 2019</b>
August 9, 2019	Summer semester ends