

**COLLEGE OF LIBERAL ARTS**  
**PLANNING CALENDAR FOR**  
**2009 - 2010**  
**DOCUMENTS AND DATES DUE**

*Revised 10/15/09*

8 August	(Sat., 8:30 a.m.)	SIUC Summer Commencement; Shryock
7 August	(Fri.)	Large Lecture Room Requests (Summer,2010) are due in the Record and Registration Office (Cc: to the CoLA Dean's Office, Attn: Pam Walls).
12 August	(Wed)	ORDA New Faculty Orientation, August 12, 10:00-11:30 a.m. August 13, 2:00-3:30 p.m. September 3, 10:00-11:30 a.m. <a href="http://www.orda.siuc.edu/workshops_fall2009.html">http://www.orda.siuc.edu/workshops_fall2009.html</a>
		All workshops are scheduled to be held in Woody Hall C-227. For all workshops, we recommend that you call 453-4540 or e-mail <a href="mailto:orda@siu.edu">orda@siu.edu</a> to reserve a seat.
21 August	(Fri.)	Orientation Workshop for New Non tenure-track Faculty offered by the Provost and Vice Chancellor ** The morning session is for the tenured and tenure-track faculty only. The NTT faculty will join us for lunch and then the afternoon session will be for all new faculty.
24 August	(Mon.)	Fall Classes Begin
28 August	(Fri., 4:30 pm)	CoLA Faculty and Staff Welcome Back Reception. Museum Auditorium
28 August	(Fri.)	Summer Schedules (2010) along with requests for Summer Instructional Budgets are due in the CoLA Dean's Office. (Attn: Pam Walls)

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| 4 September  | (Fri.)    | Curriculum <i>Vitae</i> for all <u>new</u> faculty are due in the CoLA Dean's Office. Please submit in electronic format to Heidi Estel <hestel@siu.edu>.   |
| 4 September  | tentative | Large Lecture Room Requests (Fall 2010) are due in the Records and Registration Office. (Cc: to the CoLA Dean's Office, Attn: Pam Walls).   |
| 16 September | (Tues.)   | State of the University Address, 2:00pm, Student Center Ballrooms   |
| 25 September | (Fri.)    | <b>Outstanding Thesis Award Nominations</b> are due in the Office of the <u>Associate Dean of the Graduate School</u> .   |
| 24 September | (Thurs)   | <p><b>Faculty Seed Grant Workshops</b></p> <p>This workshop helps faculty learn how to plan more-competitive projects and write more-competitive proposals for the <a href="#">Faculty Seed Grant</a> program. To accommodate faculty schedules, two sessions are offered.</p> <p>—<b>September 24, 3:00-4:30 p.m.</b></p> <p>—<b>September 25, 10:30 a.m.- noon</b></p> <p>Presenter: Prudence Rice, pmrice@siu.edu, 453-4531</p> <p>All workshops are scheduled to be held in Woody Hall C-227. For all workshops, we recommend that you call 453-4540 or e-mail <a href="mailto:orda@siu.edu">orda@siu.edu</a> to reserve a seat.</p> <p><a href="http://www.orda.siuc.edu/workshops_fall2009.html">http://www.orda.siuc.edu/workshops_fall2009.html</a></p> |
| 25 September | (Fri.)    | <p><b>Sabbatical Leave Applications</b> for FY11 are due in the CoLA Dean's Office. Forms and instructions may be obtained on the AIS web site. Additional important information is on the CoLA website. Form Flow Filler software is needed to access the application. It may be downloaded from the AIS site.</p> <p><i>(Send to Dr. DiLalla - Attn: Heidi)</i><br/> <i>(Due in Associate Provost on 10/09/09)</i></p>  |
| 25 September | (Fri.)    | <b>Sabbatical Reports</b> from faculty who were on Sabbatical Leave during Spring 2009 are due to the   |

Chair of the Department for immediate transmittal  
to the CoLA Dean's Office  
(Send to Dr. Dilalla - Attn: Heidi)

25 September	tentative	<b>Forms 90 and 90A</b> for all <i>undergraduate-level courses</i> including 400-level courses are due in the CoLA Dean's Office (Attn: Pam Walls). This deadline is for courses to be included in the 2011-2012 Undergraduate Catalog. (Due in Associate Provost on _____)
25 September	tentative	<b>Forms 90 and 90A</b> for all <i>graduate-level courses</i> and program descriptions are due in the CoLA Dean's Office (Attn: Pam Walls). This deadline is for courses and program descriptions to be included in the next <u>Graduate</u> catalog. (Due in Associate Provost on 10/09/09)
25 September	tentative	<b>Forms 100 and the accompanying Forms 90 requesting any changes for fee-based undergraduate-level courses</b> , including 400-level courses, are due in the CoLA Dean's Office (Attn: Pam Walls). This deadline is for courses to be included in the next catalog. (Due in Associate Provost on 10/09/09)
25 September	tentative	<b>Forms 100 and the accompanying Forms 90 requesting any changes for fee-based graduate-level courses</b> are due in the CoLA Dean's Office (Attn: Pam Walls). This deadline is for courses to be included in the next catalog. (Due in Associate Provost on 10/09/09)
25 September	tentative	Requests for Concentrated Courses and Workshops to be offered during Summer Semester are due in the CoLA Dean's Office (Attn: Pam Walls)
26 September	(Sat.)	OPEN HOUSE
2 October	tentative	Fall Schedules (2010) are due in the CoLA Dean's Office (Attn: Pam Walls).

- 12 October (Thur.) Excellence Through Commitment Outstanding **Graduate Teaching Assistant** Award nominations (with supporting materials) due to CoLA Dean's Office.  
(Send to Dr. Dilalla - Attn: Heidi)  
(Due in Associate Provost 10/19/09)
- 12 October (Thur.) Excellence Through Commitment Outstanding **Term Faculty Teaching** Award nomination (with supporting materials) are due in the CoLA Dean's Office.  
(Send to Dr. Dilalla - Attn: Heidi)  
(Due in Associate Provost 10/19/09)
- 14 October (Wed.) **Promotion and Tenure Dossiers and Recommendations** are due in the CoLA Dean's Office.  
(Send to Dr. Vaux – Attn: Mandy)
- 23 October (Fri., 3-4:30 pm) Promotion and Tenure Rules and Procedures Workshop will be held in the Museum Auditorium.
- 02 November (Mon.) Excellence Through Commitment **Undergraduate Teaching Enhancement** Award applications due to CoLA Dean's Office  
(Send to Dr. Dilalla - Attn: Heidi).  
(Due in Associate Provost Nov 9, 2009)
- 04 November (Wed.) **College level - Outstanding Teaching** Award nominations with all materials are due in the CoLA Dean's Office  
(Send Electronic copy to Heid @ hestel@siu.edu).
- 04 November (Wed.) **College level -Outstanding Scholar** Award nominations with all materials are due in the CoLA Dean's Office  
(Send Electronic copy to Heid @ hestel@siu.edu).
- 5 November (Thur.) **Faculty Seed Grants Program Applications** due in the CoLA Dean's Office (for signature). Revised (FY11) application forms have been posted on the seed grant page (ORDA) and will be mailed to departments  
(For Signature ONLY- Send to Dr. Dilalla).  
(Due in ORDA November 9, 2009)

2-7 November		Summer Schedules (2010) will be ready for proofing in Scheduling Office.
7 November	(Sat)	OPEN HOUSE
16 November	(Mon.)	Graduate School Tuition Scholarship Applications for Spring 2010 are due to the Graduate School by 4 pm.
13 November	(Fri.)	FY11 Non-RAMP proposals due to the CoLA Dean's Office (Send to Dr. Dilalla - Attn: Heidi).
1 December	(Tues.)	Target Date for the processing of all GA contracts for Spring 2010. ( Send to Cathy Kunz)
2 December	(Wed.)	First Reappraisal of Departmental Support Costs for FY10 are due in the CoLA Dean's office (Attn: Bev Bates). (Tentative)
19 December	(Sat) tentative	SIUC Fall Commencement
4-8 January	(tentative)	Fall Schedules (2010) will be ready for proofing in the Scheduling Office.
Jan	(TBD)	Excellence Through Commitment <b><u>Outstanding Civil Service Staff and Outstanding Civil Service Teaching Support</u></b> Award nominations (with supporting materials) due to CoLA Dean's Office (Send to Dr. Dilalla - Attn: Heidi). (Due in Associate Provost - TBD)
Jan	(TBD)	Excellence Through Commitment <b><u>Administrative/Professional Outstanding Service Award</u></b> nominations (with supporting materials) due to CoLA Dean's Office (Send to Dr. Dilalla - Attn: Heidi). (Due in Associate Provost - TBD)
Jan	(TBD)	Excellence Through Commitment <b><u>Outstanding Graduate Student Researcher Award</u></b>

nominations (with supporting materials) due to  
CoLA Dean's Office  
(Send to Dr. Dilalla - Attn: Heidi).  
(Due in Associate Provost - TBD)

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| 19 January  | (Tue.) | Spring Classes Begin  |
| 22 January  | (Fri.) | <b><u>Outstanding Dissertation Award Nominations</u></b><br>due in the Office of the <u>Associate Dean of the<br/>Graduate School</u> .   |
| 29 January  | (Fri.) | Doctoral and Morris Graduate Fellowship<br>nominations due to <u>Graduate School</u>  |
| 29 January  | (Fri.) | <b>Undergraduate Research/Creative Grants<br/>Program Applications</b> for Fiscal Year 2010 are<br>due to the Office of Research Development and<br>Administration Guidelines available at<br><a href="http://www.siu.edu/orca">http://www.siu.edu/orca</a>   |
| 29 January  | (Fri.) | Updates of All Faculty <b>Curriculum Vitae</b><br>(Calendar Year 2009) are due in the CoLA Dean's<br>office.<br>(Please submit in <b>electronic format only</b> to Heidi<br>Estel < <a href="mailto:hestel@siu.edu">hestel@siu.edu</a> >).  |
| 5 February  | (Fri.) | Information for CY09 <b>Research and Creative<br/>Activity Report</b> due in CoLA Dean's Office.<br>(guidelines and electronic template will be<br>distributed prior to due date; -please submit in<br><b>electronic format only</b> to Heidi Estel<br>< <a href="mailto:hestel@siu.edu">hestel@siu.edu</a> >). |
| 12 February | (Fri.) | <i>Target Date</i> for Completion of Meetings between<br>each Faculty member and her/his Department Chair<br>concerning assignment and annual evaluation.   |
| 12 February | (Fri.) | <b>Master's Fellowship nominations</b> are due to the<br>Graduate School. (Tentative)   |
| 3 March     | (Wed.) | <b>Graduate Dean's Fellowship Applications</b> are due<br>to Graduate School.   |

3 March	(Wed.)	<b>PROMPT Fellowship Program applications</b> due to the Graduate School.
3 March	(Wed.)	<b>Native American Scholarship applications</b> due to the Graduate School.
19 February	(Fri)	<b>Assignment of Duties (AY 2010-2011) for Tenure Track Faculty</b> due in CoLA Deans Office <i>(Send to Dr. DiLalla – Attn: Heidi)</i>
26 February	(Fri.)	<b>CY 2010 Merit Summary for Tenured and Tenure Track Faculty</b> (based on departmental merit process; submit single-year merit ratio) is due in the CoLA Dean's office. <i>(No narrative assessment is required)</i> <i>(Send to Dr. DiLalla – Attn: Heidi)</i>
05 March	(Fri.)	<b>Annual Review Letters for Tenure-Track Faculty</b> by departmental Chairs are due in the CoLA Dean's Office. <i>(Send to Dr. Vaux – Attn: Mandy)</i>
05 March	(Fri.)	<b>Sabbatical Reports</b> from faculty who were on Sabbatical Leave Fall 2009 are due to the Chair of the Department for <u>immediate</u> transmittal to the CoLA Dean's Office. <i>(Send to Dr. DiLalla – Attn: Heidi)</i>
03 March	(Wed.)	Second Reappraisal of Department Support Costs for FY10 are due in the CoLA Dean's Office. (Attn: Bev Bates) (Tentative)
12 March	(Fri)	Commencement checklist due to the Alumni Association
TBA		<b>Large Lecture Room Requests</b> (Spring 2011) are due in the Records and Registration Office. <i>(Cc: to the CoLA Dean's Office, Attn: Pam Walls)</i> <b>(TENTATIVE)</b>
17 March	(Wed.)	<b>Departmental Original Support Costs Budgets</b> for FY10 are due in the CoLA Dean's Office. (tentative) <i>(Send to Bev Bates)</i>

19 March	(Fri.)	<b>Dissertation Research Award</b> Applications are due in the Dean's Office. <i>The Academic Affairs Calendar states a March 19<sup>st</sup> deadline, but CoLA needs them earlier. (Due in Graduate School 04/02/10) (Send to Dr. DiLalla – Attn: Heidi)</i>
19 March	(Fri., 3-4:30 pm)	Promotion and Tenure Dossier Preparation Workshop will be held in the Museum Auditorium. (tentative)
26 March	(Fri.)	Undergraduate Research Forum, Student Center Ballrooms
27 March	(Sat.)	OPEN HOUSE
9 April	(Fri)	OPEN HOUSE
11 April	(Sun., 1:30)	Honor's Day, McLeod Theater.
<b>TBD</b>		<b>Research Town Meeting – Student Center Ballrooms</b>
15 April	(Thurs.)	<b>Graduate School Tuition Scholarship Applications</b> for Summer 2010 are due to the Graduate School by 4 pm.
20 April	(Tues.)	Excellence Through Commitment Awards hosted by the Chancellor 6pm Reception in the Corker Lounge 6:30 Dinner and Ceremony in Ballroom B
30 April	(Fri.)	<i>Provisional</i> Deadline for <b>Tentative Annual Workload Assignment for NTT faculty</b> (for those who are continuing or are expected to be on 100% FTE contract). Changes can be made up until 07/15/10. (Send to Dr. DiLalla – Attn: Heidi)
30 April	(Fri.)	Last date for Equipment Commodities and Contractual Services Requisitions to be received by Purchasing. (Tentative)
1 May	(Fri.)	Target Date for the processing of all GA summer contracts (for summer 2010) and all Fall 2010 GA contracts for those who will be reappointments. ( Send to Cathy Kunz)

TBA		Spring Schedules (2011) are due in the CoLA Dean's Office ( <i>Attn: Pam Walls</i> ). ( <b>Tentative</b> )
May	TBA	CoLA Commencement
14 May	(Fri.)	<b>Tentative Deadline for Annual review by chairs of continuing NTT facult or faculty "on track for" continuing status (75% or 100%).</b> Chairs may wish to review faculty on < 75% FTE appointments but are not obligated to do so. ( <i>Send to Dr. Dilalla – Attn: Heidi</i> )
14 May	(Fri.)	<b>Deadline for Annual Reviews of GA's</b> ( <i>Send to Dr. DiLalla – Attn: Heidi</i> )
18 June	(Fri.)	Last date to purchase/reconcile/approve items on P-cards. (Tentative)
1 July	(Thurs.)	Target Date for the processing of all remaining GA Fall 2010 contracts. ( <i>Send to Cathy Kunz</i> )
14 July	(Wed.)	<b>Tentative Deadline for amendments to NTT Annual Workload Assignments.</b> After 7/15, changes can only be made for extenuating circumstances. ( <i>Send any amended workload assignments to Dr. DiLalla – Attn: Heidi</i> )
TBA		Spring Schedules (2011) will be ready for proofing in Scheduling Office.
16 July	(Fri.)	Open House: Student Center
19 Aug	(Wed.)	End of Year OTS Trades for FY09 are due in the CoLA Dean's Office ( <i>Attn: Bev Bates</i> ). ( <b>tentative</b> )