

## College of Engineering Calendar, 2008-2009 Revision 6

College as a whole, department heads, or faculty members

Students  
Nevin  
Bowers  
Curtis  
Gerner  
Johnson  
Keener  
College Business Office  
Development  
Dean's Office  
Emerging Ethnic Engineers

University deadlines

Annually: ASEE Government Report (FMG/JG)

### **Fall quarter**

September 15: Dossier for Promotion/Tenure submitted to the Department RPT Committee  
Annual Alumni Golf Outing

September 17: Deadline for faculty to request library reserve books for their courses

September 17: ASEE survey begins

September 18: New Graduate Student Orientation

September 24: Autumn Classes begin

October: Announcements of nominations for Barbour and Cohen Awards  
Baldwin Society event—TBD  
College of Engineering Campaign Leadership Committee Meeting –  
Herman Schneider Foundation Board Meetings – October (review and approval of funding proposals)

October 1: Notification to Department Head that the Candidate intends to seek reappointment.

October 1: Notification to faculty to prepare requests for academic leave for the following year

- October 10: College Awards Committee to begin meeting  
Plan for holiday party  
EWC first report due
- October 11: Homecoming
- October 15: Dossier for P/T submitted to Department Head  
Deadline for faculty to request instructional software for winter quarter
- October 16: Students' Career Fair
- October 25: Campaign Kick-off – University Wide event
- November 1: Dossier for P/T submitted to the College RPT Committee
- November 12: Requests for academic leave to Dean
- November, late: Manpower report
- November-December: Teaching Evaluations
- Early December: Deadline for Barbour and Cohen nominations; material to support is collected AFTER nomination is made
- December: Choose recipients of Alumni Awards  
Cincinnatus Deadline  
Holiday Party  
FE Exam  
Winter Quarter Commencement  
Engineering Workforce Commission report
- December 1: Requests for Academic Leave submitted to Provost
- December 12: Deadline for faculty to request library reserve books for their courses
- December 13: Winter commencement
- December 15: Dossier for P/T submitted to the Dean
- December 31: Deadline for Rieveschl Award for Scientific Research Nominations  
ASEE Report—deadline for submission of data

## Winter Quarter

- January                    **College Advisory Council meeting**  
**Dean's Advisory Committee election**
- January 1:                **Dossiers for reappointment to the Department RPT Committee**
- January 5:                **Winter Quarter classes begin**
- Mid-January:            **Deadline for Barbour and Cohen Awards**
- January 15:              **Name alumni award winners; contact them and get them to commit to May 15 event**
- January 15:              **Nominations for Distinguished Teaching Faculty**
- January 15:              Deadline for faculty to request instructional software for spring quarter**
- February 1:              **Nominations for honorary degrees due to honors committee.**
- February, various: **Cincinnatus**
- University awards: **Distinguished Research Professorship**  
**Distinguished Teaching Professorship;**  
**Entrepreneur Awards**  
**Rieveschl Award for Creative and Scholarly Works**  
**President's Excellence Awards**
- February 1:              **Dossier for P/T submitted to the Provost**
- February 1:              **Dossiers for reappointment to the Department Head**
- February 1:              **Deadline for Adjunct Faculty Award**  
**Deadline for Distinguished Research Faculty**
- February 15:             **Dossiers for reappointment to the College RPT Committee**
- Week of 2/22:            **E-Week**
- February 28:             **Recipients of Barbour-Cohen Awards sent to Chair of Faculty**
- March:                    **Jets-Teams**  
**Scholarship deadline**
- March 1:                 **Request nominations for Dean's Award and Staff Award**  
**College Business Office informs the department heads that they are to**

conduct faculty reviews, provides forms, issues deadline

March (first weekend?): Graduate Recruitment Weekend

March 4-15: Teaching Evaluations

March 8: Recommendations for Emeritus status. Include: candidate's vita; record of consideration & support at unit level; letter from academic unit head; letter from dean.

March 20: Deadline for faculty to request library reserve books for their courses

March 21: Winter quarter ends

## **Spring Quarter**

- March 30: Spring quarter begins
- April: Acceptances for grad students
- April 1: Dossiers for reappointment to the Dean
- College Business Office informs department head, associate deans & directors that they are to conduct staff reviews, provides forms, issues deadlines. Reviews conducted throughout the month of April.
- April 10: EWC semi-annual report due
- April 15: Deadline for faculty to request instructional software for summer quarter
- May: College of Engineering Campaign Leadership Committee Meeting
- Herman Schneider Foundation Board Meeting (update on funded projects)
- Department awards and ceremonies (various)
- Departments submit budgets
- Committee Elections: RPT; DAC; Faculty Senate
- Faculty submit resumes and evaluation forms to respective heads.
- May 1: Dossiers for reappointment to the Provost  
National Scholarship Award Deadline
- Mid-May: Presentation of Barbour-Cohen Awards
- May 15: Termination/resignation/retirement notices from faculty to dean
- May 15: Requests because of special conditions, to extend a visiting faculty appointment for a second year.
- May 15: Alumni Weekend & College Awards Banquet
- May-June: Teaching Evaluations
- June: Engineering Workforce Commission Report

- June 1 RPT Committee Elections
- June 11: Deadline for faculty to request library reserve books for their courses
- June 13: Spring commencement
- June 15 : Notification to Department Head that the Candidate intends to seek promotion and/or tenure.
- CBO provides heads, deans, directors with information on available funds for the staff merit pool
- Heads complete faculty interviews & reviews
- June 30: Staff reviews completed.

## **Summer Quarter**

- June 13, 2009      Family Science Academy begins: 4<sup>th</sup> through 7<sup>th</sup> grades  
9:00 a.m. to 11:30 a.m. on Saturdays—June 13, June 20, June 27,  
July 11, July 18. Closing July 25, 2009
- June 20, 2009      Summer Institute orientation: 8<sup>th</sup> through 11<sup>th</sup> grades
- June 22, 2009      Summer Institute begins, ends July 24; daily 9:30 a.m. to 3:30 p.m.
- June 22, 2009:      Summer Quarter begins
- June 28, 2009      Orientation for Summer Bridge program: Freshman Engineering  
students  
Runs daily from June 29 – August 14, 2009
- July:                  Summer camps, 2<sup>nd</sup> and 4<sup>th</sup> week
- Freshman Orientation through August
- Advance notice to those being reappointed in the next academic year.
- Reserve hotel for Awards Banquet
- July 15:**              **Deadline for faculty to request instructional software for autumn  
quarter**
- July 30:**              **ITIE Annual Narrative Report Deadline**
- August:                Begin planning for next year's banquet.

College as a whole, department heads, or faculty members

Students  
Nevin  
Bowers  
Curtis  
Gerner  
Johnson  
Keener  
College Business Office  
Development  
Dean's Office  
Emerging Ethnic Engineers

University deadlines

