2013-2014
Faculty Information Calendar

AUGUST

15   Graduate Orientation - Final Fall Orientation
22-26 Welcome Week
26   Convocation
27   First day of class

SEPTEMBER

2   Labor Day (No Classes)
3   Alternate Day Schedule (Follow Monday schedule)

Promotion candidates for 2013-14 complete and submit notice of intent to file for promotion (http://www.tcnj.edu/~academic/faculty.html)

Dean notifies Academic Affairs of the names of all PRC (Department Promotion and Reappointment Committee) and chairs under the Dean’s jurisdiction.

4   Campus Wide Events (12:00-1:20)
    SOSA, Steering & Councils (1:30–2:50)
    Academic Leaders/SG (as needed) (3:00-3:50)
    Extended Academic Leaders/SG (as needed) (4:00-4:50)

    Rosh Hashanah begins at sundown

11  Department Meetings (12:00-1:20)
    Committees (1:30-2:50)
    School Meetings/SG (as needed) (3:00-3:50)
    SG (4:00-4:50)

    Graduate Studies Open House

13  Yom Kippur begins at sundown
16  Fall 1Q  Mid-semester progress reports (9/16 – 9/23)

Academic Affairs provides promotion candidates with official Documents Envelope.

Promotion candidate submits application and supporting materials to the PRC.

Between September 16 and October 7, at either the request of the promotion candidate or PRC, the candidate shall meet with the PRC to amplify and/or explain the documentation.

18  Faculty Senate and Staff Senate (12:00-1:20)
SOSA, Steering and Councils (1:30-2:50)
AFT/SG (as needed) (3:00-3:50)

20  Last day to apply for December 2013 graduation without $35 late fee

22  Fall 2013 Lion Day-Admissions

24  Last day withdrawal from 1st quarter course with a W

25  Interdisciplinary (12:00-1:20)
Committees (1:30-2:50)
Chairs Meetings/SG (3:00-3:50)
Department Meetings/SG (as needed) (4:00-4:50)

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**OCTOBER**

2  Last day to withdraw from the College with a 50% refund

Campus Wide Events (12:00-1:20)
SOSA, Steering & Councils (1:30–2:50)
Academic Leaders/SG (as needed) (3:00-3:50)
Extended Academic Leaders/SG (as needed) (4:00-4:50)

Community Learning Day

5  Community Fest

7  SOSA Application – 4:00 pm

Fall Mid-Semester Progress Reports (10/7-10/18)

8  Board of Trustees Public Board Meeting
9  Department Meetings (12:00-1:20)
    Committees (1:30-2:50)
    School Meetings/SG (as needed) (3:00-3:50)
    SG (4:00-4:50)

12  Fall 2013 Lion Day-Admissions

15  1st Quarter ends

16  2nd Quarter begins

    Promotion candidate is informed in writing of the decision of the PRC
    Faculty Senate and Staff Senate (12:00-1:20)
    SOSA, Steering and Councils (1:30-2:50)
    AFT/SG (as needed) (3:00-3:50)

19  Homecoming

23  Interdisciplinary (12:00-1:20)
    Committees (1:30-2:50)
    Chairs Meetings/SG (3:00-3:50)
    Department Meetings/SG (as needed) (4:00-4:50)

28&29  Mid-semester break (residence halls open)

29  Last day to withdraw from a full semester courses with a W (undergraduate & graduate)

    Last day to withdraw from the College with a WD in all courses (undergraduate & graduate)

30  Promotion candidate’s response to PRC

    Non-recommended promotion candidate notifies Chair of College Promotions Committee (CPC) of intention to pursue promotion.

NOVEMBER

4  Fall 2Q mid-semester progress reports (11/4-11/8)

    PRC forwards recommendation and candidates’ documentation materials to the appropriate Dean

5  Spring and Summer 2014 registration windows (11/5 – 11/15)
6   Campus Wide Events (12:00-1:20)  
    SOSA, Steering & Councils (1:30–2:50)  
    Academic Leaders/SG (as needed) (3:00-3:50)  
    Extended Academic Leaders/SG (as needed) (4:00-4:50)

12  Last day withdrawal from 2nd quarter courses with a W

13  Department Meetings (12:00-1:20)  
    Committees (1:30-2:50)  
    School Meetings/SG (as needed) (3:00-3:50)  
    SG (4:00-4:50)

16  Fall 2013 Lion Day-Admissions

18  Late Registration Fine Assessed

19  Last day to withdraw from the College with WP or WF (Undergraduate & Graduate)

20  Dean’s recommendation is transmitted to the promotion candidate.

   Faculty Senate and Staff Senate (12:00-1:20)  
   SOSA, Steering and Councils (1:30-2:50)  
   AFT/SG (as needed) (3:00-3:50)

27  Thanksgiving Break (11/27 – 11/29)

_________________________DECEMBER_________________________

3   Board of Trustees Public Board Meeting

4   Campus Wide Events (12:00-1:20)  
    SOSA, Steering & Councils (1:30–2:50)  
    Academic Leaders/SG (as needed) (3:00-3:50)  
    Extended Academic Leaders/SG (as needed) (4:00-4:50)

6   Last day Fall classes (Undergraduate)

   Reading days begin (12/7, 12am – 12/10, 5pm)

   Overload pay date

9   Promotion candidate delivers promotion materials (application materials and 14 copies of document envelope contents) from the Dean to the CPC.

   A request to appear before the CPC must be made in writing by the promotion candidate.
10 Exam period begins at 5 PM (12/10–12/13)

11 Department Meetings (12:00-1:20)
Committees (1:30-2:50)
School Meetings/SG (as needed) (3:00-3:50)
SG (4:00-4:50)

14 Reading days resume (12/14 – 12/15)

16 Exam period resumes (12/16 – 12/17)

17 Last day Fall classes (Graduate)

18 Faculty Senate and Staff Senate (12:00-1:20)
SOSA, Steering and Councils (1:30-2:50)
AFT/SG (as needed) (3:00-3:50)

20 December Graduation (no ceremony)

Fall Grades Due

Overload pay date

Winter term (12/21/2013–1/20/2014)

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2 Winter Minimester Session Classes Begin

Last day to Add/Drop courses for Winter Minimester with 100% refund

5 Winter Minimester Mid-Semester Progress Reports (1/5-1/8)

9 Last day to withdraw from a course with a W

16 Graduate Studies Open House (Snow date January 23)

17 Promotion candidate receives CPC’s written recommendation. Candidate has five (5) days after receipt of CPC’s recommendation to submit an appeal

Winter Minimester classes end

20 Winter Minimester grades due

21 First day of Spring Term
22 Interdisciplinary (12:00-1:20)  
Committees (1:30-2:50)  
Chairs Meetings/SG (3:00-3:50)  
Department Meetings/SG (as needed) (4:00-4:50)

27 CPC must hear and decide on promotion candidates’ appeal

**FEBRUARY**

3 PRC’s elected for AY 2014-2015

List of candidates recommended for promotion is forwarded from CPC to President

Provost transmits to the candidate a written statement of concurrence or non-concurrence to CPC

5 Campus Wide Events (12:00-1:20)  
SOSA, Steering & Councils (1:30–2:50)  
Academic Leaders/SG (as needed) (3:00-3:50)  
Extended Academic Leaders/SG (as needed) (4:00-4:50)

11 Spring 3Q Mid-Semester progress reports (2/11-2/14)

12 Department Meetings (12:00-1:20)  
Committees (1:30-2:50)  
School Meetings/SG (as needed) (3:00-3:50)  
SG (4:00-4:50)

14 Last day to apply for May 2014 graduation without $35 late fee

17 Promotion candidates for 2014-2015 notify PRC in writing. Also, candidate indicates to PRC whether external reviews are requested

18 Last day to withdraw from a 3rd Quarter course with a W

19 Faculty Senate and Staff Senate (12:00-1:20)  
SOSA, Steering and Councils (1:30-2:50)  
AFT/SG (as needed) (3:00-3:50)

February 20-April 10 PRC meets with each 2014-2015 promotion candidate to discuss external review process and candidate’s list of potential reviewers, if applicable.

25 Board of Trustees Public Board Meeting
26  Interdisciplinary (12:00-1:20)
    Committees (1:30-2:50)
    Chairs Meetings/SG (3:00-3:50)
    Department Meetings/SG (as needed) (4:00-4:50)

28  Last day to apply for August 2014 graduation without a $35 late fee

MARCH

3   Spring Regular Mid-Semester Progress Reports (3/3-3/21)

5   Campus Wide Events (12:00-1:20)
    SOSA, Steering & Councils (1:30–2:50)
    Academic Leaders/SG (as needed) (3:00-3:50)
    Extended Academic Leaders/SG (as needed) (4:00-4:50)

10  Spring break begins (3/10–3/14)

18  3rd Quarter ends

19  4th Quarter begins

12  Department Meetings (12:00-1:20)
    Committees (1:30-2:50)
    School Meetings/SG (as needed) (3:00-3:50)
    SG (4:00-4:50)

19  Faculty Senate and Staff Senate (12:00-1:20)
    SOSA, Steering and Councils (1:30-2:50)
    AFT/SG (as needed) (3:00-3:50)

22  Junior Visit Day (open house)

26  Interdisciplinary (12:00-1:20)
    Committees (1:30-2:50)
    Chairs Meetings/SG (3:00-3:50)
    Department Meetings/SG (as needed) (4:00-4:50)

APRIL

1   Second and Fourth Year Reappointment Candidates apply for reappointment

     Last day to withdraw from a full semester course with a W (undergraduate & graduate)

     Last day to withdraw from the College with a WD in all courses (undergraduate & graduate)
Fall and Winter 2014 registration windows (4/1–4/11)

2 Campus Wide Events (12:00-1:20)
   SOSA, Steering & Councils (1:30–2:50)
   Academic Leaders/SG (as needed) (3:00-3:50)
   Extended Academic Leaders/SG (as needed) (4:00-4:50)

Faculty/Librarian Performance-Based Range Adjustment-Applicant provides written notification to their dean of their intention to submit application in order to ensure the Assessment Commitment (AC) is constituted and may also suggest a member or members from outside the department/program/library for service on the AC

5 Accepted Students Day

7 Spring 4th Q mid-semester progress reports (4/7-4/11)

9 Department Meetings (12:00-1:20)
   Committees (1:30-2:50)
   School Meetings/SG (as needed) (3:00-3:50)
   SG (4:00-4:50)

Faculty/Librarian Performance-Based Range Adjustment-Applicant informed of composition of AC

11 Last day to withdraw from the College with WP or WF (undergraduate and graduate)

14 Late registration fee assessed (Fall)

15 PRC selects and writes to external reviewers, if applicable.

Second and Fourth Year Reappointment Candidates meet with PRC. Conversation is summarized in the form of a report to the Dean. Recommendation is reviewed by Candidate

Last day to withdraw from a 4th Quarter course with a W

16 Faculty Senate and Staff Senate (12:00-1:20)
   SOSA, Steering and Councils (1:30-2:50)
   AFT/SG (as needed) (3:00-3:50)

Faculty/Librarian Performance-Based Range Adjustment-Applicant notifies Dean in writing of concerns about composition of AC and may also suggest a member or members from outside their department/program/library for service on the AC
Second and Fourth Year Reappointment Candidates respond formally to PRC evaluation report.

Dean receives PRC’s evaluation report for Second and Fourth Year Reappointment Candidates as well as candidate’s response, if any.

Interdisciplinary (12:00-1:20)
Committees (1:30-2:50)
Chairs Meetings/SG (3:00-3:50)
Department Meetings/SG (as needed) (4:00-4:50)

Faculty/Librarian Performance-Based Range Adjustment—Concerns resolved over composition of AC

Junior Visit Day (open house)

Board of Trustees Annual Tuition Hearing

Celebration of Student Achievement

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1 Last Day Spring Classes (Undergraduate)
2 Reading Days begin (5/2-5/4)
   Overload pay date
5 Exam Period begins (5/5-5/6)
7 Faculty/Librarian Performance-Based Range Adjustment—Deadline for submission of application to AC
   Campus Wide Events (12:00-1:20)
   SOSA, Steering & Councils (1:30–2:50)
   Academic Leaders/SG (as needed) (3:00-3:50)
   Extended Academic Leaders/SG (as needed) (4:00-4:50)
   Reading Days begin (5/7, 12am – 4:30pm)
   Exam period begins (5/7, 4:30 – 5/9, 4:30)
9 Last day of Spring classes (Graduate)
Maymester Classes Begin

Spring grades due

Summer Term, including Independent and Special Sessions

First and Third Year Reappointment Candidates submit Standardized Curriculum Vita, Student Evaluations and Peer Reviews of Teaching to PRC.

Dean reviews complete dossier of Second and Fourth Year Reappointment Candidates and meets with chair of PRC and chair of department (where applicable). Dean writes independent evaluation report and recommendation for each Second and Fourth Year Reappointment Candidate. A copy of the report is sent to the Provost after being sent to the candidate and PRC.

15&16 Spring Commencement

Overload Pay Date

Second and Fourth Year Reappointment Candidates may respond formally to Dean’s evaluation report. This response will be included as part of candidate’s application. Dean submits recommendation and dossier to Provost.

Maymester Mid-Semester Progress Reports (5/20 – 5/22)

Faculty/Librarian Performance-Based Range Adjustment-Report of AC submitted to Dean and applicant

Maymester Make-up date for Spring Commencement

Memorial Day (No Class)

First and Third Year Reappointment Candidates meet with PRC. Conversation is summarized in the form of a letter to candidate.

Faculty/Librarian Performance-Based Range Adjustment-Deadline for written response, if any, by applicant to AC

First and Third Year Reappointment Candidates may respond formally to PRC letter. Dean receives First and Third Year Reappointment Candidate’s application and copies of all correspondence.

Make-up day for Maymester-Memorial Day holiday

Maymester Classes end
**JUNE**

2  5 Week Session ‘A’ Classes Begin
4  Faculty/Librarian Performance-Based Range Adjustment-Recommendation of Dean submitted to Provost and applicant
5  Graduate Orientation
7  Maymester Grades due
11 Provost reviews Second and Fourth Year Reappointment materials including evaluation reports from PRC and Dean and prepares a recommendation concerning reappointment for President and Board of Trustees. Provost notifies candidate in writing of his/her decision.
   Faculty/Librarian Performance-Based Range Adjustment-Deadline for written response, if any, by applicant to Dean’s recommendation.
13 Second and Fourth Year Reappointment candidates have right to respond formally to Provost’s recommendation. Provost sends recommendation to President.
15 Session ‘A’ Mid-Semester Progress Reports (6/15–6/17)
16 Dean writes acknowledgment to PRC and First and Third Year Reappointment candidates with a copy to Provost.
18 Faculty/Librarian Performance-Based Range Adjustment-Recommendation of Provost to President and applicant
25 Faculty/Librarian Performance-Based Range Adjustment-Deadline for written response, if any, by applicant to Provost’s recommendation

**JULY**

2  Faculty Performance-Based Range Adjustment-Applicant notified of decision by President
3  Session ‘A’ Ends
4  Independence Day (No Class)
7  5-Week Session ‘B’ (7/2–8/2) Classes begin
8  Board of Trustees Public Board Meeting
Last day to Register for or to Withdraw from Session ‘I’ Courses

9  Session ‘A’ grades due

21  Session ‘B’ Mid-Semester Progress Reports (7/21-7/23)

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**AUGUST**

7  5 Week Session ‘B’ ends (7/3 – 8/2)

15  Session ‘B’ grades due

   External reviewer report for promotion candidates, AY 2014-15, due to PRC, if applicable

18  August Graduation (no ceremony)

   Session ‘I’ ends

25  Session ‘I’ Grades due