2014-2015
Faculty Information Calendar

AUGUST

14  Graduate Orientation - Final Fall Orientation
21-25  Welcome Week
25  Convocation
26  First day of class

SEPTEMBER

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

Promotion candidates for 2014-15 complete and submit notice of intent to file for promotion (http://www.tcnj.edu/~academic/faculty.html)

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

3  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)

9  Graduate Studies Open House

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

Prior to September 15 Academic Affairs will provide promotion candidates with the official documents envelope.
Promotion candidate submits application and supporting materials to the PRC

Between September 15 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.

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

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

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)

Rosh Hashanah begins at sundown

OCTOBER

1  **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)

3  Yom Kippur begins at sundown

6  SOSA Application Deadline – 4:00 pm

7  Board of Trustees Public Board Meeting

8  Community Learning Day

  **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)

  ** Schedule change for month of October only

13&14 Mid-semester break (residence halls open)

14  1st Quarter ends

15  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)

2nd Quarter begins

16 Promotion candidate is informed in writing of the PRC’s decision

18 Community Fest

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)

25 Homecoming

30 Promotion candidate’s response to PRC

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

   NOVEMBER

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

4 Spring and Summer 2015 registration windows (11/4 – 11/14)

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)

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)

17 Late Registration Fine Assessed

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)

20 Dean’s recommendation is transmitted to the promotion candidate.
Thanksgiving Break (11/26 – 11/28)

DECEMBER

2 Board of Trustees Public Board Meeting

3 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)

5 Last day Fall classes (Undergraduate)  
   Overload pay date

6-9 Reading days (12/6, 12am – 12/9, 5pm)

8 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.

9-12 Exam period (12/9 @ 5:00–12/12)

10 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)

13-14 Reading days resume

15-16 Exam period resumes (12/15 – 12/16 @ 5 pm)

16 December graduation (no ceremony)  
   Last day Fall classes (Graduate)

17 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)

17 Winter term (12/17/2014–1/25/2015)

19 Fall Grades Due  
   Overload pay date
**JANUARY 2015**

5 January session/Winter Minimester session classes begin

8 Graduate Studies Orientation (Snow Date 1/13)

19 Martin Luther King, Jr. Birthday (no classes)

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

23 Winter Minimester classes end

26 First day of Spring Term

27 CPC must hear and decide on promotion candidates’ appeal

28 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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**FEBRUARY**

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

   PRC’s elected for AY 2015-2016

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)

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)

16 Promotion candidates for 2015-2016 notify PRC in writing. Also, candidate indicates to PRC whether external reviews are requested

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)
19  Last day to apply for May 2015 graduation without $35 late fee

February 20-April 10 PRC meets with each 2015-2016 promotion candidate to discuss external review process and candidate’s list of potential reviewers, if applicable.

24  Board of Trustees Public Board Meeting

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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**MARCH**

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)

5  Last day to apply for August 2015 graduation without a $35 late fee

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)

13  3rd Quarter ends

16  Spring break begins (3/16–3/20)

23  4th Quarter begins

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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**APRIL**

1  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)

Second and Fourth Year Reappointment Candidates apply for reappointment
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.

7 Fall and Winter 2015 registration windows (4/7–4/17)

8 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.

15 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.

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.

20 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.

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)

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

24 Overload pay date

28 Board of Trustees Annual Tuition Hearing
MAY

6 Celebration of Student Achievement

Faculty/Librarian Performance-Based Range Adjustment-Deadline for submission of application to AC

7 Graduate Studies Summer 2015 Orientation

8 Last day of class (Undergraduate)

8 Overload pay date

9-11 Reading days begin

12-15 Exam period begins

15 Last day of class (Graduate)

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.

16-17 Reading days begin

18 Exam period begins

19 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.

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

21&22 Spring Commencement

25 Memorial Day (No Class)

26 Maymester Classes Begin
Summer Term, including Independent and Special Sessions (5/26-8/20/2015)

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

27 Spring grades due

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

29 Make-up day for Maymester Memorial Day holiday

First and Third Year Reappointment Candidates may respond formally to PRC letter. This response will be included as part of the candidate’s application. Dean is sent a copy of all correspondence, the Standardized Curriculum Vita, Student Teaching Evaluations, Peer Reviews of Teaching.

JUNE

3 Faculty/Librarian Performance-Based Range Adjustment-Recommendation of Dean submitted to Provost and applicant

4 Graduate Studies Orientation (Matriculation)

10 Faculty/Librarian Performance-Based Range Adjustment-Deadline for written response, if any, by applicant to Dean’s recommendation.

11 Provost reviews complete dossier for Second and Fourth Year Reappointment candidates including the 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.

12 Maymester classes end

15 5 Week Session ‘A’ classes begin

Maymester grades due

Second and Fourth Year Reappointment candidates have right to respond formally to Provost’s recommendation. Provost sends recommendation to President.

Dean writes acknowledgment to PRC and First and Third Year Reappointment candidates with a copy to Provost.

17 Faculty/Librarian Performance-Based Range Adjustment-Recommendation of Provost to President and applicant
24  Faculty/Librarian Performance-Based Range Adjustment—Deadline for written response, if any, by applicant to Provost’s recommendation

**JULY**

1  Faculty Performance-Based Range Adjustment—Applicant notified of decision by President

3  July 4th observed - No Classes

7  Board of Trustees Public Board Meeting

16  Session ‘A’ Ends

20  Session ‘A’ grades due

5-Week Session ‘B’ Classes begin

**AUGUST**

17  External reviewer report for promotion candidates, AY 2015-16, due to PRC, if applicable

  Graduate Studies Orientation for Non-Matriculation (Week of the 17th)

20  5- Week Session ‘B’ ends

  Session ‘I’ (Independent Studies) ends

23  Session “I” (Independent Studies) Grades due

  August Graduation (no ceremony)

24  Session ‘B’ grades due