

## TTU TCVPA Office 2016–2017 Planning Calendar

### DUE DATE

### FALL 2016

August 24 (Wednesday)	Faculty on duty  Teaching Foundations at Texas Tech, hosted by the Teaching Academy and the Teaching, Learning, and Professional Development Center, TLPDC, Room 151, 1:00pm-4:00 pm
August 25 (Thursday)	New Faculty Orientation, hosted by the Teaching, Learning, and Professional Development Center, United Supermarkets Arena, City Bank Room, 8:00am-5:00pm
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September 12 (Monday)	VPA – CAP Meeting, Holden Hall 203F Conference Room #1, 3:00 pm Graduate Committee Meeting, Holden Hall 203F Conference Room #2, 3:30 pm
September 13 (Wednesday)	Director’s Meeting, Holden Hall 203F Conference Room #1, 2:00 pm
September 23 (Friday)	John M. Burns Conference, hosted by the Teaching, Learning, and Professional Development Center, TLPDC Room 151
September 19 (Monday)	Chris Jones Lecture, Lab Theatre, 6:00 pm (Reception to follow at the Burkhart Center)
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October 3 (Monday)	VPA-CAP Meeting, Holden Hall 203F Conference Room #1, 3:00 pm
October 3 (Monday)	Faculty Development Leave applications for 2017-18 <u>due</u> to Office of the Provost
October 4 (Tuesday)	Horn Professor Nominations <u>due</u> to Office of the Provost
October 10 (Monday)	CVPA Graduate Meeting, Holden Hall 203F Conference Room #1, 3:30 pm Tenure & Promotion Dossiers <u>due</u> to Deans Office, 5:00 pm President’s Faculty Book Award submissions <u>due</u> to Office of the Provost (2015 copyright year) Chancellor’s Council Distinguished Teaching Award nominations <u>due</u> to Office of the Provost Chancellor’s Council Distinguished Research Award nominations <u>due</u> to the Office of the Vice President for Research

October 12 (Wednesday) Director's Meeting, HH Conf. Room 203, 2:00 pm

October 13-14 (Thur/Fri) Board of Regents meeting

October 17 (Monday) 2016-17 Consulting and Outside Employment forms due to Office of the Provost  
CH and Helen Jones Foundation preliminary proposal grants due to Dean's  
Office, 4:00 pm

October 24 (Monday) CH and Helen Jones Foundation preliminary proposal grants due to IA, 5:00 pm

October 25 (Tuesday) Tenure & Promotion Meetings, 203 Conference Room, 2:00 pm

October 31 (Monday) Tenure & Promotion Meetings, 203 Conference Room, 10:00 am

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November 1 (Tuesday) Piper Professor nominations due to Office of the Provost

November 7 (Monday) VPA-CAP Meeting, Holden Hall 203F Conference Room #1, 3:00 pm

November 8 (Tuesday) Health & Safety Committee Meeting, Conference Room 203, 1:00 pm

November 14 (Monday) CVPA Graduate Committee Meeting, Conference Room 203, 3:30 pm

November 16 (Wednesday) Tenure Academy, hosted by the Teaching, Learning, and Professional  
Development Center, TLPDC Room 151, 1:15pm-5:00pm

November 22 (Tuesday) Faculty nominations (unlimited) due to Office of the Provost:  
\*Spencer A. Wells Faculty Award  
\*Hemphill-Wells New Professor Excellence in Teaching Award  
\*Faculty Distinguished Leadership Award

College nominations for the Barnie E. Rushing, Jr. Faculty Distinguished  
Research Awards due to the Office of the Vice President for Research

November 28 (Monday) Promotion and Tenure dossiers due to Office of the Provost

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December 5 (Monday) VPA-CAP Meeting, Holden Hall 203F Conference Room #1, 3:00 pm

December 12 (Monday) CVPA Graduate Committee Meeting, Holden Hall 203 Conf. Room, 3:30 pm

December 13 (Tuesday) Health & Safety Committee Meeting, Conference Room 203, 1:00 pm

December 15-16 (Thur/Fri) Board of Regents meet

December 16 (Friday)        Commencement:  
3:00pm    Arts & Science  
7:00pm    Graduate School

December 17 (Saturday)    Commencement:  
9:00am    Architecture  
              Education  
              Engineering  
              Human  
              Sciences  
              Visual & Performing Arts  
  
1:30pm    Agricultural Sciences & Natural  
              Resources    Business Administration  
              Honors (EVHM and HAL Majors ONLY)  
              Media and Communication  
              University Programs  
              Wind Energy  
  
5:00pm    School of Law Hooding Ceremony

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**DUE DATE                                  SPRING 2017**

January 2 (Monday)        Faculty Retirement Notifications due to Office of the Provost

January 30 (Monday)      VPA-CAP Meeting, Holden Hall, 203 Conference Room #1, 3:00 pm  
CVPA Graduate Committee Meeting, 203 Conference Room #2, 3:00 pm

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February 1 (Monday)      Departmental Excellence in Teaching Award applications due to the Office of  
the Provost  
  
Dean's nominations to Office of the Provost:  
\*President's Academic Achievement Award  
\*President's Excellence in Teaching Award  
\*Alumni Association New Faculty Award

February 13 (Monday)     Annual Faculty Evaluations due to the Dean's Office, 5:00 pm  
CVPA Graduate Committee Meeting, Conference Room 103, 3:00 pm

February 14 (Tuesday)    Health & Safety Committee Meeting, Conference Room 203, 3:00 pm

February 15 (Wednesday) Director's Meeting, Holden Hall 103 Conference room, 2:00 pm

February 23 (Thursday)    Landesberg Design Inc. representatives on campus

Feb. 23-24 (Thur/Fri)	Board of Regents meeting
February 24 (Friday)	Complete Summer School Offerings due to Dean's Office, 3:00 pm
February 27 (Monday)	President's Excellence in Commercialization Award Nominations <u>due</u> to the Dean's Office, 5:00 pm
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March 1 (Wednesday)	President's Excellence in Commercialization Award nominations due to the Office of the Vice President for Research  Annual Faculty Evaluations <u>due</u> to the Provost's Office, 5:00 pm
March 4 (Friday)	Advancing Teaching and Learning Conference, hosted by the Teaching, Learning, and Professional Development Center- Overton Hotel (Final Agenda TBD)
March 6 (Monday)	VPA-CAP Meeting, Holden Hall 103 Conference Room, 3:00 pm
March 8 (Wednesday)	Director's Meeting, Holden Hall 103 Conference Room, 2:00 pm
March 20 (Monday)	CVPA Graduate Committee Meeting, Holden Hall Conference Room 103, 3:30 pm
March 31 (Friday)	CPE <u>due</u> to Dean's Office, 4:00 pm
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April 3 (Monday)	VPA-CAP Meeting, Holden Hall (Room TBA), 3:00 pm
April 10 (Monday)	CVPA Graduate Committee Meeting, Holden Hall Conference Room 103, 3:00 pm
April 11 (Tuesday)	Health & Safety Committee Meeting, Holden Hall Conference Room 103, 1:00 pm
April 12 (Wednesday)	Director's Meeting, Holden Hall 103 Conference Room, 2:00 pm
April 18 (Tuesday)	Faculty Honors Convocation, 3:30pm, SUB, Ballroom
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May 1 (Monday)	VPA-CAP Meeting, Holden Hall Conference Room 103, 3:00 pm
May 8 (Monday)	CVPA Graduate Committee Meeting, Holden Hall Conference Room 103, 3:00 pm
May 9 (Tuesday)	Health & Safety Committee Meeting, Holden Hall Conference Room 103, 3:00 pm
May 10 (Wednesday)	Director's Meeting, Holden Hall 103 Conference Room, 2:00 pm
May 18-19 (Thur/Fri)	Board of Regents meeting
May 19 (Friday)	<u>Commencement:</u>

3:00pm Arts & Sciences  
7:00pm Graduate School

May 20 (Saturday)

Commencement:

9:00am Architecture  
Education  
Engineering  
Human Sciences  
Visual & Performing Arts

1:30pm Agricultural Sciences & Natural Resources  
Business Administration  
Honors College (EVHM and HAL Majors ONLY)  
Media and Communication  
University Programs  
Wind Energy

6:00pm School of Law Hooding Ceremony

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June 14 (Wednesday)

Director's Meeting, Holden Hall 103 Conference Room, 2:00 pm

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July 12 (Wednesday)

Director's Meeting, Holden Hall 103 Conference Room, 2:00 pm

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August 9 (Wednesday)

Director's Meeting, Holden Hall 103 Conference Room, 2:00 pm

August 10-11 (Thur/Fri)

Board of Regents Meeting

August 12 (Saturday)

Commencement:

9:00am Business Administration  
Engineering  
Graduate School  
Human Sciences  
University Programs  
Visual & Performing Arts

1:30pm    Agricultural Sciences & Natural Resources  
            Architecture  
            Arts & Sciences  
            Education  
            Graduate School  
            Honors College (EVHM and HAL Majors ONLY)  
            Media and Communication