TTU Office of the Provost and Senior Vice President
2017-18 College of Arts & Sciences Planning Calendar

DUE DATE	FALL 2017
August 23 (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, 1:30pm-4:30 pm
August 24 (Thursday)	New Faculty Orientation, hosted by the Teaching, Learning, and Professional Development Center, United Supermarkets Arena, City Bank Room, 8:00am-3:00pm
August 28 (Monday)	First Day of Classes
August 30 (Wednesday)	Arts & Sciences Day, South Lawn of Holden Hall, 11:00-2:00 pm
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September 4 (Monday)	Official University Holiday: Labor Day
September 5 (Tuesday)	Horn Professor Nominations due to Dean's office
September 11 (Monday)	Chairs Meeting
September 13 (Wednesday)	New Faculty Reception, McKenzie-Merket Alumni Center, 3:00-6:00 pm
September 15 (Friday)	College Summary Reports of Faculty Exit Interviews during Academic Year 2016-2017 Due in Office of the Provost
	Chancellor's Council Distinguished Teaching Award nominations due to the Dean's Office
	Chancellor's Council Distinguished Research Award nominations due to the Dean's Office
September 16 (Saturday)	Faculty and Staff Appreciation Tailgate, North of Holden Hall, 5:00-7:00 pm, invitation only, RSVP at https://www.eventbrite.com/e/college-of-arts-sciences-facultystaff-tailgate-tickets-36360529322
September 18 (Monday)	Faculty Development Leave Applications due to Dean's Office
September 30 (Saturday)	College of Arts & Sciences 2017 Alumni Tailgate, for information please contact Cathey Durham, Alumni Relations Director, cathey.durham@ttu.edu; Tailgate Sponsors: Cagle Steaks & BBQ, McPherson Cellars, and Anheuser-Busch, $15 advance per person, $20 at

the door, Kids 12-&-U Free (3 hours before game time); to purchase tickets: www.artsandsciences.ttu.edu/tailgate 806.834.4754

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October 2 (Monday)	Faculty Development Leave applications for 2018-19 due to Office of the Provost
	2017-2018 Consulting and Outside Employment forms due to Dean's Office
	Nominations for President's Teaching and Research Excellence Professorships due to Dean's Office
October 3 (Tuesday)	Horn Professor Nominations due to Office of the Provost
October 6 (Friday)	John M. Burns Conference, hosted by the Teaching, Learning, and Professional Development Center, TLPDC Room 151 – (final agenda TBD)
October 9 (Monday)	President's Faculty Book Award submissions due to Office of the Provost (2016 copyright year)
	Chancellor's Council Distinguished Teaching Award nominations due to Office of the Provost
	Chancellor's Council Distinguished Research Award nominations due to the Office of the Vice President for Research
	Chairs Meeting
October 16 (Monday)	2017-2018 Consulting and Outside Employment Forms due to Office of the Provost
October 20 (Friday)	Board of Regents meeting
	Nominations for President's Teaching and Research Excellence Professorships due to Office of the Provost
	Promotion and Tenure Dossiers due to Dean's Office
October 27 (Friday)	First Annual Celebration of Faculty Excellence in Research, Scholarship and Creative Activity, 3:30pm-5:00 pm, McKenzie-Merket Alumni Center
	Faculty Nominations (unlimited) due to Dean's Office: 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 Dean's Office

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November 1 (Wednesday)	Piper Professor nominations due to Office of the Provost
November 13 (Monday)	Chairs Meeting
November 16 (Thursday)	Tenure Academy, hosted by the Teaching, Learning, and Professional Development Center, TLPDC Room 151, 1:15pm-5:00pm Arts & Sciences Scholarship Recipient Awards Dinner—Time and Location TBD
November 21 (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 22-24 (Thurs/Fri)	Official University Holiday: Thanksgiving
November 27 (Monday)	Promotion and Tenure dossiers due to Office of the Provost

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December 1 (Friday)	Recommendations for Emeritus Faculty Appointments due to Office of the Provost (for faculty retired prior to September 1, 2017) OP 10.07
December 6 (Wednesday)	Last Day of Classes
December 7 (Thursday)	Individual Study Day
December 8-13	Final Examinations
December 11 (Monday)	Chairs Meeting
December 14 (Thursday)	Noon, Grades due for Graduating Seniors
December 14-15 (Thur/Fri)	Board of Regents meeting
December 15 (Friday)	Commencement: 3:00pm Arts & Sciences 7:00pm Graduate School
December 16 (Saturday)	Commencement: 9:00am Business Administration Media and Communications University Programs Visual & Performing Arts Wind Energy 1:30pm Agricultural Sciences & Natural Resources

		Architecture Education Engineering Honors (EVHM and HAL Majors ONLY) Human Sciences
	5:00pm	School of Law Hooding Ceremony
December 18 (Monday)	Noon, Final Grades Due	
December 25-29 (Mon-Fri)	Official University Holiday: Winter Break	

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DUE DATE	**SPRING 2018**
January 1 (Monday)	Official University Holiday: New Year's Day
January 8 (Monday)	Chairs Meeting
January 9 (Tuesday)	Faculty Retirement Notifications due to Office of the Provost (for retirements anticipated prior to September 1, 2018). OP 70.02
January 15 (Monday)	Official University Holiday: Martin Luther King Day
January 16 (Tuesday)	Faculty on Duty
	Nominations for the following teaching and research awards due to Dean's Office: President's Academic Achievement Award President' Excellence in Teaching Award Alumni Association New Faculty Award
January 18 (Thursday)	Classes Begin

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February 5 (Monday)	Departmental Excellence in Teaching Award applications due to the Office of the Provost
	Dean's nominations due to Office of the Provost: *President's Academic Achievement Award *President's Excellence in Teaching Award *Alumni Association New Faculty Award
February 12 (Monday)	Chairs Meeting
	President's Excellence in Commercialization Award nominations due to Dean's Office
February 16 (Friday)	Nominations for Arts & Sciences Teaching and Research Awards due to Dean's Office

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March 1-2 (Thur/Fri)	Board of Regents meeting - TTUHSC El Paso hosting

March 2 (Friday**)**	Institutional Effectiveness in Excellence Nominations Due to Office of the Provost
	Advancing Teaching and Learning Conference, hosted by the Teaching, Learning, and Professional Development Center- Overton Hotel (Final Agenda TBD)
March 5 (Monday)	President's Excellence in Commercialization Award nominations due to the Office of the Vice President for Research
	Chairs Meeting
March 10-18 (Thur/Fri)	Official University Holiday: Spring Break

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April 2 (Monday)	No Classes
April 9 (Monday)	Chairs Meeting
April 18 (Wednesday)	Faculty Honors Convocation, 3:30pm, SUB, Ballroom
April 25 (Wednesday)	Faculty Honors Convocation, 3:30pm, SUB, Ballroom

**Please hold both dates for Faculty Honors Convocation. Official date will be confirmed in January.*

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April - May	Regional Site Graduation Ceremonies Waco – TBA El Paso – TBA Fredericksburg – TBA	
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May 3 (Thursday)	Arts & Sciences Distinguished Alumni & Faculty Awards Reception, Time and Location TBD	
May 8 (Tuesday)	Last Day of Classes	
May 9 (Wednesday)	Individual Study Day	
May 10-15	Final Examinations	
May 12 (Saturday)	6:00pm	School of Law Hooding Ceremony
May 14 (Monday)	Chairs Meeting	
May 16 (Wednesday)	Noon, grades due for Graduating Seniors	
May 17-18 (Thur/Fri)	Board of Regents meeting	
May 18 (Friday)	Commencement:	
	3:00pm	Arts & Sciences
	7:00pm	Graduate School
May 19 (Saturday)	Commencement:	
	9:00am	Agricultural Sciences & Natural Resources
		Business Administration
		University Programs
		Visual & Performing Arts
		Wind Energy
	1:30pm	Architecture
		Education
		Engineering
		Honors College (EVHM and HAL Majors ONLY)
		Human Sciences
		Media and Communication
May 21 (Monday)	Noon, Final Grades due	
May 28 (Monday)	Official University Holiday: Memorial Day	
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June 4 (Monday)	Faculty on Duty Summer I	
June 5 (Tuesday)	Classes Begin Summer I	
June 11 (Monday)	Chairs Meeting	

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July 4 (Wednesday)	Official University Holiday: Independence Day
July 5 (Thursday)	Last Day of Classes Summer I
July 6-7 (Fri-Sat)	Final Examinations
July 9 (Monday)	Noon, Final grades due
	Faculty on Duty Summer II
	Chairs Meeting
July 10 (Tuesday)	Classes Begin Summer II

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August 8 (Wednesday)	Last Day of Classes
August 9-10 (Thur-Fri)	Board of Regents meeting
	Final Examinations for Summer II
August 10 (Friday)	Summer II Ends
August 11 (Saturday)	Commencement
August 13 (Monday)	Chairs Meeting
	Noon, Final Grades Due