

# TTU Office of the Provost and Senior Vice President 2019-2020 College of Arts & Sciences Planning Calendar

## DUE DATE

## FALL 2019

August 21 (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-5:00 pm
August 22 (Thursday)	New Faculty Orientation, hosted by the Teaching, Learning, and Professional Development Center, Museum of Texas Tech University, 7:45 am-4:30 pm
August 26 (Monday)	First Day of Classes
August 28 (Wednesday)	Arts & Sciences Day, South Lawn of Holden Hall, 10:30-1:30 pm
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<b>September 2 (Monday)</b>	<b>Official University Holiday: Labor Day</b>
September 4 (Wednesday)	Horn Professor Nominations due to Dean's office
September 7 (Saturday)	2019 4th Annual Faculty and Staff Appreciation Tailgate, Holden Hall brick garden area; For information please contact Cathey Durham, Alumni Relations Director, <a href="mailto:cathey.durham@ttu.edu">cathey.durham@ttu.edu</a> ; 806.834.475; \$20 advance per person, \$25 at the door, Kids 12-&-U Free (3 hours before game time); to purchase tickets <a href="http://www.depts.ttu.edu/artsandsciences/events/">http://www.depts.ttu.edu/artsandsciences/events/</a>
September 9 (Monday)	Chairs Meeting  Chancellor's Council Distinguished Teaching Award nominations due to Dean's Office  Chancellor's Council Distinguished Research Award nominations due to Dean's Office
September 11 (Wednesday)	New Faculty Reception, 5:30-7:30 pm, McPherson Cellars, Heavy Hors D'Oeuvres, Wine
September 16 (Monday)	Faculty Development Leave Applications due to Dean's Office
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October 1 (Tuesday)	Chancellor's Council Distinguished Teaching Award Nominations due to the Office of the Provost (OP 32.13)  Chancellor's Council Distinguished Research Award Nominations due to Office of the Vice President for Research

2019-2020 Consulting and Outside Employment forms due to Dean's Office

Paul Whitfield Horn Professor Nominations due to the Office of the Provost

October 3-4

Board of Regents Meetings

October 4 (Friday)

Faculty Development Leave applications for 2019-20 due to Office of the Provost

October 9 (Wednesday)

President's Faculty Book Award submissions due to Office of the Provost (2018 copyright year)

October 11 (Friday)

Changes to prefixes, prerequisites, corequisites, course numbers, credit/contact hours, modality, and deletions for Spring and Summer 2020 courses must be at the Academic Council stage of Curriculog

Proposals for the Core and/or Multicultural Curriculum must be at the Academic Council stage of Curriculog

October 14 (Monday)

Chairs Meeting

2018-2019 Consulting and Outside Employment Forms due to Office of the Provost

President's Excellence in Teaching Professorship Nominations due to Office of the Provost.

October 18 (Friday)

Promotion and Tenure Dossiers due to Dean's Office

October 19 (Saturday)

College of Arts & Sciences 2018 4<sup>th</sup> Annual Alumni Tailgate. For information please contact Cathey Durham, Alumni Relations Director, [cathey.durham@ttu.edu](mailto:cathey.durham@ttu.edu); 806.834.475; \$20 advance per person, \$25 at the door, Kids 12-&-U Free (3 hours before game time); to purchase tickets: <http://www.depts.ttu.edu/artsandsciences/events/>

October 21 (Monday)

John M. Burns Conference, hosted by the Teaching, Learning, and Professional Development Center, at TLPDC Room 151, Keynote Speaker, Dr. Bryan Dewsbury

October 25 (Friday)

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

Nominations for Arts & Sciences Research and Teaching Awards due to the Dean's Office

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November 1 (Friday)

Piper Professor nominations due to Office of the Provost

November 11 (Monday) 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 Bernie E. Rushing, Jr. Faculty Distinguished Research Awards due to the Office of the Vice President for Research

**November 11 (Monday) Chairs Meeting**

November 15 (Friday) Lawrence Schovanec Teaching Development Scholarship Applications due to Teaching Academy

November 19 (Tuesday) Tenure and Promotion dossiers due to Office of the Provost

November 20 (Wednesday) Tenure Academy, hosted by the Teaching, Learning, and Professional Development Center, at TLPDC, Room 151, 1:15 pm-5:00 pm

**November 27-Dec 1 (Wed-Sun) Official University Holiday: Thanksgiving**

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December 4 (Wednesday) Last Day of Classes

December 5 (Thursday) Individual Study Day

December 6-11 Final Examinations

**December 9 (Monday) Chairs Meeting**

December 12 (Thursday) Noon, Grades due for Graduating Seniors

December 12-13 (Thur/Fri) Board of Regents meeting

December 13 (Friday) Commencement:  
 2:30 pm College of Arts & Sciences  
 College of Education  
 J.T. & Margaret Talkington College of Visual & Performing Arts

7:30pm Graduate School

December 14 (Saturday) Commencement:  
 9:00am Edward E. Whitacre, Jr. College of Engineering  
 Honors College  
 College of Human Sciences  
 University Programs  
 Wind Energy

1:30pm Jerry S. Rawls College of Business Administration  
 College of Agricultural Sciences & Natural Resources  
 College of Media and Communication  
 College of Architecture

5:00pm School of Law Hooding Ceremony

December 16 (Monday) 5:00 pm, Final Grades Due  
December 18 (Wednesday) Faculty Emeritus nominations due to Office of (OP 10.07)  
**December 23-31 (Mon-Wed) Official University Holiday: Winter Break**

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**DUE DATE SPRING 2020**

**January 1 (Wednesday) Official University Holiday: New Year's Day**  
January 6 (Monday) Faculty Retirement Notifications due to Office of the Provost  
January 13 (Monday) Faculty on Duty  
**Chairs Meeting**  
January 14 (Tuesday) Nominations for the following teaching and research awards due to Dean's Office:  
President's Academic Achievement Award  
President's Excellence in Teaching Award  
Alumni Association New Faculty Award  
New Faculty Orientation, hosted by the Teaching, Learning, and Professional Development Center, Museum of Texas Tech University, 8:00 am-3:00 pm.  
January 15 (Wednesday) Classes Begin  
President's Excellence in Commercialization Award nominations due to the Dean's Office  
January 20 (Monday) MLK Day, University Holiday  
January 31 (Friday) Teaching Academy Departmental Excellence in Teaching Award applications due to Teaching Academy  
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

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February 7 (Friday) President's Excellence in Commercialization Award nominations due to the Office of the Vice President for Research  
**February 10 (Monday) Chairs Meeting**  
February 14 (Friday) Nancy J. Bell Faculty Excellence in Mentoring nominations due to Graduate School  
Integrated Scholars Nominations due to Office of the Provost

Feb 20-21 (Thur-Fri)	Board of Regents Meeting
February 21 (Friday)	Provost's Institutional Effectiveness Excellence Award Nominations due to Office of the Provost
February 24 (Monday)	President's Excellence in Engaged Scholarship Award nominations due to the Office of Academic Engagement
February 28 (Friday)	Changes to existing Communication Literacy plans must be launched in Curriculog.
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March 5 (Thursday)	Advancing Teaching and Learning Conference, hosted by the Teaching, Learning, and Professional Development Center, at Overton, Keynote Speaker, Derek Bruff (Vanderbilt)
<b>March 9 (Monday)</b>	<b>Chairs Meeting</b>
<b>March 14-22 (Sat-Sun)</b>	<b>Official University Holiday: Spring Break</b>
March 19 (Thursday)	Changes to prefixes, prerequisites, corequisites, course numbers, credit/contact hours, modality, and deletions for Fall 2020 courses must be at the <b>Academic Council</b> state of Curriculog
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<b>April 6 (Monday)</b>	<b>Chairs Meeting</b>
April 13 (Monday)	No Classes
April 17 (Friday)	Teaching Academy New Member applications due to Teaching Academy
April 21, 22, or 23-TBA (Tues, Wed, or Thurs)	Faculty Honors Convocation, SUB, Ballroom
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May 5 (Tuesday)	Last Day of Classes
May 6 (Wednesday)	Individual Study Day
May 7-12	Final Examinations
<b>May 11 (Monday)</b>	<b>Chairs Meeting</b>
May 13 (Wednesday)	Noon, grades due for Graduating Seniors
May 14-15 (Thur/Fri)	Board of Regents meeting
May 15 (Friday)	<u>Commencement:</u> 2:30 pm      College of Arts & Sciences College of Education J.T. & Margaret Talkington College of visual and Performing Arts

	7:30 pm	Graduate School
May 16 (Saturday)	9:00 am	College of Architecture College of Agricultural Sciences & Natural Resources Jerry S. Rawls College of Business Administration College of Media and Communication
	1:30 pm	Edward E. Whitacre, Jr. College of Engineering Honors College College of Human Sciences University Programs Wind Energy
May 18 (Monday)	5:00 pm,	Final Grades Due
<b>May 25 (Monday)</b>		<b>Official University Holiday: Memorial Day</b>
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June 1 (Monday)		Faculty on Duty Summer I
June 2 (Tuesday)		Classes Begin Summer I
<b>June 8 (Monday)</b>		<b>Chairs Meeting</b>
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July 1 (Wednesday)		Last day of classes—Summer I
July 2-3 (Thur-Fri)		Final examinations
July 6 (Monday)	5:00 pm,	Final Grades Due
		Faculty on Duty Summer II
July 7 (Tuesday)		Classes Begin Summer II
<b>July 13 (Monday)</b>		<b>Chairs Meeting</b>
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August 5 (Wednesday)		Last Day of Classes
August 6-7 (Thur-Fri)		Final Examinations for Summer II
August 7 (Friday)		Summer II Ends
August 8 (Saturday)		Commencement
<b>August 10 (Monday)</b>		<b>Chairs Meeting</b>
	5:00 pm,	Final Grades Due