

Welcome to the start of the new academic year!

This Academic Affairs Master Calendar outlines the dates of important processes, meetings, and events in Academic Affairs. It is meant to assist the campus in planning for the next year.

Special sections are included for your convenience, including information about groups and committees, their compositions, and their meeting days/times/locations. You are welcome to attend open meetings and to contact the convener if you have ideas or concerns to share with a group.

Dates for courses, grades, personnel actions, and other processes are defined in this calendar; however, because many events and activities are added through the academic year, this booklet is by no means comprehensive. Please check the online Events Calendar and *Campus Report* for information and details about places and times. Announcements about upcoming events of interest to the campus community are also sent through the Academic Affairs listserv.

Best wishes for a successful academic year!

Virginia Horvath
Vice President for Academic Affairs

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Master Calendar for Academic Affairs 2009-2010

August 2009

- 05 - Spring 2010 Course Offerings Worksheets to departments from Registrar's Office
- 17 - 3rd Annual Teaching & Learning Conference, Williams Center; Keynote address by SUNY Chancellor Dr. Nancy L. Zimpher (lunch, Cranston Marché; RSVP)
- 19-20 - New Full-Time Faculty & Professional Staff Orientation Workshop: Human Resources & PDC, 9:00 a.m. to 3:00 p.m., starting in the Horizon Room, Williams Center
- 21 - General All-Campus Meeting, 9:00 a.m.- 10:00 a.m. – Rosch Recital Hall, reception to follow in the Williams Center
- 21 - All Academic Affairs Meeting, 11:00 a.m.- 12:00 p.m., Rosch Recital Hall
- 23 - Departmental Advising and Web Registration for transfers and first-year students
- 24-25 - Schedule Changes - Internet
- 24 - FIRST DAY OF CLASSES
- 28 - Final Day to DROP full-semester courses; mini courses are pro-rated

- 28 - 12th Annual “Beginning of the Academic Year” Party from 7:00-10:00 p.m.; Caribbean theme, hosted by President and Mrs. Hefner in the backyard of the President’s House (*Rain location: Natatorium*)

September 2009

✧ Sept 15-Oct 15 National Latino Heritage Month ✧ (speakers and events to be announced)

- 01 - Final Day to ADD full-semester courses; mini-courses are pro-rated
- 01 - Faculty due date for library materials
- 04 - Final Day for students to elect PASS/FAIL option
- 07 - NO CLASSES – Labor Day – Offices Closed
- 08 - Tutoring Service begins at 1:00 p.m., Learning Center, Reed Library, 4th Floor
- 08 - Final Day for students to apply for December graduation
- 08 - Study Abroad Fair, 11:00 a.m. – 3:00 p.m., Multipurpose Room, Williams Center
- 08 - New Faculty Workshop: *Getting Started at SUNY Fredonia*, 3:00 p.m. – 4:00 p.m., Reed Library, Tower Lounge, 4th Floor
- 09 - Departmental/School Spring 2010 Course Offerings Worksheets due in Registrar’s Office

- 11 - Chairs send Fall 2009 syllabi/course contents to Reed Library Archives
- 15 - SUNY Fredonia Retirement Recognition Dinner: 5:15 p.m., reception; 6:00 p.m., dinner, Horizon Room, Williams Center
- 18-19 - Rosh Hashanah (begins at sundown September 18th)
- 21 - President’s Award for Excellence faculty presentation: Dr. Holly Lawson, 3:00 p.m., Rosch Recital Hall
- 22 - New Faculty Workshop: *Thinking About Your Career at SUNY Fredonia*, 3:00 p.m. – 4:00 p.m., Reed Library, Tower Lounge, 4th Floor
- 26 - Chairpersons/Directors submit to appropriate Dean and/or Vice President the learning or other goal(s) to be assessed during the academic year
- 28-29 - NO CLASSES – Fall Break
- 27-28 - Yom Kippur (begins at sundown on September 27th)
- 30 Mini Study Abroad Fair, 11:00 a.m.–3:00 p.m., Lobby of McEwen Hall

October 2009

✧ Gay, Lesbian, Bisexual Awareness Month ✧ (speakers and events to be announced)

- 03 - Open House for prospective students

- 06 - New Faculty Workshop: *Library Resources for You and Your Students*, 3:00 p.m. – 4:00 p.m., Reed Library, Tower Lounge, 4th Floor
- 07 - Brown Bag Series, 12:00-12:50 p.m., S-104 Williams Center; topic/speaker to be announced
- 12 - Columbus Day: classes in session; some offices closed
- 12 - Open House for prospective students
- 16 - Call for nominations for SUNY Chancellor's Awards issued by the President's Office: Excellence in Librarianship, Professional Service, Teaching, Scholarship & Creative Activities, Faculty Service, and Classified Service (pending receipt of revised SUNY System guidelines)
- 16 - Call for nominations issued by the President's Office for SUNY Distinguished Professorship, Distinguished Service Professorship, Distinguished Professorship, Distinguished Teaching Professorship (pending receipt of revised SUNY System guidelines)
- 20 - New Faculty Workshop: *Advising at SUNY Fredonia*, 3:00 p.m. – 4:00 p.m., Reed Library, Tower Lounge, 4th Floor
- 21 - Mid-semester grades due by 11:30 p.m. via Your Connection (website)

- 23 - Graduate Registration for Spring 2010 begins

October 26-30: Advising Week for Spring 2010

- 30 - Final Day to WITHDRAW from full-semester courses; mini-courses are pro-rated
- 30 - Final day for first-semester freshmen to DROP full-semester courses; mini-courses are pro-rated

November 2009

✧ **National American Indian Heritage Month** ✧
(speakers and events to be announced)

- 02 - Undergraduate Registration opens for Spring 2010
- 03 - Election Day: classes in session, offices open
- 04 - Brown Bag Series, 12:00-12:50 p.m., S-104 Williams Center; topic/speaker to be announced
- 10 - New Faculty Workshop: *Assisting the Whole Student: Help Outside of the Classroom*, 3:00 p.m. – 4:00 p.m., Reed Library, Tower Lounge, 4th Floor
- 14 - Open House for prospective students
- 15-19 - International Education Week; events to be announced

- 20 - Last day of classes before Thanksgiving Break
- 23-27 - NO CLASSES - Thanksgiving Break
- 30 - Last day to completely WITHDRAW from the University

December 2009

- 01 New Faculty Workshop: *Research & Grants*, 3:00 p.m. – 4:00 p.m., Reed Library, Tower Lounge, 4th Floor
- 02 - Brown Bag Series, 12:00 – 12:50 p.m., S-104 Williams Center; topic/speaker to be announced
- 10 - Last day of Tutoring Services, Learning Center (ends at 9:00 p.m.)
- 11 - LAST DAY OF CLASSES for Fall 2009 semester
- 11 -19-Hanukkah (begins at sundown Dec. 11th)
- 14-18 - Final Examinations (*see schedule on the Registrar's website*)
- 23 - Final Grades due by 11:30 p.m. via Your Connection (website)
- 25 - Christmas: offices closed
- Dec 26 to Jan 1 – Kwanzaa
- Dec 28 to Jan 1 – Most Offices Closed

January 2010

- 04 - First day of J-Term
- 05- Drop deadline and last day to apply for Pass/Fail Option for J-Term
- 08- Final Day to WITHDRAW from J-Term courses
- 13 - Chairs/Directors receive Fall 2010 Course Offerings Worksheets from Registrar's Office
- 15- Final Day of J-Term (if no weather cancellations)
- 18 - Martin Luther King, Jr. Day: no classes, offices closed
- 19 - Alternative Final Day of J-Term (in case of weather cancellation)
- 22 - General All-Campus Spring Meeting, 9:00 a.m. - 10:00 a.m., Marvel Theatre; reception following on Marvel Theatre stage
- 24 - Departmental Advising and web Registration for Transfers and first-year students
- 25 - First Day of Classes
- 25-26 - Web registration for schedule changes
- 29 - Final Day to DROP full-semester courses; mini-courses are pro-rated

February 2010

✧ **African-American History Month** ✧
(speakers and events to be announced)

- 01 - Faculty due date for library materials
- 01 - Call for nominations for President's Award for Excellence is issued by the President's Office.
- 02 - Tutoring Service begins at 1:00 p.m. in the Learning Center, Reed Library, 4th Floor
- 02 - Final Day to ADD full-semester courses; mini-courses are pro-rated
- 03 - Brown Bag Series, 12:00-12:50 p.m., S-104 Williams Center; topic/speaker to be announced
- 05 - Final day for students to elect PASS/FAIL option
- 08 - Final Day to apply for May graduation
- 12 - Chairs/Directors submit Fall 2010 Course Offerings Worksheets to the Registrar's Office
- 12 - Chairs send Spring 2010 syllabi/course contents to Reed Library Archives
- 15 - President's Day: classes in session, some offices closed
- 15 - Open House for prospective students

March 2010

✧ **Women's History Month** ✧
(speakers and events to be announced)

- 03 - Brown Bag Series, 12:00-12:50 p.m., S-104 Williams Center; topic/speaker to be announced
- 15-19 - NO CLASSES – Spring Break
- 24 - Mid-semester grades due by 11:30 p.m. via Your Connection (website)
- 26 - Graduate Registration for Fall 2010 begins
- 27 - Open House for accepted students
- 27 - College of Education Research Symposium, Thompson Hall; times and speakers to be announced

**March 29 to April 2: Advising Week for
Fall 2010**

April 2010

✧ **Jewish History Month** ✧
(speakers and events to be announced)

- 02 - Final Day to WITHDRAW from full-semester courses; mini-courses are pro-rated
- 02 - Final day for first-semester freshmen to DROP full-semester courses; mini-courses are pro-rated

- 04 - Easter Sunday
- 05 - No Classes- Travel Day
- 06 - Undergraduate Registration opens for Fall 2010
- 07 - Brown Bag Series, 12:00-12:50 p.m., S-104 Williams Center; topic/speaker to be announced
- 09 - Passover (begins at sundown)
- 13 - 20th Annual Rosa Parks Scholarship Competition and Awards Ceremony, Rosch Recital Hall, 4:00 p.m., reception immediately following in the Horizon Room, Williams Center
- 26 - President's Award for Excellence Luncheon – Noon, Williams Center, Multipurpose Room
- 26 - Last Day to completely WITHDRAW from the University
- 27 - Student Research & Creativity Exposition, 12:00 p.m. – 6:00 p.m., Williams Center

May 2010

- 05 - Brown Bag Series, 12:00-12:50 p.m., S-104 Williams Center; topic/speaker to be announced
- 06 - Last day of Tutoring Services, Learning Center; ends at 9:00 p.m.

- 07 - LAST DAY OF CLASSES for Spring 2010 semester
- 10-14 - Final Examinations
- 15 - Commencement, 10:00 a.m. and 3:00 p.m., Steele Hall
- 19 - Final grades due by 11:30 p.m. via Your Connection (website)
- 31 - Memorial Day Observed: offices closed

June 2010

- 12 - Chairs/School Directors submit Annual Reports to Deans
- 16 - Academic Support Units and other Directors submit Annual Reports to the VPAA/Assoc. VPAA

July 2010

- 04 - Independence Day; offices closed
- 14 - Deadline to submit M/C and Professional Staff Performance Programs and Evaluations to Human Resources, with appropriate copies to President, Vice President, and/or Deans
- 14 - Deans submit Division Annual Reports to VPAA

**Calendar for Faculty Appointments,
Reappointment, Continuing
Appointment (Tenure), and Promotion
Processes**

September 2009

- 28 - Departments begin review of Chair/Director (re)appointments

October 2009

- 02 - Second-year faculty submit dossiers for departmental review for reappointment for third year or two-year reappointment
- 30 - Chairs/Directors initiate COS for part-time **term** appointments for Spring semester.
- 30 - Chairs/Directors recommend to Deans: Second-year faculty renewal for third year (and possibly for fourth year)

November 2009

- 13 - Deans recommend to VPAA: Second-year faculty renewal for third year (and possibly for fourth year)

December 2009

- 01 - Deans notify part-time term appointments of contract status for Spring semester

- 04 - First-year faculty submit overview and professional development plan for departmental review for reappointment for second year
- 04 - Departments recommend to Deans: Chair (re)appointments
- 04 - VPAA recommends to President: Second-year faculty renewal for third year (and possibly for fourth year)
- 11 - Deans recommend to VPAA: Chair (re)appointments
- 15 - President notifies second-year faculty of contract for third year (and possibly for fourth year)

January 2010

- 15 - Chairs/Directors recommend to Deans: First-year faculty renewal for second year
- 15 - Faculty in their third year and beyond submit dossiers for departmental reappointment reviews, for continuing appointment, and/or for promotions

Note: Third-year faculty are reviewed for reappointment for their fifth year; fourth-year faculty are reviewed for reappointment for their sixth year; fifth-year faculty are reviewed for reappointment for their seventh year; and sixth-year faculty are reviewed for continuing appointment (tenure). Those at the instructor or assistant rank must be

considered for continuing appointment while in their sixth year. Those hired at levels above the assistant level must be considered for continuing appointment during their third year (or earlier if prior service credit was granted).

- 29 - Deans recommend to VPAA: First-year faculty renewal for second year

February 2010

- 01 - Tutoring Service begins at 1:00 p.m. in the Learning Center, Reed Library, 4th Floor
- 12 - VPAA recommends to President: First-year faculty renewal for second year
- 19 - Chairs/Directors recommend to Deans: 3rd to 5th year, 4th to 6th year, and 5th to 7th year reappointments; continuing appointments; and promotions
- 26 - President notifies first-year faculty of contract for second year

March 2010

- 08 - VPAA recommends to President: Chair/Director (re)appointments
- 12 - Deans recommend to VPAA: 3rd to 5th year, 4th to 6th year, and 5th to 7th year reappointments, continuing appointments, and promotions

April 2010

- 02 - Second-year faculty submit dossiers for department review for fourth year
- 12 - VPAA recommends to President: 3rd to 5th year, 4th to 6th year, and 5th to 7th year reappointments, continuing appointments, and promotions
- 30 - President notifies faculty of contracts for 5th year, 6th year or 7th year

May 2010

- 07 - Chairs/Directors recommend to Deans: Second- year faculty renewal for fourth year (if not already renewed for fourth year)
- 12 - President notifies faculty of continuing appointment and promotion decisions
- 29 - Deans recommend to VPAA: Second-year faculty renewal for fourth year

June 2010

- 19 - VPAA recommends to President: Second-year faculty renewal for fourth year
- 30 - President notifies second-year faculty of contract for fourth year

**Calendar for Sabbatical Leave
Approval Process**

November 2009

- 13 - Eligible faculty submit 2010-2011 sabbatical leave requests to their Chairs/Directors. Forms are available through the Departmental/School secretaries or on the Human Resources website.

December 2009

- 04 - Chairs/Directors recommend departmental sabbatical leaves to the Dean
- 18 - Deans/Directors recommend sabbatical leaves to VPAA

January 2010

- 15 - VPAA recommends sabbatical leaves to President
- 29 - President notifies faculty of sabbatical decisions

**Calendar for Annual Reports,
Performance Programs and Performance
Evaluations**

May 2010

- 14 - Faculty and Professional Staff submit their individual Annual Reports to their Chairs or Directors

June 2010

- 11 - Chairs/Directors submit Annual Reports to Deans; Academic Support Units submit Annual Reports to the Associate VPAA
- 11 - Directors submit Division Annual Report to VPAA

July 2010

- 14 - VPAA submits Management/Confidential (M/C) and Professional Staff Performance Evaluations to Human Resources
- 14 - Supervisors submit Professional Staff Performance Evaluations to Human Resources
- 14 - Deans submit Division Annual Reports to VPAA

**Calendars for Groups and Committees
in Academic Affairs**

Academic Affairs Committee

Chair: Joseph Straight

This standing committee of the University Senate serves as the Senate's liaison to administration on academic matters and as an advisory board for the Vice President for Academic Affairs. The committee is comprised of four faculty members, one professional staff member, two student members, a liaison appointed from Reed Library, and liaisons chosen by each of the Deans. Meetings are closed. Any issues of concern from members of the campus community may be addressed to the committee. Meetings are held monthly during the academic year.

Academic Affairs Forums

Convener: Virginia Horvath

12:00 – 2:00 p.m.
October 2, 2009; S-121 Williams Center
March 5, 2010; S-121 Williams Center

These meetings are open to all who want to join an informal conversation about issues and ideas in Academic Affairs and SUNY Fredonia.

**Academic Affairs Vice President's
Council**

Convener: Virginia Horvath

This Council—consisting of the Deans, Associate Vice Presidents, Library Director, Lifelong Learning Director, Professional Development Director and VPAA—meets every Thursday at noon in the Tower Lounge, Reed Library. Meetings are closed, but guests are often invited to speak on a particular topic. Occasionally the VP Council meets elsewhere on campus.

Academic Leadership

Convener: Melinda Karnes

1:00 – 3:00 p.m.
Bob Steele Conference Room – Steele Hall

September 16, 2009	February 17, 2010
October 21, 2009	March 10, 2010
November 18, 2009	April 21, 2010

These open meetings are an opportunity for chairs, directors, and other academic leaders to participate in discussions and decision-making about current and future initiatives. Individuals may post items to the agenda by sending them

to Gloria Hobbs in Academic Affairs. Occasionally, there are speakers or opportunities for professional development.

Assessment Committee

Chair: Roger Byrne

Every other Wednesday at 1:00 p.m.

The Assessment Committee addresses issues related to academic and institutional assessment on campus. It is comprised of the Director of Campus Assessment, the Director of Institutional Research and Planning, four academic faculty members, a librarian, and representatives from Administration, Advancement, and Student Affairs. The committee formulates policies and strategies to assist departments and offices in assessment of student learning and institutional effectiveness. The committee also guides the campus in meeting assessment standards for accreditation, particularly the Middle States Commission on Higher Education.

College Core Curriculum (CCC) Committee

Contact person: Rhea Simmons

A standing committee of the University Senate, the College Core Curriculum Committee is charged to “receive, consider and approve

courses proposed for inclusion in the College Core Curriculum . . . [and to recommend] to the University Senate any changes to the requirements of the College Core Curriculum. The committee also is responsible for campus assessment related to the SUNY general education program. The committee is comprised of the Director of the CCC program (*ex officio*) and faculty representatives from arts, education, humanities, natural sciences, and social sciences. Whenever there is pending business, the committee meets weekly during the academic year.

Enrollment Management Committee

Chair: Daniel Tramuta

8:00 - 9:00 a.m.

President’s Conference Room, Fenton Hall

September 2, 2009	February 3, 2010
October 7, 2009	March 3, 2010
November 4, 2009	April 7, 2010
December 2, 2009	May 5, 2010

This committee—comprised of President Hefner, appointed representatives from Academic Affairs, Administration, FSA, Student Affairs, and University Advancement—meets monthly. The group reviews and interprets enrollment trends, sets program-related enrollment targets and caps, and implements new enrollment-related initiatives. Meetings are closed.

Graduate Council

Chair: Kevin Kearns

8:30 – 10:00 a.m.

**President's Conference Room, Fenton Hall
Second Tuesday of each month**

This standing committee of the University Senate is responsible for the governance of graduate programs on campus. Each graduate program has a representative as well as three members at large, one graduate student and the graduate dean. Monthly meetings are open to all faculty, staff, and students.

Information Technology Advisory Board (ITAB)

Convener: Karen Klose

8:00 – 9:00 a.m.

**President's Conference Room, Fenton Hall
TBA**

This group—comprised of appointed representatives from each division of the university—meets once a month to discuss issues related to information technology. The board includes leaders from each of the technology steering committees: web development, hardware, applications, data, and security.

Professional Education Council

Chair: Chris Givner

8:00 a.m. – 9:00 a.m.

President's Conference Room, Fenton Hall

September 10, 2009

February 11, 2010

October 8, 2009

March 11, 2010

November 5, 2009

April 15, 2010

December 3, 2009

The Professional Education Council (PEC) is the policymaking and governance body that supports and guides the work of the Professional Education Unit (PEU) at SUNY Fredonia. Visitors are welcome at monthly meetings during the academic year. The PEC is comprised of the Deans, Associate VP for Graduate Studies and Research, Associate Dean of the College of Education, Director of the Office of Field Experiences, coordinators for all teacher education programs on campus, a school district superintendent, two students, and representatives from the Registrar's Office, ITAB, Student Affairs, CCC, University Senate, and Assessment.

Recruitment Team

Conveners: David Herman and Virginia Horvath

9:00 a.m. – 10:00 a.m.
Academic Affairs Conference Room
Reed Library

September 16, 2009 February 17, 2010
October 14, 2009 March 24, 2010
November 12, 2009 April 28, 2010

This committee—comprised of appointed representatives from Academic Affairs and Student Affairs—meets monthly to discuss recruitment-related issues and initiatives that are generated from the Enrollment Management Committee. Meetings are closed.

Second Friday

Convener: Dennis Hefner

9:00 a.m. – 10:00 a.m.
President’s Conference Room, Fenton Hall

September 11, 2009 February 12, 2010
October 9, 2009 March 12, 2010
November 13, 2009 April 9, 2010
December 11, 2009 May 14, 2010*
 *8:30 a.m., Alumni House

This group of invited campus leaders meets each month for updates from the President about campus, community, and state issues. Speakers are occasionally invited.

University Senate

Chair: Bruce Simon
Vice Chair: Dale Tuggy
Secretary: Sandra Liggins
Governance Officer: Charles Davis

SUNY University Senator: Reneta Barneva
Faculty & Professionals Affairs Committee Chair:
Christopher Taverna
Planning & Budget Committee Chair:
Kathleen Gradel

4:00 p.m.
S-104 Williams Center

September 14, 2009 February 1, 2010
October 5, 2009 March 1, 2010
November 2, 2009 April 12, 2010
December 7, 2009 May 3, 2010

This governance body, comprised of elected representatives from the faculty and the professional staff at SUNY Fredonia, meets monthly during the academic year to discuss issues and recommend actions at the university. The agenda is distributed before each meeting. The Senate Executive Committee meets at least twice before each meeting, once independently and once with the President and Vice President for Academic Affairs.