Memorandum

TO: All Faculty and Administrative Offices

FROM: Virginia Horvath
Vice President for Academic Affairs

DATE: August 2005

SUBJECT: 2005-2006 Academic Affairs Master Calendar

The Academic Affairs Master Calendar is meant to assist all campus offices for the 2005-2006 Academic Year.

Special sections are included for your convenience.

Please use the calendar as a guide; dates are subject to change.

VSH:cdb
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Calendar Schedule for Faculty Appointments, Reappointments and Promotions

**September 2005**
26 - Departments begin review of Chair (re)appointments

**October 2005**
03 - Second year faculty submit dossiers for departmental review for reappointment for third year or two year reappointment
28 - Chairs initiate COS for part-time term appointments for Spring 2006.
28 - Chairs recommend to Deans: Second year faculty renewal for third year (and possibly for fourth year)

**November 2005**
15 - Deans/Directors recommend to VPAA: Second year faculty renewal for third year (and possibly for fourth year)

**December 2005**
01 - Deans notify part-time term appointments of contract status for Spring 2006
02 - First Year faculty submit dossiers for departmental review for reappointment for second year
02 - Departments recommend to Deans, Chair (re)appointments
02 - VPAA recommends to President: Second year faculty renewal for third year (and possibly for fourth year)
09 - Deans recommend to VPAA Chair (re)appointments
13 - President notifies second year faculty of contract for third year (and possibly for fourth year)

**January 2006**
13 - Chairs recommend to Deans: First year faculty renewal for second year
13 - 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 tenure. Those at the instructor or assistant rank must be considered for tenure while in their sixth year. Those at levels above the assistant level must be considered for tenure during their third year.

31 - Deans/Directors recommend to VPAA: First year faculty renewal for second year
**February 2006**

14 - VPAA recommends to President: First year faculty renewal for second year

17 - Chairs recommend to Deans: 3rd to 5th year, 4th to 6th year, and 5th to 7th year Reappointments; Tenure; and Promotions

28 - President notifies first year faculty of contract for second year

28 - VPAA recommends to President: Chair (re)appointments

**March 2006**

15 - Deans/Directors recommend to VPAA: 3rd to 5th year, 4th to 6th year, and 5th to 7th year Reappointments, Tenure, and Promotions

**April 2006**

05 - Second Year faculty submit dossiers for department review for fourth year

07 - VPAA recommends to President: 3rd to 5th year, 4th to 6th year, and 5th to 7th year Reappointments; Tenure; and Promotions

28 - President notifies faculty of contracts for 5th year, 6th year, or 7th year

**May 2006**

10 - Chairs recommend to Deans: Second year faculty renewal for fourth year (if not already renewed for fourth year)

12 - President notifies faculty of Tenure/Promotion decisions

30 - Deans recommend to VPAA: Second year faculty renewal for fourth year

**June 2006**

16 - VPAA recommends to President: Second year faculty renewal for fourth year

28 - President notifies second year faculty of contract for fourth year
Calendar Schedule for Sabbatical Leaves

**December 2005**
02 - Chairs recommend departmental sabbatical leaves to the Dean
16 - Deans and Directors recommend sabbatical leave to VPAA

**January 2006**
13 - VPAA recommends sabbatical leave to President
31 - President notifies faculty of sabbaticals

Calendar Schedule for Annual Reports, Performance Programs and Performance Evaluations

**June 2006**
14 - Chairs Annual Reports to Deans; Directors and Support Units Annual Reports to the VPAA
14 - Directors submit Division Annual Report to VPAA

**July 2006**
14 - MC and Professional Staff Performance Evaluations; deadline to Human Resources
14 - Deans submit Division Annual Reports to VPAA

College Senate Meetings

All meetings at 4:00 p.m. in Fenton Hall 105

- September 12, 2005
- October 3, 2005
- November 7, 2005
- December 5, 2005
- February 6, 2006
- March 6, 2006
- April 3, 2006
- May 1, 2006
Second Friday Meetings

9:00 a.m., President’s Conference Room

September 9, 2005
October 7, 2005
November 11, 2005
December 9, 2005
February 10, 2006
March 10, 2006
April 14, 2006
May 12, 2006

Enrollment Management Committee Meetings

8:00-9:00 a.m., President’s Conference Room

September 7, 2005
October 5, 2005
November 2, 2005
December 7, 2005
February 1, 2006
March 1, 2006
April 12, 2006
May 3, 2006

Academic Leadership Meetings

1:00 – 3:00 p.m.
President’s Conference Room – Fenton Hall

September 21, 2005
November 16, 2005
February 15, 2006
April 19, 2006

Academic Affairs Forum Meetings

3:00 – 5:00
Summer Sessions 2006

SUMMER SESSION I
May 22-June 23, 2006
First Day of Classes: May 22, 2006
Last Day of Classes: June 23, 2006
Final Examinations: June 23, 2006

SUMMER SESSION II
June 26-July 28, 2006
First Day of Classes: June 26, 2006
Last Day of Classes: July 28, 2006
Final Examinations: July 28, 2006

Professional Education Council

President’s Conference Room, Fenton Hall
8 a.m. – 9 a.m.

September 01, 2005
October 06, 2005
November 03, 2005
December 01, 2005
February 02, 2006
March 2, 2006
April 06, 2006
April 13, 2006
April 20, 2006

Test Dates for NYS Teachers’ Exams

Liberal Arts & Sciences Test (LAST)
Assessment of Teaching Skills – Written (AST-W)
Content Specialty Tests (CSTs)
Master Calendar for Academic Affairs
2005-2006

August 2005

10 - Orientation for 3-1-3 Program, 12:00-4:00 p.m., Learning Center

15 - Spring 2006 Course Offerings Worksheets to departments from Registrar’s Office

17 - New Full-Time Faculty Academic Affairs Orientation, 8:00 a.m. to 1:30 p.m. (various locations)

17 - New Part-Time Faculty Academic Affairs Orientation 1:45 p.m. - 4:30 p.m. – (various locations)

18 - New Full-Time Faculty Orientation Workshop: Human Resources Session, 9:00 a.m. to 11:30 a.m. Fenton Hall, Room 105

19 - New Graduate Assistants Orientation Workshop: Human Resources Session, 12:30 p.m. to 2:30 p.m. Fenton Hall, Room 105

19 - General All-Campus Meeting, 9:00-10:00 a.m. – Rosch Recital Hall, reception following

19 - Academic Affairs Meeting, 11:00 a.m. – Rosch Recital Hall

19 - Supplemental Instruction Tutor Training, 11:00 a.m. to 2:00 p.m., Learning Center, Reed Library

20 - Test date for NYS Teachers’ exams
www.nystce.nesinc.com/NY10_testdates.asp

21 - Departmental Advising and Web Registration for Transfers and Freshmen

21 - Registration, all students, Internet

21 - Professional Development Seminar – Fall Session, 209 McEwen Hall for seniors seeking certification - (Childhood, Early Childhood, Adolescence, & Music)(sponsored by CDO and OFE)
22 - First Day of Classes
Schedule Changes, Internet

24 - Liberal Arts Freshman Year Experience Convocation #1

26 - Final Day to DROP Courses

26 - College Tutoring Service Training 4:00-6:00 p.m. – Learning Center, Reed Library, 4th Floor

26 - 8th Annual “Beginning of the Academic Year” Party from 7:00-10:00 p.m., “Mardi Gras Theme” Location to be announced

27 - College Tutoring Service Training 9:00 a.m. -3:00 p.m. – College Lodge

29 - College Tutoring Service begins at 1:00 p.m., Learning Center, Reed Library, 4th Floor

September 2005
✧✧ Sept 15-Oct 15 National Latino Heritage Month ✧✧
(speakers and events to be announced)

01 - Faculty due date for library materials

02 - Final Day to ADD

05 - NO CLASSES – Labor Day – Offices Closed

Sep 06 to Dec 16 - Student Teaching for Seniors seeking Music, Adolescence & Math Middle Childhood Certification

09 - Final Day to elect PASS/FAIL

13 - New Faculty Workshop 1 of 5 - 8:00 a.m., English Reading Room, 1st fl. Fenton Hall (Teaching at Fredonia)

14 - Spring 2006 Course Offerings Worksheets due in Registrar’s Office

16 - Final Day to apply for December graduation

19 - Chairs send fall syllabi/course contents to College Archives and GCP syllabi/course assignments to Deans

20 - New Faculty Workshop 2 of 5 - 8:00 a.m., English Reading Room, 1st fl. Fenton Hall (Advising at Fredonia – Vivian Conover)

21 - Convocation Address at 4:00 p.m. in King Concert Hall. Speaker: Robert Kennedy Jr.
21 - Liberal Arts Freshman Year Experience Convocation #2

27 - New Faculty Workshop 3 of 5 - 8:00 a.m., English Reading Room, 1st fl. Fenton Hall (Helping Students in Academic and/or Psychological Crises- Liza Smith & Sally Murphy)

29 - Thumbs Up! Fingerprinting service on campus for Certification students (Seniors only)

30 - Chairpersons and Directors submit to appropriate Dean and/or Vice President the learning or other goal(s) to be assessed during the academic year

October 2005

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

04 - New Faculty Workshop 4 of 5 – 8:00 a.m., English Reading Room, 1st fl. Fenton Hall (Reappt, Continuing Appt. & Promotion - Dr. Horvath, Dr. Ewing, Dr. Givner, & Dr. Schwartz)

04 - Rosh Hashanah *

10 - Columbus Day; classes in session; some offices closed

11 - New Faculty Workshop 5 of 5 - 8:00 a.m., English Reading Room, 1st fl. Fenton Hall (Getting Support for Your Research – Maggie Bryan-Peterson)

12 - Yom Kippur *

12-14 NO CLASSES – Fall Break

15 - Test date for NYS Teachers’ exams
www.nystce.nesinc.com/NY10_testdates.asp

Oct 24 to Dec 16 – First student teaching assignment for Childhood Education Certification (Seniors)

26 - Mid-semester grades due by midnight via the Internet

26 - Liberal Arts Freshman Year Experience Convocation #3

28 - School of Music Rosch Series: Mark O’Connor

Oct 31 to Nov 04 - Advising Week for Spring 2006

*Jewish holidays begin at sundown the day before

November 2005

✦✦ National American Indian Heritage Month ✦✦
(speakers and events to be announced)
04 - Final Day to WITHDRAW from courses
04 - Final day for first semester freshmen to DROP courses
07 - Early Registration opens for Spring 2006
08 - Election Day, classes in session
12 - School of Music on-campus auditions for Spring Admission
18 - Last day of classes before Thanksgiving Break
21-25 NO CLASSES - Thanksgiving Break
28 - Last day to completely WITHDRAW from college

**December 2005**
08 - Last day of College Tutoring Services, Learning Center
09 - Last day of classes
10 - Test date for NYS Teachers’ exams
www.nystce.nesinc.com/NY10_testdates.asp
12-16 Final Examinations
21 - Deadline for final grades to Registrar, midnight via the internet
25 - Christmas
25 - Hanukkah*

Dec 25 to Jan 01 – Most Offices Closed
Dec 26 to Jan 01 - Kwanzaa

*Jewish holidays begin at sundown the day before

**January 2006**
02 - First day of J-Term
03 - Drop deadline and last day to apply for Pass/Fail Option for J-Term
06 - Final Day to Withdraw from J-Term courses - $20 fee, no refund
09 - Fall 2006 Course Offerings Worksheets to department from Registrar’s Office
13 - Degree Application Deadline for J-Term Degree Conferral
16 - Martin Luther King, Jr. Day

17 - General All-Campus Spring Meeting
   9:00-10:00 a.m., Marvel Theatre, reception following

17 - Departmental Advising and Fredonia WEB Registration for Transfers and Freshmen

17 - Registration, all students, Internet

17 - Professional Development Seminar – Spring Session, 209 McEwen Hall for Seniors seeking certification – Childhood, Early childhood, Adolescence, Math Middle Childhood, Music (Sponsored by CDO and OFE)

17 - Supplemental Instruction Tutor Training, Learning Center from 10:00 a.m. to 2:00 p.m.

18 - First Day of Classes

18-19 Schedule Changes, Internet

Jan 18 to May 11 - Student teaching for Early Childhood, Adolescence, Math Middle Childhood & Music Education Majors (Seniors)

20-21 School of Music off-campus auditions (Long Island & Albany)

21 - College Tutoring Service Training, 10:00 a.m. to 1:00 p.m. in the Learning Center

23 - College Tutoring Service begins at 1:00 p.m.

24 - Final Day to DROP courses

27 - Final Day to ADD courses

30 - Chairs send Spring syllabi/course contents to
     College Archives and CCC syllabi/course assignments to appropriate Deans and to the CCC Office

February 2006

✧✧ African-American History Month ✧✧

(speakers and events to be announced)

01 - Faculty due date for library materials

02 - 3-1-3 Informational meeting for prospective students and parents, 7:00 p.m., McEwen Hall

03 - Final day to elect PASS/FAIL

03 - Fall 2006 Course Offerings Worksheets due in Registrar’s Office
11 - School of Music Auditions on campus

17 - Final Day to apply for May graduation

18 - School of Music Auditions on campus

20 - Presidents’ Day, classes in session, some offices closed

25 - Test date for NYS Teachers’ exams
   www.nystce.nesinc.com/NY10_testdates.asp

March 2006

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

03 - Applications for Student Teaching 2006-2007 are due in the Office of Field Experiences (Early Childhood, Childhood & Adolescence)

04 - School of Music Auditions on campus

March 13 to May 11 – Second Student Teaching assignment for Childhood Education Majors (Seniors)

11 - School of Music Auditions on campus

15 - Rosa Parks entries due in Center for Multicultural Affairs Office, E125 Thompson by 4:00 p.m.

23 - Mid-semester grades due by midnight via the Internet

23 - Deadline for College Tutoring Services (CTS) applications at Learning Center, Reed Library

Mar 24 to 31 – NO CLASSES – Spring Break

April 2006

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

03 - Classes Resume

Apr 05 to Apr 11 - Advising Week for Fall 2006 (tentative)

06 - School of Music Rosch Series: Tallis Scholars

07 - Final Day to WITHDRAW from courses

07 - Final day for first semester freshmen to DROP courses

08 - Test date for NYS Teachers’ exams
   www.nystce.nesinc.com/NY10_testdates.asp
08 - School of Music Auditions on campus
12 - Early Registration opens for Fall 2006
13 - 17th Annual Rosa Parks Scholarship Competition & Awards Ceremony, Rosch Recital Hall, 4:00 pm
13 - Passover*
14 - President’s Award for Excellence luncheon – Noon, Williams Center, Multipurpose Rm.
16 - Easter Sunday
17 - NO CLASSES – Travel Day
23-25 NCATE Focused Visit
24 - Test date for NYS Teachers’ Exams
24 - Passover*
24 - Last Day to completely WITHDRAW from College

*Jewish holidays begin at sundown the day before

May 2006
04 - Last day of College Tutoring Services, Learning Center
04 - College of Education Convocation – 5p.m. to 8p.m.
05 - Last Day of Classes
05 - School of Music Convocation: May 5 at 3 p.m. (Rosch Recital Hall)
08-12 Final Examinations
13 - Commencement, 10:00 a.m. and 3:00 p.m., Steele Hall
17 - Deadline for final grades to Registrar, midnight via Internet
29 - Memorial Day Observed – Offices closed

May 30 to June 2 – Conference on Instructional Technologies hosted at SUNY Fredonia

June 2005
TBA - Summer Orientation Faculty Advisors Workshop
TBA - During June and July, **Sessions 1 through 7** of Orientation and Advisement for Transfers, First-Year Students and Parents

10 - Test date for NYS Teachers’ exams
www.nystce.nesinc.com/NY10_testdates.asp

14 - Chairs Annual Reports to Deans; Directors and Support Units Annual Reports to the VPAA/Assoc. VPAA

**July 2005**

04 - Independence Day, Offices closed

15 - MC and Professional Staff Performance **Programs & Evaluations**; deadline to Human Resources, with appropriate copies to President, Vice President, and/or Deans

15 - Deans submit Division annual Reports to VPAA

22 - Test date for NYS Teachers’ exams
www.nystce.nesinc.com/NY10_testdates.asp