

**SELECTED DEADLINES, EVENTS, AND CORRESPONDENCE
REQUIRING ACTION OR ATTENTION FROM
DEPARTMENT CHAIRS**
Academic Year 2013-2014

August 2013

- Academic Leadership Workshop for new deans, department chairs, and program directors on **August 13**, 8:30 a.m. – 4:00 p.m., followed by reception (Location: TBD), and on **August 14**, 8:30 a.m. – 5:00 p.m. at Mount Vernon Campus, West Hall
- New GW faculty must complete in person an I-9 verification (obtained from the Faculty & Staff Service Center in Rice Hall) by **August 15**
- Mandatory Graduate Teaching Assistant Program Orientation on **August 21**, 8:30 a.m. (all day), at MPA Building, Room B07
- New Faculty Orientation on **August 21**, 8:30 a.m. – 5:30 p.m., Mount Vernon Campus, Ames Hall, followed by reception at Provost Lerman's house.
- Religious holiday accommodation memo regarding university policy distributed to deans and department chairs
- Call for Summer 2014 schedules, projections, and special program proposals mailed to deans for distribution to department chairs on **August 26**
- Future Faculty Program (FFP) info sessions on **August 29 and 30** at Gelman 219

Faculty Annual Report schedule:

<i>Reports with Deans' comments accessible by chairs</i>	<i>Aug. 16, 2013</i>
<i>Complete feedback review, signature by faculty members</i>	<i>Sept. 13, 2013</i>
<i>Faculty merit decisions to Provost's Office (Faculty Affairs)</i>	<i>Sept. 20, 2013</i>
<i>Copy of signed reports to Deans' Offices</i>	<i>Oct. 11, 2013</i>
<i>Copy of signed reports to Provost's Office (Faculty Affairs)</i>	<i>Oct. 18, 2013</i>
<i>Appointment letters with merit pay to faculty</i>	<i>Nov. 1, 2013</i>

September 2013

- Fall semester course scheduling materials sent to deans
- Faculty merit pay raise materials mailed to deans and department chairs by **September 6**
- Annual conflict of interest letters sent out to applicable faculty members by **September 6**
- Emeritus faculty nominations for faculty retiring in December due to the Provost by **September 6**

- Nominations for Honorary Degrees to Provost's Office (Faculty Affairs) by **September 6**
- Future Faculty Program (FFP) applications due on **September 11** (go.gwu.edu/ffp)
- Online Learning Initiative (OLI) Faculty Showcase on **September 11** (go.gwu.edu/olishowcase2013)
- Summer 2014 schedules & technology requests due from deans to Academic Scheduling Office on **September 27**
- Academic calendar letter including "designated Monday" and/or other class, reading, or exam day scheduling information mailed to deans and department chairs and distributed via the faculty listserv

October 2013

- Call for nominations for Faculty Awards sent by **October 4**
 - Trachtenberg Awards (Teaching, Scholarship, Service)
 - Bender Teaching Awards
 - Philip Amsterdam Graduate Teaching Assistant Awards
- Summer 2014 special program proposals (institutes and short-term study aboard programs) due from deans to Summer and Special Programs and the Office of Study Abroad on **October 4**
- Teaching Day on **October 4**
 - Morning event for all faculty: 9:00 a.m. – 1:00 p.m., Marvin Center Ballroom
 - Afternoon event for chairs: 1:00 – 3:00 p.m., Marvin Center 405 (Invitation to be sent in August)
 - Guidelines on new annual report format for teaching distributed
- Preliminary summer 2014 projections due from deans to Summer and Special Programs on **October 11**
- Grants for High Impact Teaching and Learning Practices Spring deadline: **October 15** (go.gwu.edu/vptlgrants)
- School approved grant applications due to OLI on **October 18**

November 2013

- Part-time faculty reappointments for Spring 2012: faculty employee hire forms due to Faculty Personnel by **November 1**
- Peer-Reviewed Exploration in Teaching (PRET) info sessions on **November 7**, 11:00 a.m. – 12:30 p.m. and **November 8**, 1:00 – 3:00 p.m.
- Faculty Learning Community for junior faculty (both tenure-track and contract): info sessions on **November 14 and 15** (Location: TBD)
- Inform faculty about Fall Teaching Workshop offered **December 9 or 10**. More info on TLC website.
- Faculty Award nominations due via the [TLC website](#) on **November 29**

December 2013

- Faculty Learning Community for junior faculty applications due on **December 1**
- Religious holiday accommodation memo regarding university policy distributed to deans and department chairs
- New GW faculty must complete in person an I-9 verification (obtained from the Faculty & Staff Service Center in Rice Hall) by **December 6**
- Sabbatical leave requests due on **December 6**
- Peer-Reviewed Exploration in Teaching (PRET) applications due **early December** (go.gwu.edu/pret)
- Emeritus faculty nominations due to the Provost by **December 13**
- Class schedules and special classroom requests for the Fall 2014 semester due to Academic Scheduling Office

January 2014

- Mandatory Graduate Teaching Assistant Program Orientation on **January 10** (Time and location: TBD)
- Faculty Award endorsement packages due on **January 17**
 - Trachtenberg Awards (Teaching, Scholarship, Service)
 - Bender Teaching Awards
 - Philip Amsterdam Graduate Teaching Assistant Awards

February 2014

- Call for summer session faculty appointments mailed to deans for distribution to department chairs on **February 3**
- Faculty tenure recommendations with accompanying materials due to the Provost on **February 7**
- All Faculty Award recipients selected no later than **February 14**

March 2014

- Spring semester course scheduling materials sent to deans
- Faculty promotion recommendations with accompanying materials due to the Provost on **March 7**
- Faculty employee hire forms for summer sessions appointments due from deans to the Office of Summer and Special Programs on **March 24**

April 2014

- Faculty Annual Report notice sent out to faculty by **April 1**
- Research Days:
 - **April 1** - undergraduate research
 - **April 2** - medical/biomedical/health science research
- Faculty Honors Ceremony (**Date: TBD**)

May 2014

- Religious holiday accommodation memo regarding university policy distributed to deans and department chairs
- Class schedules and special classroom requests for the Spring semester due to the Academic Scheduling Office
- Adjunct Faculty Appreciation event (**Date: TBD**)
- Doctoral Hooding Ceremony (department chairs responsible for faculty attendance)
- Commencement (department chairs responsible for faculty attendance)
- Faculty Annual Reports and Faculty Annual Conflict of Interest Report must be filed by **May 31**

July 2014

- Part-time faculty reappointments for Fall 2014 – faculty employee hire forms for due to Faculty Personnel by **July 8**
- Faculty Annual Report forms complete with department chair evaluations due to deans' offices by **July 15**
- Provost instructions and deadlines for personnel actions including recommendations for tenure, promotion, emeritus status and sabbatical leave mailed to deans and department chairs by **July 15**
- Grants for High Impact Teaching and Learning Practices Fall deadline **July 31**