Meadows Calendar 2016-17
Important Events and Deadlines for Faculty and Staff

FALL TERM 2016

AUGUST
15-20 Monday-Sunday: Divisional Meetings and Retreats
18, Thursday: 3:00-6:30 p.m. Meadows Faculty/Staff Meeting and Reception–Meadows Museum: Smith & Jones
19, Friday: Annual Teaching Symposium 9:00 am-2:00 pm, Hughes Trigg Student Center: LL
http://www.smu.edu/Provost/CTE/Programs/TES
21, Sunday: 5:30 Opening Convocation - McFarlin Auditorium.
22, Monday: First day of classes

SEPTEMBER
5, Monday: University Holiday – Labor Day
8, Thursday: Divisions notify Associate Dean Hofeditz that P&T candidate files are ready for review
9, Friday: Faculty Development Grants and Letters of Support from the Chair/Director
due to Associate Dean Hofeditz (First Deadline)
15, Thursday: P&T files close
22, Thursday: First day P&T dossiers available to Dept/Div/Inst Committee members
23-24, Fri-Sat: Family Weekend
23, Friday: Meadows Exploration Award apps to Chairs/Directors
30, Friday: Meadows Exploration Award apps from Chairs/Directors to Associate Dean Hofeditz
30, Friday: Faculty Leave applications for 2017-18 due to Chairs/Directors

OCTOBER
7, Friday Faculty Leave applications for 2017-18 due to Associate Dean Hofeditz
10-11, Monday – Tuesday: Fall Break
14, Friday: Meadows Exploration Award Grants announced
31, Monday: Spring Enrollment begins through Friday, November 18th

NOVEMBER
4, Friday: Last day to drop a course
4-5, Friday-Saturday: Homecoming
15, Tuesday: Department/Division P&T Recommendations to Associate Dean Hofeditz
23 Wednesday: No Class Day
24-25 Thursday-Friday: Thanksgiving holiday; University offices closed

DECEMBER
2, Friday: Faculty Development Grants and Letters of Support from the Chair/Director due to Associate Dean Hofeditz (Second Deadline)
5, Monday: Last day of classes
6-7, Tuesday-Wednesday: Reading Days
6 or 8, TBD 5:30-7:30 Faculty Staff Holiday Party
8-14 Thursday-Wednesday: Final Examinations
9, Friday: Annual report on anticipated faculty retirements and other separations for the coming year
due to the provost (exact date TBD by Provost)
17, Saturday: Graduation Ceremony for December graduates
23-January 2 Friday-Monday: University offices closed
25, Sunday: University Holiday – Christmas
J-TERM AND SPRING TERM 2017

JANUARY
1, Sunday: University Holiday
2, Monday: Admins can begin entering SUMMER 2017 courses in my.smu (exact date TBD by Registrar.)
3, Tuesday: University re-opens
9, Monday: J-Term begins
10, Tuesday: Deadline for all 2016 entries in Digital Measures for Faculty Activity Reports
13, Friday: Requests for faculty positions to be released due to Provost (exact date TBD by Provost)
16, Monday: University Holiday – Martin Luther King Jr’s Birthday
20, Friday: Faculty Summer Research Fellowships due to Chair/Director
23, Monday: First day of classes.
25, Wednesday: Deadline for all faculty to turn in a digital file of current CV dated January 2017 to Division offices
27, Friday: Faculty Summer Research Fellowships and Letter of Support from the Chair/Director Due to Associate Dean Hofeditz

FEBRUARY
1, Wednesday: Dean’s P&T recommendations forwarded to the Provost
2, Thursday: Admins can begin entering FALL 2017 courses in my.smu (exact date TBD by Registrar.)
2, Thursday: my.smu will go live so students can see SUMMER 2017 course offerings (exact date TBD by Registrar.)
27, Monday: Meadows Spring Faculty/Staff Meeting and Reception
3, Friday: Meadows Exploration Award apps to Chairs/Directors (2nd round)
10, Friday: Meadows Exploration Award apps from Chairs/Directors to Associate Dean Hofeditz (2nd round)
14, Tuesday: All merit recommendations for faculty due to the Dean
21, Friday: Meadows Exploration Award Grants announced (2nd round)

MARCH
1, Wednesday: my.smu will go live so students can see Fall courses offerings (exact date TBD by Registrar.)
1 – 10, March: Next year’s P&T candidates, their Chairs/Directors, and administrative assistants meet with Associate Dean Hofeditz and Tiffany Khim to discuss preparation of materials
10, Friday: All staff reviews must be completed and recommendations due to Dean Holland (exact date TBD by HR)
13-19, Monday-Sunday: Spring Break
31, Friday: Meadows Exploration Award apps to Chairs/Directors (3rd round)
31, Friday: Faculty Development Grants and Letters of Support from the Chair/Director due to Associate Dean Hofeditz (Third Deadline)

APRIL
7, Friday: Meadows Exploration Award apps from Chairs/Directors to Associate Dean Hofeditz (3rd round)
10-28, Monday-Friday: Summer and Fall Enrollment
12, Wednesday: Meadows at the Meyerson
14, Friday: Good Friday: No classes; University offices closed
16, Sunday: Easter Sunday
17, Monday: Honors Day, 5:30 p.m.
21, Friday: Meadows Exploration Award Grants announced (3rd round)

MAY
1, Monday: P&T Chairs/Directors submit confirmed list of external reviewers to Associate Dean Hofeditz
3-8, **Wednesday-Monday**: No final examinations or unscheduled tests and papers
8, **Monday**: Last day of instruction and Beach Party
9, **Tuesday**: Reading Day
10-16, **Wednesday – Tuesday**: Examinations (No Examinations scheduled on Sunday)
11, **Thursday**: Meadows Faculty/Staff Meeting and Reception
15, **Monday**: P&T materials for external reviewers uploaded to Interfolio
19, **Friday**: Baccalaureate
20, **Saturday**: Commencement
29, **Monday**: University Holiday - Memorial Day.

Every effort has been made to insure the accuracy of this calendar. Dates are subject to change.