

Meadows Calendar 2019-20

Important Events and Deadlines for Faculty and Staff

FALL TERM 2019

AUGUST

- 1, Thursday:** Weave Program Assessment data due
- 22, Thursday:** New Faculty Orientation 8:30 – 3:00 (ALL new full-time faculty) Hughes Trigg lower level
- 23, Friday:** Annual Teaching Symposium 9:00 am-12:00 pm, Hughes Trigg Student Center: LL
<http://www.smu.edu/Provost/CTE/Programs/TES>
- 25, Sunday:** 5:30 Opening Convocation (open to all new and current faculty - McFarlin Auditorium.
- 26, Monday:** First day of classes
- 28, Wednesday:** General Faculty Reception 3:00, Meeting 3:45-5:00, Hughes Trigg Lobby and Theatre
- 30, Friday:** Last day for Add/Drop and to file for December graduation

SEPTEMBER

- 2, Monday:** Labor Day - University Holiday
- 6, Friday:** Faculty Development Grants and Letters of Support from the Chair/Director
due to Associate Dean Hofeditz (First Deadline)
- 11, Wednesday:** Divisions notify Associate Dean Hofeditz that P&T candidate files are ready for review
- 12, Thursday:** Meadows Faculty/Staff Meeting and Reception – O'Donnell 3:30/Taubman Reception 5:00
- 15, Sunday:** P&T files close
- 20, Friday:** Meadows Exploration Award apps to Chairs/Directors
- 23, Monday:** First day P&T dossiers available to Dept/Div/Inst Committee members
- 27, Friday:** Meadows Exploration Award apps from Chairs/Directors to Associate Dean Hofeditz
- 27, Friday:** Faculty Leave applications for 2020-21 due to Chairs/Directors

OCTOBER

- 3, Thursday:** Academic Divisions provide list of projected adjunct needs for Spring 2020 to Tiffany Khim
(tkhim@smu.edu)
- 4-5, Friday-Saturday:** Family Weekend
- 4, Friday:** Meadows Family Weekend Reception
- 4, Friday:** Faculty Leave applications for 2020-21 due to Associate Dean Hofeditz
- 11, Friday:** Meadows Exploration Award Grants announced
- 14 - 15, Monday – Tuesday:** Fall Break

NOVEMBER

- 4-22, Monday – Friday:** Enrollment for spring 2020 continuing students for all undergraduates and graduates in
Dedman, Lyle and Meadows
- 8-9, Friday-Saturday:** 50th Celebration/Homecoming Weekend
- 8, Friday:** Owen Arts Center Renovation Kickoff (Bishop Boulevard, 4 p.m.)
- 9, Saturday:** SMU Homecoming Parade with Grand Marshall Regina Taylor (Meadows '81) and Meadows
Homecoming Tailgate (Time TBD)
- 15, Friday:** Department/Division P&T Recommendations to Associate Dean
Hofeditz
- 27, Wednesday:** University offices open - No Class Day
- 28-29, Thursday-Friday:** Thanksgiving Holidays; University offices closed
- 29, Friday:** Faculty Development Grants and Letters of Support from the Chair/Director due to Associate Dean
Hofeditz (Second Deadline)

DECEMBER

- 6, Friday:** Annual report on anticipated faculty retirements and other separations for the coming year
due to the provost (exact date TBD by Provost)
- 9, Monday:** Last day of classes
- 10-11, Tuesday-Wednesday:** Reading Days
- 11, Wednesday:** Meadows Faculty/Staff Holiday Party – Hope Lobby 5:30 – 7:30
- 12-18, Thursday-Wednesday:** Final Examinations (No exams scheduled on Sunday)

20, Friday: December Rotunda Recessional

21, Saturday: December Commencement Convocation for December graduate decree candidates

December 23 - January 1, Monday-Wednesday: University offices closed

December 25, Wednesday: Christmas Day

Meadows Calendar Spring 2020

Important Events and Deadlines for Faculty and Staff

SPRING TERM 2020

JANUARY

1, Wednesday: New Year's Day - University Holiday

2, Thursday: Admins can begin entering SUMMER 2020 courses in my.smu (exact date TBD by Registrar.)

10, Friday: Requests for faculty positions to be released due to Provost (exact date TBD by Provost)

17, Friday: Deadline for all 2019 entries in Digital Measures for Faculty Activity Reports

17, Friday: First day of classes.

17, Friday: Faculty Summer Research Fellowships due to Chair/Director

20, Monday: Martin Luther King, Jr. Birthday - University Holiday

22, Wednesday: General Faculty Reception and Meeting 3:00 Reception, 3:45 Meeting, Hughes-Trigg;

23, Thursday: Meadows Faculty and Staff Meeting – 3:30 – 5:00, O'Donnell – No Reception

24, Friday: Faculty Summer Research Fellowships and Letter of Support from the Chair/Director Due to Associate Dean Hofeditz Jan. 31 – Feb. 2

24, Friday: Deadline for all faculty to turn in Faculty Activity Reports (FARs) and a digital file of current CV dated January 2020 to Division offices

24, Friday: Last day for Add/Drop; PeopleSoft --> Schedule.smu – Schedule analysis negotiation window (exact date TBD by Registrar.)

FEBRUARY

7, Friday: Meadows Exploration Award apps to Chairs/Directors (2nd round)

14, Friday: Meadows Exploration Award apps from Chairs/Directors to Associate Dean Hofeditz (2nd round)

14, Friday: All merit recommendations for faculty due to the Dean

18, Tuesday: Deadline for ALL FALL 2020 schedule entries. PeopleSoft --> Schedule.smu – Schedule analysis negotiation window (exact date TBD by Registrar).

28, Friday: Meadows Exploration Award Grants announced (2nd round)

MARCH

6, Friday: my.smu.edu will go live so students can see Fall courses offerings (exact date TBD by Registrar.)

10, Tuesday: Meadows at the Meyerson

16-22, Monday-Sunday: Spring Break

16, Monday: Academic Divisions provide any requests for renewals of lapsing contracts for Professor of Practice, Executive in Residence, Artists in Residence and a list of projected adjunct needs for Fall 20 to Tiffany Khim (tkhim@smu.edu)

27, Friday: Meadows Exploration Award apps to Chairs/Directors (3rd round)

27, Friday: Faculty Development Grants and Letters of Support from the Chair/Director due to Associate Dean Hofeditz (Third Deadline)

APRIL

3, Friday: Meadows Exploration Award apps from Chairs/Directors to Associate Dean Hofeditz (3rd round)

6 - 24, Monday-Friday: Summer and Fall Enrollment 2020

10, Friday: Good Friday, University offices closed

12, Sunday, Easter Sunday

13, Monday: Honors Convocation, 5:30 p.m.

17, Friday: Meadows Exploration Award Grants announced (3rd round)

MAY

1, Friday: P&T Chairs/Directors submit confirmed list of external reviewers to Associate Dean Hofeditz

4, Monday: Last day of instruction

5, Tuesday: Reading Day

6-12, Wednesday - Tuesday: Examinations (No Examinations scheduled on Sunday)

7, Thursday: Meadows Faculty and Staff Meeting and Reception - TBD

15, Friday: P&T materials for external reviewers uploaded to Interfolio

15, Friday: Baccalaureate

16, Saturday: May Commencement Convocation

25, Monday: Memorial Day – University Holiday

29, Friday: Entries due for WEAVE Program Level Assessment 2019/20 for academic divisions

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