Meadows Calendar 2018-19
Important Events and Deadlines for Faculty and Staff

**FALL TERM 2018**

**AUGUST**
13-19, Monday-Sunday: Divisional Meetings and Retreats
16, Friday: New Faculty Orientation 8:30 – 4:00 (ALL new full-time faculty) Hughes Trigg lower level
17, Friday: Annual Teaching Symposium 9:00 am-12:00 pm, Hughes Trigg Student Center: LL
http://www.smu.edu/Provost/CTE/Programs/TES
19, Sunday: 5:30 Opening Convocation (open to all new and current faculty - McFarlin Auditorium.
20, Monday: First day of classes
22, Wednesday: General Faculty Reception 3:00, Meeting 3:45-5:00, Hughes Trigg Lobby and Theatre
23, Thursday: 3:00-6:30 Meadows Faculty and Staff Meeting and Reception – Mack Ballroom, U Lee
24, Friday: Last day for Add/Drop and to file for December graduation

**SEPTEMBER**
3, Monday: University Holiday – Labor Day
7, Friday: Divisions notify Associate Dean Hofeditz that P&T candidate files are ready for review
7, Friday: Faculty Development Grants and Letters of Support from the Chair/Director
due to Associate Dean Hofeditz (First Deadline)
15, Saturday: P&T files close
21, Friday: Meadows Exploration Award apps to Chairs/Directors
24, Monday: First day P&T dossiers available to Dept/Div/Inst Committee members
28-29, Fri-Sat: Family Weekend
28, Friday: Meadows Exploration Award apps from Chairs/Directors to Associate Dean Hofeditz
28, Friday: Faculty Leave applications for 2018-19 due to Chairs/Directors

**OCTOBER**
5, Friday Faculty Leave applications for 2018-19 due to Associate Dean Hofeditz
8-9, Monday – Tuesday: Fall Break
12, Friday: Meadows Exploration Award Grants announced

**NOVEMBER**
2-3, Friday-Saturday: Homecoming
5-23, Monday-Friday: Enrollment for Spring 2019
15, Thursday: Department/Division P&T Recommendations to Associate Dean Hofeditz
21, Wednesday: University offices open; No Class Day
22-23, Thursday-Friday: Thanksgiving Holidays; University offices closed
30, Friday: Faculty Development Grants and Letters of Support from the Chair/Director due to Associate Dean Hofeditz (Second Deadline)

**DECEMBER**
3, Monday: Last day of classes
4-5, Tuesday-Wednesday: Reading Days
6-12, Thursday-Wednesday: Final Examinations (No exams scheduled on Sunday)
7, Friday: Annual report on anticipated faculty retirements and other separations for the coming year
due to the provost (exact date TBD by Provost)
15, Saturday: December Commencement Convocation for December graduate decree candidates
December 24 - January 1, Monday-Tuesday: University offices closed
Meadows Calendar Spring 2019
Important Events and Deadlines for Faculty and Staff

JANUARY

1, Tuesday: University Holiday
2, Wednesday: Admins can begin entering SUMMER 2019 courses in my.smu (exact date TBD by Registrar.)
11, Friday: Requests for faculty positions to be released due to Provost (exact date TBD by Provost)
17, Thursday: Deadline for all 2018/19 entries in Digital Measures for Faculty Activity Reports

18, Friday: Faculty Summer Research Fellowships due to Chair/Director
21, Monday: University Holiday – Martin Luther King Jr’s Birthday

23, Wednesday: General Faculty Reception and Meeting 3:00 Reception, 3:45 Meeting, Hughes-Trigg
24, Thursday: Faculty Summer Research Fellowships and Letter of Support from the Chair/Director Due to Associate Dean Hofeditz Jan. 31 – Feb. 2
25, Friday: Last day for Add/Drop; Deadline for ALL Summer 2019 schedule entries. PeopleSoft --> Schedule.smu – Schedule analysis negotiation window (exact date TBD by Registrar.)
P&T files available to the Provost

FEBRUARY

1, Friday: Meadows Exploration Award apps to Chairs/Directors (2nd round)
8, Friday: Meadows Exploration Award apps from Chairs/Directors to Associate Dean Hofeditz (2nd round)
15, Friday: All merit recommendations for faculty due to the Dean
19, Tuesday: Deadline for ALL FALL 2019 schedule entries. PeopleSoft --> Schedule.smu - Schedule analysis negotiation window (exact date TBD by Registrar).
22, Friday: Meadows Exploration Award Grants announced (2nd round)

MARCH

1, Friday: my.smu.edu 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
11-17, Monday-Sunday: Spring Break
29, Friday: Meadows Exploration Award apps to Chairs/Directors (3rd round)
29, Friday: Faculty Development Grants and Letters of Support from the Chair/Director due to Associate Dean Hofeditz (Third Deadline)

APRIL

4, Thursday: Meadows at the Winspear
5, Friday: Meadows Exploration Award apps from Chairs/Directors to Associate Dean Hofeditz (3rd round)
8-26, Monday-Friday: Summer and Fall Enrollment 2019
15, Monday: Honors Day, 5:30 p.m.
19, Friday: Good Friday, University offices closed
18, Thursday: Meadows Exploration Award Grants announced (3rd round)
21, Sunday, Easter Sunday
MAY

1, Wednesday: P&T Chairs/Directors submit confirmed list of external reviewers to Associate Dean Hofeditz
2, Thursday: Meadows Faculty and Staff Meeting - TBD
6, Monday: Last day of instruction
7, Tuesday: Reading Day
8-14: Wednesday - Tuesday: Examinations (No Examinations scheduled on Sunday)
15, Wednesday: P&T materials for external reviewers uploaded to Interfolio
17, Friday: Baccalaureate
18, Saturday: Commencement
27, Monday: University Holiday - Memorial Day.

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