

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, Thursday:** 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 entries in Digital Measures for Faculty Activity Reports
- 18, Friday:** First day of classes.
- 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:** Meadows Faculty and Staff Meeting - TBD
- 25, Friday:** Deadline for all faculty to turn in a digital file of current CV dated January 2018 to Division offices
- 25, Friday:** 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.