

College of Engineering Chairs' Calendar AY 2015-2016

This is an overview of events and action items that need the attention of department Chairs throughout the academic year.
Please use this as a guide for planning and anticipating deadlines.

AUGUST		
Events & Due Dates		Recommended Activities
8/16/15	Summer Classes End	- Request External Reviewers for T&P Candidates
8/17/15	Study Day	
8/19/15	University New Faculty Orientation – Day 1	
8/20/15	University New Faculty Orientation – Day 2	
8/26/15	COE New Faculty Welcome Breakfast & Orientation (Ford Activity Center)	
8/18/15	Fall Academic Appointments Begin	
8/31/15	COE Graduate Student Orientation – (Community Arts Auditorium)	
SEPTEMBER		
Events & Due Dates		Recommended Activities
9/1/15	All College-Wide Committee Appointments Due to Dean's Office	- Meet with your T&P Committee to Review T&P Candidates
9/1/15	University New Student Convocation and FestiFall	
9/2/15	Fall Semester Begins	
9/2/15	Technology Advisory Committee Call-For-Proposals - Associate Dean, Darin Ellis	
9/7/15	Labor Day Holiday	
9/10/15	COE Faculty Assembly	
9/18/15	COE Welcome Back Picnic (All Students, Faculty & Staff)	
9/24/15	Night of the Stars at Detroit Institute of Arts	
9/30/15	Fiscal Year Ends	
9/30/15	Graduate/Undergraduate Chair Appointments Due to Dean's Office	

OCTOBER		
Events & Due Dates		Recommended Activities
10/1/2015	New Fiscal Year Begins	<ul style="list-style-type: none"> - Start to Assemble T&P Applications - Faculty Start to Assembly Sabbatical Applications
10/1/2015	COE Career Fair	
10/2/2015	Technology Advisory Committee Proposals Due to Associate Dean, Darin Ellis	
10/16/2015	Technology Advisory Committee Proposal Review Meeting	
10/20/2015	Early Academic Assessment (EAA) Grades Due	
TBD	Olbrot Travel Awards for Excellence in Graduate Student Research - Applications Due to the Office of Associate Dean for Research and Graduate Studies	

NOVEMBER		
Events & Due Dates		Recommended Activities
11/2/15	University Research Grant Program Applications – Chair Submits to Veronica Williams	<ul style="list-style-type: none"> - Organize a Department Committee to Prepare for: <ul style="list-style-type: none"> o BOG Faculty Recognition Award o Distinguished Faculty Fellowship Award o Distinguished Graduate Faculty Award o President’s Award for Excellence in Teaching
11/16/15	Sabbatical Applications Due to Department Chair	
11/13/15	Tenure & Promotion Packages Due to Dean’s Office	
11/26 – 11/27	Thanksgiving Holiday	
TBD	PTF Appointments for Winter Semester Due to Dean’s Office	
TBD	Software Requests for Connect Services (Classroom and Student Installs) for Winter Semester	

DECEMBER		
Events & Due Dates		Recommended Activities
12/14/15	Fall Classes End	<ul style="list-style-type: none"> - Consulting Reports Distributed
12/15/15	Study Day	
12/15/15	Sabbatical Applications Due to the Provost’s Office – Chairs Send	
12/16 – 12/22	Final Exams	
12/25 – 1/1	Christmas Holiday Break	
12/12/15	Commencement	
TBD	BOG Faculty Recognition Awards Due – Chairs Submit to Veronica Williams	

JANUARY		
Events & Due Dates		Recommended Activities
1/1/16	New Year's Holiday	- Ask Faculty to Updated CV for Merit Review
1/2/16	Distinguished Faculty Fellowship Award Applications Due to Dean's Office	
1/11/16	Winter Semester Begins	
1/15/16	Distinguished Graduate Faculty Award Applications Due – Chair Submits to Graduate School	
1/18/16	Martin Luther King Holiday	
1/22/16	Outstanding Graduate Mentor Award - Chairs Submit to Graduate School	
TBD	Lecturer Non-Renewals Due to Dean's Office	
TBD	Consulting Reports Due to Dean's Office	
TBD	President's Award for Excellence in Teaching – Chair Submits to Veronica Williams	
TBD	Non-Represented Employee Performance Evaluations Due to Dean's Office (including Chairs and Associate Deans)	
TBD	COE Faculty Teaching Award – Nominations Due to Associate Dean, Darin Ellis	
TBD	Ralph H. Kummler Award for Distinguished Achievement in Graduate Student Research – Applications Due to the Office of Associate Dean for Research and Graduate Studies	
TBD	COE Faculty Assembly	

FEBRUARY		
Events & Due Dates		Recommended Activities
2/5/16	Excellence in Teaching Awards for Graduate Students – Chairs Submit to Graduate School	
2/29/16	Early Academic Assessment Grades Due	

MARCH		
Events & Due Dates		Recommended Activities
TBD	COE Faculty Research Excellence Awards Due to Office of Associate Dean for Research and Graduate Studies	<ul style="list-style-type: none"> - Preliminary Evaluation of Faculty Considered for T&P - Meet with Department Selective Salary Committee
TBD	Annual Reviews for AAUP Faculty Conducted	
TBD	Faculty Research Excellence Awards Announced	
3/14 – 3/19	Spring Break	

APRIL		
Events & Due Dates		Recommended Activities
4/22/16	COE Honors Convocation	<ul style="list-style-type: none"> - Identify List of External Reviewers for Faculty Considered for T&P - Meet with Department Budget Committee
4/25/16	Winter Classes End	
4/26/16	Study Day	
5/3/16	Finals Week	
TBD	Department's Selective Salary Materials Due to Dean's Office	
TBD	Part-Time Instructor Appointments for Sp/Su Semester Due to Dean's Office	
TBD	Lecturer, Tenure Track, and Graduate Student Assistant Renewals Due to Dean's Office	
TBD	Software Requests for Connect Services (Classroom and Student Installs) for Spring/Summer Semesters	

MAY		
Events & Due Dates		Recommended Activities
5/3/16	Last Day of Finals	
5/9/16	Spring/Summer Semester Begins	
5/5/16	Commencement (tentative)	
5/6/16	Order of the Engineer Induction & Ceremony	
TBD	Departmental Budget Packages Due to Dean's Office	
TBD	P/A and Staff Association Performance Evaluations Complete	
TBD	Student Innovation and Design Day	
5/13/16	Annual Ph.D. Student Evaluation Due (online)	
5/30/16	Memorial Day Holiday	

JUNE		
Events & Due Dates		Recommended Activities
6/24/16	Spring Classes End	
6/25/16	Study Day	
6/29/16	Summer Semester Begins	
TBD	Departmental Budget Meetings Held with Dean's Office	

JULY		
Events & Due Dates		Recommended Activities
7/4/16	Independence Day Holiday	
7/29/16	Spring/Summer Classes End	
7/30/16	Study Day	
TBD	PTF Appointments for Upcoming Fall Term Due to Dean's Office	
TBD	Software Requests for Connect Services (Classroom and Student Installs) for Fall Semester	

AUGUST

Events & Due Dates

8/16/16 Summer Classes End
8/17/16 Study Day
Fall Academic Appointments Begin Mid-Month

Recommended Activities