

## FALL 2007 ADMINISTRATIVE CALENDAR

(as of August 16, 2007)

### AUGUST

Early August	Core Curriculum Certification: Deadline for recertifying 300-400 level courses ( <a href="#">Deadline: August 2007</a> )	Don Curtis
Early August	One-time Merit Recommendations ( <a href="#">Deadline: 8/10</a> )	Cheryl Hanks
Early August	Registration for academic regalia and academic procession for September 7 <sup>th</sup> Academic Convocation at: <a href="http://dof.tamu.edu/events/convocation/">http://dof.tamu.edu/events/convocation/</a> . ( <a href="#">Deadline: August 10</a> )	
August 6	Last day of second term and 10-week semester classes.	
August 7-8	Second term and 10-week semester final examinations for all students.	
August 9	Grades for degree candidates from departments due in Office of the Registrar. ( <a href="#">Deadline: Noon</a> )	
August 10	Liberal Arts Commencement, 9:00 a.m.	
August 13	Final grades for second term and 10-week semester due in Office of the Registrar.	
August 27	First Day of Classes	
August/end of FY	Report on Computer Access/instructional Technology Fee expenditures due	Ben M. Crouch

### SEPTEMBER

Early September	Spring 2008 schedules due to Dean's Office.	Pam Matthews
September 1	JoAnn Treat Research Excellence Award nominations due to College	Ben M. Crouch
September 3	Deadline for submission CCAS New Hires Survey data.	Larry Oliver
September 3	International Programs Office sends out call for Faculty Proposals to Teach Abroad in the Spring of 2009. ( <a href="#">Deadline to College: October 15, 2007.</a> )	Pam Matthews
September 7	Academic Convocation. Procession will step off from Cushing at ~1:00 and Convocation will begin at ~1:30 p.m. or as soon as all procession participants are seated.	
Early September	Call for CLLA Dissertation Research Awards	Larry Oliver
September 27	CLLA Fall Reception, 3:00-5:00 p.m., MSC 212; College-level Distinguished Teaching Award and College Research Award winners recognized.	Jennifer Newsom
Late September -	Dean's meetings with faculty in each department.	Charles A. Johnson
Late September	Dean's welcome reception for new faculty	Larry Oliver

### OCTOBER

October 1	JoAnn Treat Research Excellence Award nomination from College due	Ben M. Crouch
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\*Based on previous year.

*Light text indicates no direct action by department.*

	to Vice Chancellor for Research and Federal Relation	
Early-mid October	Computer Access/Instructional Technology Fee FY08 distribution announcement and call for proposals/requests (due early Nov.)	Ben M. Crouch
Early-mid October	External NEH deadline for proposals due.	Ben M. Crouch
October	Dean's meetings with department faculties.	Charles A. Johnson
October	Spring '08 IEF course fee requests due.	Cheryl Hanks
Mid-October	CLLA Dissertation Research Awards due	Larry Oliver
Mid-October	T&P Dossiers due to Dean's Office.	Larry Oliver
Mid-October	Call for Faculty Development Leave Requests for TY09 (for leave	Ben M. Crouch
October 15	Mid-semester grades due in Office of the Registrar. (Deadline: Noon)	
October 15	Faculty Proposals to Teach Abroad in the Spring of 2009 due to the College.	Pam Matthews
Late October	Call for Fallon-Marshall Lecture proposals (Deadline: Late November)	Ben M. Crouch
Late October	Names of departmental AFS Distinguished Achievement Award nominees to CLLA	Larry Oliver
Late October	Call re Library Enhancement Program proposals/requests	Ben M. Crouch

## NOVEMBER

Early November	Proposals for Computer Access/Instructional Technology Fee FY08 due	Ben M. Crouch
November 1	3 Finalists re JoAnn Treat Research Excellence Award to be forwarded to TAMU Research Foundation	Ben M. Crouch
November 1	Faculty Proposals to Teach Abroad in the Spring of 2009 that are selected by IPAC (the College's review committee) are due to SAPPC (Study Abroad Programs Policy Committee, in the Study Abroad Programs Office.	Pam Matthews
November 2	Last day for all students to drop courses with no penalty (Q-drop) and last day to officially withdraw from the University. (Deadline: 5:00 p.m.)	
Mid-November	Requests for Faculty Development Leave due	Ben M. Crouch
November 15	JoAnn Treat Research Excellence Award Final Candidate to be sent to	Ben M. Crouch
November 22-23	Thanksgiving Holiday	
Late November	Deadline for Fallon-Marshall Lecture proposals	Ben M. Crouch

## DECEMBER

Early December	Library Enhancement Proposals due	Ben M. Crouch
Early to Mid-December	College Holiday Reception; CLASS Award winners and staff accomplishments recognized.	Charlea A. Johnson

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December 4	Last day of Fall Semester classes. Redefined day, students attend their Thursday classes. Dead day, classes meet.	
December 5	T&P Packets to DOF	Larry Oliver
December 5-6	Reading days, no classes.	
December 7, 10-12	Fall semester final examinations for all students.	
December 14	Institutional Effectiveness Plans due to Paul Meyer.	Pam Matthews
Mid-December	OGS sends out call for Gramm Doctoral Fellowship due to Dean's Office ( <a href="#">Deadline: Mid-February</a> )	Larry Oliver
Mid-December	OGS sends out call for nominations for Distinguished Graduate Student Awards due to OGS ( <a href="#">Deadline: Late January</a> )	Larry Oliver
December 14-15	Commencement	
December 17	Final grades for all students due in Office of the Registrar.	
December 24 - January 1, 2008	Faculty and staff holiday.	