

2007-2008

COLLEGE CALENDAR

Office of the Dean – Box 5004 – LAB 210

| JUNE 2007 | |
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| Fri – 08 | Provost sends PDS/PAF forms for Summer Mini Session pay to Human Resources |
| Fri – 15 | Deadline for vitae and portfolios of prospective new faculty members for fall semester to be sent to the Graduate Council (graduate teaching); also send to the Academic Council (undergraduate teaching) for review if an exception to SAC's guidelines is being requested. |
| JULY 2007 | |
| Wed – 04 | July 4 th Holiday – night classes do meet |
| Fri - 06 | Personnel Data Sheets (PDS) for part-time faculty teaching fall classes due to the Dean |
| Fri - 13 | Deans submit syllabi for online courses to the Provost |
| Fri – 20 | Personnel Data Sheets (PDS) for part-time faculty teaching fall classes due to the Provost |
| Wed - 25 | Departmental Course Proposal Submission Date (CCC Mtg Date Thurs. 08/02) |
| Mon – 30 | Sabbatical reports due to the Provost for sabbaticals taken Spring 2007 |
| AUGUST 2007 | |
| Mon – 02 | SREB Electronic Campus Activation/Entry Deadline |
| Mon – 20 | Faculty Contracts begin; Faculty reports to campus |
| Mon – 20 | New faculty orientation activities (w/College/Departments) |
| Tues – 21 | New faculty luncheon at the Thad Cochran Center 11:30 a.m. – 1:00 p.m. |
| Wed – 22 | Classes Begin – Fall Semester |
| Wed – 22 | Be aware of the Charles W. Moorman Distinguished Professor application date (09/14/07) |
| Wed – 29 | Departmental Course Proposals Submission Date (CCC Mtg Date Thurs. 09/06) |
| SEPTEMBER 2007 | |
| Mon – 03 | LABOR DAY HOLIDAY (night classes do not meet) |
| Mon – 10 | Finalize college Advisory Committee (CAC) membership: Due to the Dean |
| Fri – 14 | Charles W. Moorman applications due to the deans office |
| Mon – 17 | Finalize College Advisory Committee (CAC) membership; college deans send names to Provost |
| Tues – 18 | New faculty submit graduate status material for teaching grad courses |
| Wed – 19 | Finalize departmental personnel committee (governance) option; send to college deans and to the Provost |
| Thurs – 21 | Submit applications for Grand Marshal to the Provost / Copy the Dean |
| Mon – 24 | Finalize University Advisory Committee (UAC) membership; send names to the Provost / Copy the Dean |
| Mon - 24 | Sabbatical proposals for AY 2007-2008 due in Deans Office |
| Mon – 24 | Be Aware of Headwae Application due to Provost Oct 08 |
| Wed – 26 | Departmental Course Proposal Submission Date (CCC Mtg Date Thurs. 10/04) |
| Fri – 28 | Proposals for Summer Grants for the Improvement of Instruction due to the Dean |
| OCTOBER 2007 | |
| Mon - 01 | Proposals for the Lucas Faculty Excellence Endowment due in the Deans Office |
| Mon – 01 | Faculty submit tenure and promotion dossiers to department or school |
| Mon – 08 | Submit Sabbatical applications for AY 2008-2009 to the Provost |
| Mon – 08 | Application for HEADWAE to the Provost |
| Mon – 08 | Proposals for Summer Grant for the Improvement of Instruction to the Dean |
| Wed – 10 | Click http://www.usm.edu/urc/srga/index.php for Summer Research Grants information and deadlines for awards regarding summer 2008 – URC will determine the deadline date |
| Mon – 15 | Deadline for vitae and portfolios of prospective new faculty members for Spring semester to be sent to the Graduate |

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| | Council (graduate teaching); also send to the Academic Council (undergraduate teaching) for review if an exception to SACS guidelines is being requested |
| Mon – 15 | Submit proposals for the Lucas Endowment for Faculty Excellence to the Provost |
| Thurs – Fri 18 – 19 | FALL BREAK FOR STUDENTS ONLY |
| Wed – 24 | Departmental Course Proposal Date (CCC Mtg Date Thurs. 11/01) |
| Wed – 24 | Proposals for Summer Grants for the Improvement of Instruction to the Provost |
| November 2007 | |
| Thurs –01 | Department chairs submit tenure and promotion dossiers and recommendations to CAC |
| Wed – 21 | Submit Personal Data Sheets (PDS) for part-time (spring semester) to the Dean |
| Thurs – Fri 22 – 23 | THANKSGIVING HOLIDAYS |
| Wed – 28 | Departmental Course Proposal Submission Date (CCC Mtg. Date Thurs. 12/06) |
| Wed – 28 | CAC submit tenure and promotion dossiers and recommendations to the Dean or Librarian |
| Thurs - 29 | Chairs/Directors nominations for Excellence to the Dean |
| Fri – 30 | Deans submit syllabi for online courses to the provost |
| December 2007 | |
| Fri – 07 | Submit Personnel Data Sheets (PDS) for part-time faculty (spring semester) to the Provost |
| Thurs – 13 | Deans submit college recipients of Excellence in Service, Teaching, Librarianship Awards to the Provost |
| Fri – 14 | SREB Electronic Campus Activation / Entry Deadline |
| Fri – 14 | Commencement – Reed Green Coliseum |
| Mon –10 | Faculty paperwork (PDS/PAF) for Mini Session pay (spring semester) to the Dean |
| Mon – 17 | Grades due for Fall 2007 semester |
| Fri – 21 | HOLIDAY BREAK BEGINS |
| January 2008 | |
| Wed – 02 | Holiday Break ENDS – FIRST DAY BACK TO WORK |
| Fri – 04 | Faculty paperwork (PDS/PAF) due to Provost Office for Spring Mini Session pay |
| Wed – 09 | Provost sends PDS/PAF forms for Summer Mini Session pay to Human Resources |
| Wed – 09 | Deans/university librarian submit tenure and promotion dossiers and recommendations to the Provost |
| Mon – 14 | Classes Begin – Spring Semester |
| Mon – 21 | MARTIN LUTHER KING HOLIDAY (night classes do meet) per registrars office 6/12/07 |
| Wed – 30 | Departmental Course Proposal Submission Date (CCC Mtg. Date Thurs. 02/07) |
| February 2008 | |
| Wed – 6 | UAC submit tenure and promotion dossiers and recommendations to the Provost |
| Mon – Tues 18 – 19 | Mardi Gras Holiday for Students Only |
| Tues – 26 | Submit applications for Grand Marshal to the Provost |
| Wed - 27 | Departmental Course Proposal Submission Date (CCC Mtg. Date Thurs. 03/06) |
| March 2008 | |
| Wed – 05 | Sabbatical reports due to the Provost for sabbaticals taken Fall 2007/ Copy to the Dean |
| Mon – 05 | Department Evaluation of Faculty due to the Dean |

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| Mon – Fri 10 – 14 | Spring Break For Students Only |
| Thurs – 13 | Deadline for vitae and portfolios of prospective new faculty members for Summer semester to be sent to the Graduate Council (graduate teaching); also send to the Academic Council (undergraduate teaching) for review if an exception to SACS guidelines is being requested |
| Fri – 21 | Good Friday Holiday |
| Mon – 24 | Departmental recommendations for third-year review due to the Dean |
| Wed - 26 | Departmental Course Proposal Submission Date*FINAL SUBMISSION DATE (CCC Mtg. Date Thurs. 04/03) |
| April 2008 | |
| Thurs– 03 | Submit decanal recommendations for Third-Year Review of faculty to the Provost |
| Fri – 11 | Personnel Action Forms for faculty on leave for AY 2007-2008 due to the Dean |
| Tues – 15 | Deans submit syllabi for online courses to the Provost |
| Fri – 18 | Provost and Vice President for Research and Economic Development submit tenure and promotion dossiers and recommendations to the President |
| Fri – 18 | Finalize 2007-2008 Grade Review Council members; send membership list to the Provost / Copy to the Dean |
| Tues - 22 | Submit Personnel Data Sheets (PDS) for part-time faculty teaching summer classes to the Dean |
| Fri – 25 | Submit Personnel Action Forms (PAF) for faculty on leave for AY 2007-2008 to the Provost |
| May 2008 | |
| Thurs - 01 | Submit Personnel Data Sheets (PDS) for part-time faculty teaching summer classes to the Provost |
| Mon – 05 | Time to be aware of HEADWAE nominations (See USM Homepage) |
| Fri – 09 | Commencement |
| Fri – 09 | Faculty paperwork (PDS/PAF) for Mini Sessions (Summer) to the Dean |
| Mon – 12 | Grades due for Spring 2008 semester |
| Mon – 12 | Finalize 2008-2009 Academic Council representatives; send membership list to the Provost/ copy Dean. |
| Thurs – 15 | Last day of the academic year for faculty on nine-month Contracts |
| Fri – 16 | Faculty paperwork (PDS/PAF) due to Provost Office for Summer Mini Session pay |
| Mon – 19 | Finalize 2008-2009 Faculty Senate representatives; send membership list to the Provost/ copy Dean |
| Mon – 19 | Finalize 2007-2008 Graduate Council representatives; send membership list to the Provost/ copy Dean |
| Mon – 26 | MEMORIAL DAY HOLIDAY – (night classes do meet) |
| Tues – 26 | Classes Begin – Summer Semester |
| June 2008 | |
| Fri – 06 | Provost sends PDS/PAF forms for Summer Mini Session pay to Human Resources |
| Fri - 13 | Deadline for vitae and portfolios of prospective new faculty members for fall semester to be sent to the Graduate Council (graduate teaching); also send to the Academic Council (undergraduate teaching) for review if an exception to SACS guidelines is being requested |
| July 2008 | |
| Fri – 04 | JULY 4 th HOLIDAY – (night classes do meet) |
| Mon – 7 | Personnel Data Sheets (PDS) for part-time faculty teaching fall classes due to the Dean |
| Fri - 18 | Personnel Data Sheets (PDS) for part-time faculty teaching fall classes due to the Provost |
| Mon – 28 | Sabbatical reports due to the Provost for sabbaticals taken Spring 2008 / Copy to the Dean |