

IMPORTANT FACULTY DATES -REVISED SPRING 2010

January

Friday	January 1		New Year's Day
Monday	January 4		Interim Classes Begin
Monday	January 4		Interim Syllabi due to Provost's office Send to provost@alb.edu
Tuesday	January 5		Last day to add a course or drop a course without a W grade
Friday	January 8		Last day for Q/NQ Registration Period
Saturday	January 9	9:00 a.m. - 2:30 p.m.	Eugene Shirk Scholarship Interviews (Selwyn North) Contact: Jennifer Williamson
Friday	January 15		Experience proposals due for events in February
Friday	January 15		Last day to withdraw from a course with a W grade
Saturday	January 16	9:00 a.m. - 2:30 p.m.	Eugene Shirk Scholarship Interviews (Selwyn North) Contact: Jennifer Williamson
Monday	January 18		Martin Luther King Day
Wednesday	January 20	10:00 a.m.	Academic Affairs Division Meeting (CCCR)
Thursday	January 21		Interim Classes end - end of day
Friday	January 22		Final exam day - Interim
Saturday	January 23	9:00 a.m. - 2:30 p.m.	Eugene Shirk Scholarship Interviews Contact: Jennifer Williamson
Sunday	January 24		Housing opens for spring semester
Sunday	January 24	1:30 p.m. - 2:30 p.m.	New student Spring Orientation
Monday	January 25		Spring semester classes begin
Monday	January 25		Electronic syllabi for spring classes due. (Submit to faculty secretaries)
Monday	January 25	4:00 p.m.	Assessment Committee Meeting (FC)

Contact: Dean Foster

Tuesday	January 26	4:00 p.m.	Curriculum Committee (IT Conference Room)
Wednesday	January 27	4:00 p.m.	FEC meeting (FC)
Thursday	January 28		Interim grades due to Registrar
Thursday	January 28	4:00 p.m.	PC Meeting (TBD)
Thursday	January 28		Interim grades due to Registrar
Friday	January 29	8:00 a.m. - 5:00 p.m.	Board of Trustees meeting
Saturday	January 30	8:00 a.m. - 1:00 p.m.	Board of Trustees meeting
Saturday	January 30	9:00 a.m.	Eugene Shirk Scholarship interviews(Snow Date) (Selwyn North) Contact: Jennifer Williamson

February

Monday	February 1	4:00 p.m.	First Year Faculty Book Discussion Group (CCCR)
Tuesday	February 2	4:00 p.m.	EPC meeting, (Teel 309A)
Wednesday	February 3	4:00 p.m.	ACRT Open Meeting for tenure track faculty (Library Classroom B09)
Thursday	February 4	8:00 a.m.	Full Cabinet meeting, (CCSL)
Friday	February 5		Last day to drop a course (without W grade)
Friday	February 5		Last day to change audit-credit status
Monday	February 8	4:00 p.m.	UGR meeting (CELAR)
Tuesday	February 9	Noon	Brown Bag Lunch Series - Educational Technology; Presenter: Rosemary Deegan (FC)
Tuesday	February 9	4:00 p.m.	Curriculum Committee (IT Conference Room)
Wednesday	February 10	4:00 p.m. ** 3:30 p.m.	Faculty meeting (CCSL) Refreshments served
Thursday	February 11	8:30 a.m.	Community Meeting (CCSL)
Saturday	February 13	5:30 p.m. 10:00 a.m.	Victorian Ball - dinner & dancing Classes Contact: Lisa Korecky

Monday	February 15		President's Day
Monday	February 15	6:00 p.m.	First Annual HECBC Lecture: The Changing Politics of Race in the Age of Obama. Presenter: Melissa Harris-Lacewell (MPK Chapel)
Monday	February 15		Experience Proposals Due for events in March
Monday-Friday	February 15-19		Q/NQ Registration Period
Monday	February 15	9:00 a.m. - 2:00 p.m.	Joseph E. Coleman Preview Day (Multiple locations) Contact: Catrina Mast
Tuesday	February 16	4:00 p.m.	EPC Meeting, (Teel 309A)
Wednesday	February 17		Ash Wednesday
Wednesday	February 17	11:00 a.m.	Academic Affairs Division meeting (CCSL-F)
Wednesday	February 17	4:00 p.m.	Department Chairs meeting (FC)
Friday	February 19		Faculty Development Grants Deadline
Monday	February 22		Fall 2010 course schedules due to Registrar from Dept. Chairs
Monday	February 22	4:00 p.m.	Assessment Committee Meetings (FC) Contact: Dean Foster
Tuesday	February 23	7:00 p.m.	10 th Annual Ellen S. Hurwitz Presidential Lecture (MPK Chapel)
Tuesday	February 23	4:00 p.m.	Curriculum Committee (IT Conference Room)
Wednesday	February 24	4:00 p.m.	FEC meeting (FC)
Thursday	February 25	4:00 p.m.	PC Meeting, (TBD)
Friday	February 26		Requests for faculty positions due from department chairpersons to provost office Contact: Angela Fonte
Sunday	February 28	5:00 p.m. - 9:00 p.m.	Prospective Students Honors Dinner (CFA Mezzanine) Contact: Stephanie Peirce

March

Monday	March 1	4:00 p.m.	New Faculty Book Discussion Group (CCCR)
Monday	March 1	4:00 p.m.	UGR meeting (CELAR)

Monday	March 1		Portfolios from faculty undergoing 2- and 4-year reviews due to AA office Contact: Angela Fonte
Monday	March 1		Department Chairs letters for faculty undergoing 2- and 4-year reviews due to AA office Contact: Angela Fonte
Monday	March 1		Peer review letters for faculty Undergoing 2- and 4-year reviews due to AA office Contact: Angela Fonte
Tuesday	March 2	8:00 a.m.	Full Cabinet meeting, (CCSL)
Tuesday	March 2	4:00 p.m.	EPC meeting, (Teel 309A)
Saturday	March 6		Spring Preview & Scholarship Brunch I
Monday-Friday	March 8-12		Davis Interviews (Admission)
Monday	March 8	12 noon	Brown Bag Luncheon Series - Group Assignments - Facilitator TBA (FC)
Monday	March 8	5:00 p.m. - 9:00 p.m.	Eugene Shirk Scholarship Dinner (CC Main & South Lounges) Contact: Jennifer Williamson
Tuesday	March 9	4:00 p.m.	Curriculum Committee (IT Conference Room)
Wednesday	March 10	4:00 p.m. ** 3:30 p.m.	Faculty Meeting (CCSL) Refreshments served
Thursday	March 11	4:00 p.m.	Campus Life Council (FC)
Thursday	March 11	4:00 p.m.	PC meeting (TBD)
Thursday	March 11	8:30 a.m.	Community Meeting (CCSL)
Friday	March 12		Mid-Term Exams
Friday	March 12		Spring Break Starts (end of scheduled classes)
Monday	March 15		Experience Proposals Due for events in April
Wednesday	March 17	10:00 a.m.	Academic Affairs Division Meeting (CCCR)
TBD	TBD	4:00 p.m.	Department Chairs meeting (FC)
Sunday	March 21		Spring Break ends
Monday	March 22		Classes resume
Monday	March 22	4:00 p.m.	UGR meeting (CELAR)

Monday	March 22	6:00 p.m.	Graduate Division's Annual Forum (MPK Chapel)
Monday	March 22	4:00 p.m.	Assessment Committee Meeting (FC) Contact: Dean Foster
Tuesday	March 23	4:00 p.m.	EPC meeting (Teel 309A)
Tuesday	March 23	4:00 p.m.	Curriculum Committee (IT Conference Room)
Tuesday	March 23	4:00 p.m.	Dean's Seminar. Topic: Moodle (CCSL) (RSVP to provost@alb.edu by March 18)
Wednesday	March 24	11:30 a.m.	St. Patty's Lunch (FC) (RSVP to provost@alb.edu by March 18)
Wednesday	March 24	4:00 p.m.	FEC/EPC Joint meeting for faculty position Requests (TBD) Contact: Angela Fonte
Wednesday	March 24		Spring Mid-Term grades due
Thursday	March 25	4:00 p.m.	PC meeting (TBD)
Sunday	March 28		Scholarship Dinner Contact: Admission Office
Monday	March 29		Passover (First Day)
Monday	March 29		Registration materials sent to faculty & Students
Tuesday	March 30	4:00 p.m.	FEC meeting (FC)
Wednesday	March 31	4:00 p.m.	Assessment Roundtable (FC) Contact: Dean Foster

April

Thursday	April 1		Easter Break Begins (End of Scheduled Classes)
Friday	April 2		Good Friday - College Closed
Sunday	April 4		Easter Sunday
Tuesday	April 6		Classes Resume
Tuesday	April 6	8:00 a.m.	Full Cabinet, (CCSL)
Tuesday	April 6		Last day to withdraw from class with W grade
Tuesday	April 6	4:00 p.m.	EPC meeting (Teel 309A)

Tuesday	April 6	4:00 p.m.	Curriculum Committee
Wednesday-Friday	April 7-23		Last day to withdraw with a W grade at Instructor's discretion
Thursday	April 8	11:30 a.m.- 1:30 p.m.	Retiree's Luncheon (CCSL)
Thursday	April 8	12 noon	Brown Bag Luncheon Series: Team Teaching Facilitator TBA (FC)
Thursday	April 8	4:00 p.m.	Campus Life Council (FC)
Thursday	April 8	4:00 p.m.	PC meeting (TBD)
Thursday-Saturday	April 8-10		CIC Department Chairs Workshop Managing Multiple Roles & Responsibilities Raleigh, NC Contact: Angela Fonte
Friday	April 9		Joseph E. Coleman Overnight Program
Saturday	April 10		Spring Preview & Scholarship Brunch II
Monday CANCELLED	April 12	4:00 p.m.	First Year Faculty Book Discussion (CCCR)
Wednesday	April 14	4:00 p.m. ** 3:30 p.m.	Faculty Meeting (CCSL) Refreshments served
Thursday-Friday	April 15-23		Registration for Fall 2010 semester
Thursday	April 15	4:00 p.m.- 7:00 p.m.	Faculty dialog #3 with Berks County Colleges and High Schools. (Kutztown University - Student Union Building)
Thursday	April 15	4:00 p.m.	Community Meeting (CCSL)
Thursday	April 15		Experience Proposals due for events in May
Friday	April 16		Summer faculty scholarship grant deadline Contact: Betsy Kiddy
Saturday	April 17	7:00 a.m. - 5:00 p.m.	Berks Undergraduate Research and Creativity Conference Contact: Kim Justeson
Monday	April 19	4:00 p.m.	Dean's Seminar & dinner (CCSL) Facilitator-Erin Evans (RSVP to provost@alb.edu by April 12)
Tuesday	April 20	4:00 p.m.	EPC meeting (Teel 309A)
Wednesday	April 21	10:00 a.m.	Academic Affairs Division Meeting (CCCR)

Wednesday	April 21	4:00 p.m.	Department Chairs meeting (FC)
Thursday	April 22	4:00 p.m.	Professional Council
Friday	April 23		Last day to withdraw with a W or WF grade at instructor's discretion
Sunday	April 25	9:00 a.m. - 3:00 p.m.	Just for Juniors Open House (Admissions)
Monday	April 26	4:00 p.m.	UGR meeting (CELAR)
Monday	April 26	4:00 p.m.	Assessment Committee Meeting (FC) Contact: Dean Foster
Wednesday	April 28	4:00 p.m.	FEC meeting (FC)
Wednesday	April 28	4:00 p.m.	Assessment Roundtable (FC) Contact: Dean Foster
Friday	April 30		Faculty development grant deadline Includes activities through Aug. 2010 Contact: Betsy Kiddy

May

Sunday	May 2	5:00 p.m.	Honors and Awards Ceremony (Campus Center Dining Hall)
Monday-Thursday	May 3-6		Honors Week Presentations Contact: Kim Justeson
Monday	May 3	TBD	New Faculty Book Discussion Group (TBD)
Monday	May 3	4:00 p.m.	UGR meeting (CELAR)
Tuesday	May 4	8:00 a.m.	Full Cabinet, (CCSL)
Tuesday	May 4	4:00 p.m.	EPC meeting, (Teel 309A)
Tuesday	May 4	4:00 p.m.	Curriculum Committee
Tuesday-Friday	May 4 - 14		Annual Juried Student Art Show
Thursday	May 6	4:00 p.m.	PC Meeting (TBD)
Friday	May 7	8:00 a.m. - 5:00 p.m.	Board of Trustees meeting
Friday	May 7	4:30 p.m.	Blue Grass BBQ Contact: Alumni Relations

Saturday	May 8	8:00 a.m. - 1:00 p.m.	Board of Trustees meeting
Monday	May 10	4:00 p.m.	Assessment Committee Meeting (FC) Contact: Dean Foster
Tuesday	May 11	4:00 p.m.	Assessment Roundtable (FC) Contact: Dean Foster
Wednesday	May 12	12 Noon	Brown Bag Luncheon Series: Promising Syllabi. Facilitator-TBA (FC)
Wednesday	May 12	4:00 p.m. ** 3:30 p.m.	Faculty Meeting (CCSL) Refreshments served
Thursday	May 13	8:30 a.m.	Community Meeting (CCSL)
Thursday	May 13	4:00 p.m.	Campus Life Council (FC)
Friday	May 14		Last Day of Classes
Friday	May 14		Sabbatical reports due to Academic Affairs for Faculty on sabbatical in the fall 2009 semester Contact: Angela Fonte
Saturday	May 15	4:30 p.m.	DCP Cohort Dinner Contact: Kevin Ezzell
Monday - Friday	May 17 - 21		Final Examinations
Tuesday	May 18	4:00 p.m.	EPC meeting, (Teel 309A)
Tuesday	May 18	4:00 p.m.	Curriculum Committee (IT Conference Room)
Wednesday	May 19	10:00 a.m.	Academic Affairs Division Meeting (CCCR)
Wednesday	May 19	4:00 p.m.	Department Chairs Meeting (FC)
Thursday	May 20	4:00 p.m.	PC Meeting (TBD)
Friday	May 21		Housing closes for non-graduates
Saturday	May 22	6:00 p.m. 6:30 p.m.	Jacob Albright Seniors: Reception (CFA Mezzanine) Dinner (Dining Hall)
Sunday	May 23		Baccalaureate & Commencement
Sunday	May 23		Housing closes for graduates
Tuesday-Thursday	May 25-27		CIC Department Chairs Workshop Managing Multiple Roles & Responsibilities Cincinnati OH Contact: Angela Fonte

Wednesday	May 26	4:00 p.m.	FEC Meeting (FC)
Friday	May 28		Spring Final Grades Due
Friday	May 28		Floating Holiday - College Closed
Monday	May 31		Memorial Day Holiday - College Closed

June

Tuesday	June 1		First Summer Session classes begin
Wednesday-Friday	June 2-4		CIC Department Chairs Workshop Managing Multiple Roles & Responsibilities St. Paul, MN Contact: Angela Fonte
Tuesday-Thursday	June 8-10		CIC Department Chairs Workshop Managing Multiple Roles & Responsibilities San Francisco, CA Contact: Angela Fonte
Saturday	June 12	12:00 p.m. - 6:30 p.m.	DCP Commencement
Monday	June 14		2009-2010 Academic Year Ends
Monday	June 14		End of year materials due from department chairs to Academic Affairs office Contact: Angela Fonte <ul style="list-style-type: none"> • End of the year departmental report • Update of 3-year course plan
Monday	June 14	4:00 p.m.	Assessment Committee Meeting (FC) Contact: Dean Foster
Friday	June 18		Untenured faculty eligible for early tenure decision must notify provost in writing of their request for tenure and/or promotion decision in the following year. Contact: Angela Fonte
Friday	June 18		Eligible faculty candidates reply to provost in writing with recommendations for peer reviewers. Contact: Angela Fonte
Friday	June 18		Eligible faculty candidates must present scholarly and/or creative works to the provost AND provide a list of external reviewers of those works to the provost. Contact: Angela Fonte

Friday	June 18		Department Chairpersons of eligible faculty candidates must submit name(s) of external reviewers of scholarly materials to provost. Contact: Angela Fonte
Wednesday	June 16	8:00 a.m.	Academic Affairs Division Retreat (TBD)
Wednesday	June 30		Faculty secretaries evaluations due

July

Thursday	July 1		First summer session classes end
Friday	July 2		First summer session final exams
Friday - Monday	July 2-5		College Closed for Independence Day
Tuesday	July 6		Second Summer session classes begin
Friday	July 16		Sneak Peek
Saturday	July 17		Sneak Peek
Sunday	July 18	10:00 a.m.	Summer Open House Contact: Admission office
Wednesday	July 21	10:00 a.m.	Academic Affairs Division Meeting

August

Tuesday	August 3	8:00 a.m.	Full Cabinet (CCSL)
Thursday	August 5		Second summer session classes end
Friday	August 6		Second summer session Final Exams
Friday	August 13		Provost notifies eligible faculty candidates of selected peer reviewers and candidates send syllabi to those reviewers.
Sunday	August 15		Start of the 2010-2011 Academic Year
Sunday	August 15		Experience Proposals due for September
Wednesday	August 18	10:00 a.m.	Academic Affairs Division meeting (CCCR)
Thursday	August 19	8:00 a.m.	New Faculty Orientation (FC)
Monday	August 23	11:30 a.m. -	Department Chairs Luncheon Meeting (FC)

			(tentative)
Tuesday	August 24	4:00 p.m.	Curriculum Committee
Wednesday	August 25	TBD	Faculty Retreat (TBD)
Wednesday	August 25	4:00 p.m.	FEC meeting (FC)
Thursday	August 26		Move-in Day
Thursday	August 26	11:00 a.m.	Move-in Day Picnic
Thursday	August 26	3:00 p.m. 2:15 p.m.	Convocation (Bollman gym) Faculty robing for convocation (TBD) Contact: Angela Fonte
Thursday-Sunday	August 26-29		Orientation for freshmen
Monday	August 30		Fall 2010 classes begin

*Provost's office hours: Mondays, 11:30 am – 1:30 pm
@ Jake's Place*

*Dean of Undergraduate Studies' office hours:
Thursdays, 1:00 p.m. to 2:30 pm.
@ Jake's Place*