

KANSAS STATE UNIVERSITY
COLLEGE OF
ARTS & SCIENCES

OFFICE OF THE DEAN
117 EISENHOWER HALL
MANHATTAN, KS 66506-1005
785-532-6900
FAX: 785-532-7004



July 27, 2009

TO: Arts and Sciences Faculty and Staff
FROM: Dean Brian Spooner
SUBJECT: Arts and Sciences Fall Semester 2009 Calendar

AUGUST

August 20 & 21 New Student Orientation and enrollment.
August 24 Classes begin.

SEPTEMBER

September 3 Arts and Sciences **Department Heads' meeting**, 8:30 a.m., Union 206.
September 4 **Deadline to submit course and curriculum changes** for consideration at the October 1st Arts and Sciences Faculty meeting.
September 7 Labor Day. Student/University holiday.
September 21 **Coffman Chair for University Distinguished Teaching Scholars due in the Deans' Office.**
September 21 **Deadline for Department Heads to forward Alumni Fellows nomination to the Dean.**
September 28 Last day to drop a regular session course without a W.

OCTOBER

October 1 **Deadline for the Coffman Chair for University Distinguished Teaching Scholar to the Provost.**
October 1 Arts and Sciences **Department Heads' meeting**, 8:30 a.m., Location TBD.
October 1 Distribution of primary ballot for election of CCOP members.
October 1 **Deadline to submit course and curriculum changes** to be considered at the November 5th Arts and Sciences Faculty meeting.
October 1 Arts and Sciences **Faculty Meeting, State of the College Address**, 4:00 p.m., Kedzie Hall 004
October 1 Deans' Office forwards Alumni Fellows nomination to the Alumni Office.

OCTOBER continued

October 5	Student Holiday
October 7	Deadline for University Distinguished Professor nominations to the Provost.
October 14	Deadline for return of CCOP primary ballots.
October 21	Distribution of CCOP final ballots.
October 23 & 24	College of Arts and Sciences Alumni Advisory Council Meeting.
October 26	Deadline for return of CCOP final ballots.
October 26	Enrollment begins for Spring 2009.
October 30	Last day a regular session course may be dropped.

NOVEMBER

November 2	Deadline for Department Heads to forward promotion and tenure recommendations to the Dean.
November 5	Arts and Sciences Faculty Meeting , 4:00 p.m., Kedzie 004.
November 5	Arts and Sciences Department Heads' meeting , 8:30 a.m., Union 206.
November 16	Deadline for Department Heads to make 2009-2010 reappointment recommendations to the Dean for faculty in their second academic year .
November 20	Sabbatical requests due in the Deans' Office.
November 25&26	Thanksgiving Student Holiday.
November 26& 27	Thanksgiving University Holiday.

DECEMBER

December 10	Arts and Sciences Department Heads' Meeting , 8:30 a.m., TBD.
December 11	Last day of Fall 2009 semester.
December 11	Graduate Commencement, 1:00 p.m., McCain Auditorium.
December 12	Undergraduate Commencement, 9:00 a.m., Bramlage Coliseum.
December 14-18	Final examinations.
December 15	Deans' Office notifies second year faculty of non-reappointment for 2010-2011 academic year no later than December 15 th .
December 21	Deadline (5:00 p.m.) for submitting into iSIS the term final grades for scheduled examinations given Monday through Wednesday of week 17.
December 23	Deadline (5:00 p.m.) for submitting into iSIS the term final grades for scheduled examinations given Thursday-Friday of week 17.
December 25	University Holiday.