

**ANDREWS ANNUAL CALENDAR FOR FACULTY**

Month	Week One	Week Two	Week Three	Week Four
August	Summer Semester ends Graduation Summer semester grades due Post fall syllabi to IVue Acalog opens for Bulletin editing Rank & Tenure: Draft portfolio to Chairs FAR Awards announced	Department meetings Submit Annual Assessment Report Continue tour planning for next year New faculty orientation Faculty Institute	Department meetings Turn in detailed tour application to Dean's Office for Spring tours; Continue tour planning for next fiscal year Departments approve substantive program changes for coming year	Freshmen orientation & registration First Stop Student financial clearance required or classes dropped Act on course/program adjustments  Week Five Fall semester begins Late registration fee begins UG Research Scholarship applications due
September	Student drop/Add deadline for Fall Rank & Tenure: Draft portfolio to Deans			



