

## Office of the Provost 2009-2010 Deadlines

*2009*

| <u>Month</u>     | <u>Day</u> | <u>Description</u>   | <u>Contact</u>    | <u>Email contact</u> |
|------------------|------------|--|-------------------|----------------------|
| <b>August</b>    | 12         | New Faculty Bus Tour; Orientation 9-2  | Michele Gillespie | gillesmk@wfu.edu     |
|                  | 14         | Dean of the College Orientation 9-5  |                   |                      |
|                  | 18         | New Faculty Orientation 8:30-3   | Michele Gillespie | gillesmk@wfu.edu     |
| <b>September</b> | 3          | Thursdays @ Starling   | Michele Gillespie | gillesmk@wfu.edu     |
|                  | 17         | Fall Convocation, 4 pm   | Michele Gillespie | gillesmk@wfu.edu     |
|                  | 29         | Research Reception – President’s House   | ORSP/Welker       | welker@wfu.edu       |
| <b>October</b>   | 1          | ▶ Fund for Ethics, Leadership and Civic Responsibility Application Deadline  | Michele Gillespie | gillesmk@wfu.edu     |
|                  | 1          | ▶ Provost Academic Excellence Fund Proposals Due   | Michele Gillespie | gillesmk@wfu.edu     |
|                  | 1          | ▶ Chambers Family Endowment Fund for Entrepreneurship Application Deadline   | Michele Gillespie | gillesmk@wfu.edu     |
|                  | 1          | ▶ Thursdays at Starling  | Michele Gillespie | gillesmk@wfu.edu     |
|                  | 12         | ▶ Science Research Fund Application Deadline   | Mark Welker       | welker@wfu.edu       |
|                  | 14         | NC Board of Science & Technology Grants Workshop   | Mark Welker       | welker@wfu.edu       |
|                  | 15         | Ace Service Learning Fellows Applications due  | Michele Gillespie | gillesmk@wfu.edu     |
|                  | 16         | Apps Due for QEP Funds for International Scholars in Spring 2010   | Kline Harrison    | harrisjk@wfu.edu     |
|                  | 16         | Apps Due for QEP Funds for Undergraduate Student Stipends for Participation in International Conferences/Activities During Spring 2010 | Kline Harrison    | harrisjk@wfu.edu     |
|                  | 16         | Apps Due for QEP Funds for Hosting an International Conference/Colloquium during Spring, Summer, or Fall of 2010                       | Kline Harrison    | harrisjk@wfu.edu     |
|                  | 16         | Apps due to Direct Undergraduate Overseas Programs at the WFU Houses for 2011-2012   | Kline Harrison    | harrisjk@wfu.edu     |
|                  | 16         | Apps due to Direct a University Summer Course at the WFU Houses  | Kline Harrison    | harrisjk@wfu.edu     |
|                  | 26         | ▶ Social, Behavioral, & Economic Sciences Research Fund Application Deadline   | Mark Welker       | welker@wfu.edu       |
|                  | 29         | ▶ VPs & Deans Proposals for Strategic Initiative Funds Due to Provost and BFP  | Michele Phillips  | mphilip@wfu.edu      |
|                  | 29         | ▶ Requests for Capital Funding Due to Provost and Facilities   | J.Alty/M.Phillips | mphilip@wfu.edu      |

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| <b>November</b> | 9   | ▶ Creativity and Innovation Fund, Community Based Research apps. Due (Round 2)  |                   |                  |
|                 | 12  | Thursdays at Starling, 4 pm   | Michele Gillespie | gillesmk@wfu.edu |
|                 | 13  | ▶ VPs and Deans Budget Restructuring Plans Due to Provost/CFO   | Beth Hoagland     | hoaglamb@wfu.edu |
|                 | 16  | Senior Interdisciplinary Seminars Application Deadline  |                   |                  |
|                 | 23  | ▶ Reynolds Leave Application Deadline (deadline date for leaves in <b>2010/2011</b> )   | Mark Welker       | welker@wfu.edu   |
| <b>December</b> | 1   | Recommendations for FY10 Tuitions& All Fees Due to Provost & Budget Offices   |                   |                  |
|                 | 7   | Saylor Breckenridge, speaker - Social, Behavioral, and Economic Sciences at NSF: 4-6 pm   | Mark Welker       | welker@wfu.edu   |
|                 | 8   | Deadline for requests for Laptops for staff in central administration business units, plus offices of provost, dean of college, and dean of graduate school | John Henderson    | henderjd@wfu.edu |

### 2010

| Month           | Day   | Description   | Contact           | Email contact    |
|-----------------|-------|---|-------------------|------------------|
| <b>January</b>  | 15    | Leadership Training   |                   |                  |
|                 | 16    | ▶ Faculty Activity Forms Due To Deans, Provost and Institutional Research                   |                   |                  |
|                 | 29    | ▶ Creativity and Innovation Fund, Community Based Research Apps Due (Round 3)               |                   |                  |
| <b>February</b> | 1     | Departmental Tenure and Promotion Decisions Due to Dean                                     |                   |                  |
|                 | 4     | ▶ Teaching & Learning Center Innovation Award Application Deadline                          | Michele Gillespie | gillesmk@wfu.edu |
|                 | 4     | Thursdays at Starling, 4 pm   | Michele Gillespie | gillesmk@wfu.edu |
|                 | 6     | Chairs' Salary Category Recommendations Due to Dean(s)                                      |                   |                  |
|                 | 9     | Cross-Campus Collaborative Research Support Fund Application Deadline                       | Mark Welker       | welker@wfu.edu   |
|                 | 10-11 | The Energy Conference – Energizing the Future: Sustainability, Policy, and Entrepreneurship |                   |                  |
|                 | 15    | ▶ Tenure and Promotion Recommendations from Deans to Provost                                |                   |                  |
|                 | 15    | ▶ Hatch Prize Applications Due  | Michele Gillespie | gillesmk@wfu.edu |
|                 | 17-18 | National Endowment for Humanities Grants Workshop   | Mark Welker       | welker@wfu.edu   |

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|--------------|------------|---|-------------------|----------------------|
|              | 18         | Founder's Day Convocation, 4 pm   |                   |                      |
|              | 22         | (pending availability of funds) Science Research Fund Application Deadline  | ORSP/Mark Welker  | welker@wfu.edu       |
|              | 22         | (pending avail. funds) Social, Behavioral, & Econ Sciences Res Fund App Deadline  | ORSP/Mark Welker  | welker@wfu.edu       |
|              | 27         | ▶ Deans' Faculty Evaluations and Salary Recommendations Due to Provost  |                   |                      |
| <b>March</b> | 1          | Fund for Ethics, Leadership and Civic Responsibility Application Deadline   | Michele Gillespie | gillesmk@wfu.edu     |
|              | 1          | Chambers Family Endowment Fund for Entrepreneurship Application Deadline  | Michele Gillespie | gillesmk@wfu.edu     |
|              | 4          | Thursdays at Starling, 4 pm   | Michele Gillespie | gillesmk@wfu.edu     |
|              | 6          | Tenure and Promotion Materials to President's Office  |                   |                      |
|              | 15         | Tenure and Promotion Recommendations to President's Office  |                   |                      |
|              | 19         | Apps Due for QEP Funds for International Scholars in Fall 2010  | Kline Harrison    | harrisjk@wfu.edu     |
|              | 19         | Apps Due QEP Funds for Undergraduate Student Stipends for Participation in International Conference /Activities During Summer and Fall 2010 | Kline Harrison    | harrisjk@wfu.edu     |
|              | 19         | Apps Due for QEP Funds for Undergraduate Student Stipend for an International Internship During Summer 2010                                 | Kline Harrison    | harrisjk@wfu.edu     |
|              | 19         | Apps Due QEP Faculty Stipends for Int'l Course Development Summer 2010  | Kline Harrison    | harrisjk@wfu.edu     |
|              | 23         | Fulbright Grants Workshop   | Mark Welker       | welker@wfu.edu       |
| <b>April</b> | 1          | Provost's Fund for Academic Excellence Proposals Due  | Michele Gillespie | gillesmk@wfu.edu     |
|              | 1          | Thursdays at Starling, 4 P.M.   | Michele Gillespie | gilesmk@wfu.edu      |
|              | 8          | WIN Budget System Rolled Out to Units; Units Complete Staff and Non-personnel Sections  |                   |                      |
|              | 28         | Deans Submit Budgets to Provost   |                   |                      |

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| <b>May</b>   | 15         | Graduate School Hooding & Awards (professional schools?)  |                |                      |
|              | 16         | Baccalaureate   |                |                      |
|              | 17         | Commencement  |                |                      |
| <b>June</b>  | 15         | Department Annual Reports to Dean of the College, Dean of Graduate School (as appropriate), and Provost |                |                      |
|              | 30         | Deans and Directors Submit Annual Reports to Provost  |                |                      |

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