

## Office of the Provost 2008-2009 Deadlines

*2008*

<u>Month</u>	<u>Day</u>	<u>Description</u>	<u>Contact</u>	<u>Email contact</u>
<b>August</b>	18	New Faculty Bus Tour; Orientation 9-2	Michele Gillespie	gillesmk@wfu.edu
	19	Dean of the College Orientation 9-5		
	21	New Faculty Orientation 11-4	Michele Gillespie	gillesmk@wfu.edu
	22	New Faculty IS Orientation 2-4 pm	Rick Matthews	matthews@wfu.edu
	30	▶ Provost Academic Excellence Fund Proposals Due	Michele Gillespie	gillesmk@wfu.edu
<b>September</b>	4	Thursdays @ Starling	Michele Gillespie	gillesmk@wfu.edu
	18	Fall Convocation, 4 pm	Michele Gillespie	gillesmk@wfu.edu
	28	▶ New Venture Seed Grant Application Deadline	Betsy Gatewood	welker@wfu.edu
	30	▶ VPs and Deans Budget Restructuring Plans Due to Provost/CFO		
<b>October</b>	1	▶ Fund for Ethics, Leadership and Civic Responsibility Application Deadline	Michele Gillespie	gillesmk@wfu.edu
	2	▶ Creativity & Innovation Fund, Community Based Research Apps Due (Round 1) Thursdays at Starling, 4pm	Betsy Gatewood Michele Gillespie	gatewoej@wfu.edu gillesmk@wfu.edu
	5	▶ Chambers Family Endowment Fund for Entrepreneurship Application Deadline	Michele/Mark	gillesmk@wfu.edu
	12	▶ Science Research Fund Application Deadline ▶ Interdisciplinary Innovation & Entrepreneurship Fund Application Deadline (w/ SRF)	Mark Welker Betsy Gatewood	welker@wfu.edu gatewoej@wfu.edu
	14	NC Board of Science & Technology Grants Workshop	Mark Welker	welker@wfu.edu
	15	Apps Due for QEP Funds for International Scholars in Spring 2009 ; Apps Due for QEP Funds for Undergraduate Student Stipends for Participation in International Conferences/Activities During Spring 2009 Apps due to Direct Undergraduate Overseas Programs at the WFU Houses for 2010-2011 Apps due to Direct a University Summer Course at the WFU Houses	Kline Harrison Kline Harrison Kline Harrison Kline Harrison	harrisjk@wfu.edu harrisjk@wfu.edu harrisjk@wfu.edu harrisjk@wfu.edu
	16	▶ ACE Service Learning Fellows Applications Due	Michele Gillespie	gillesmk@wfu.edu
	24	▶ Interdisciplinary Innovation & Entrepreneurship Fund App. Deadline (w/ Archie)	Betsy Gatewood	gatewoej@wfu.edu
	26	▶ Social, Behavioral, & Economic Sciences Research Fund Application Deadline ▶ Interdiscip. Innovation & Entrepreneurship Fund App Deadline (with SBESRF)	Mark Welker Betsy Gatewood	welker@wfu.edu gatewoej@wfu.edu
	29	▶ VPs & Deans Proposals for Strategic Initiative Funds Due to Provost and BFP ▶ Requests for Capital Funding Due to Provost and Facilities	Michele Phillips J.Alty/M.Phillips	mphilip@wfu.edu mphilip@wfu.edu

▶ = See Provost's website

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<b>November</b>	2	▶ Faculty Entrepreneurial Venture Projects Application Deadline	Betsy Gatewood	gatewoej@wfu.edu
	6	Thursdays at Starling, 4 pm	Michele Gillespie	gillesmk@wfu.edu
	9	▶ Creativity and Innovation Fund, Community Based Research Apps. Due Round 2)		
	16	First Year Seminars on Entrepreneurship Topics Application Deadline Junior Year Entrepreneurial Projects Seminars Application Deadline Senior Interdisciplinary Seminars Application Deadline	Betsy Gatewood	gatewoej@wfu.edu
	24	▶ Reynolds Leave Application Deadline (deadline date for leaves in 2009/2010)	Mark Welker	welker@wfu.edu
<b>December</b>	1	Recommendations for FY10 Tuitions& All Fees Due to Provost & Budget Offices		
	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

### *2009*

<b>Month</b>	<b>Day</b>	<b>Description</b>	<b>Contact</b>	<b>Email contact</b>
<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
	5	Thursdays at Starling, 4 pm		
	6	Chairs' Salary Category Recommendations Due to Dean(s)		
	9	Cross-Campus Collaborative Research Support Fund Application Deadline	Mark Welker	welker@wfu.edu
	15	▶ Tenure and Promotion Recommendations from Deans to Provost ▶ Hatch Prize Applications Due	Michele Gillespie	gillesmk@wfu.edu
	17-18	National Endowment for Humanities Grants Workshop	Mark Welker	welker@wfu.edu
	26	Founder's Day Convocation, 4 pm		
	22	(pending availability of funds) Science Research Fund Application Deadline Interdisciplinary Innovation and Entrepreneurship Fund App Deadline (with SRF) (pending avail. funds) Social, Behavioral, & Econ Sciences Res Fund App Deadline	ORSP/Mark Welker Betsy Gatewood ORSP/Mark Welker	welker@wfu.edu gatewoej@wfu.edu welker@wfu.edu
	27	▶ Deans' Faculty Evaluations and Salary Recommendations Due to Provost	Betsy Gatewood	gatewoej@wfu.edu

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<b>March</b>	1	Fund for Ethics, Leadership and Civic Responsibility Application Deadline Chambers Family Endowment Fund for Entrepreneurship Application Deadline	Michele Gillespie Michele Gillespie	gillesmk@wfu.edu gillesmk@wfu.edu
	5	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		
	18	Apps Due for QEP Funds for International Scholars in Fall 2009 Apps Due QEP Funds for Undergraduate Student Stipends for Participation in International Conference /Activities During Summer and Fall 2010	Kline Harrison Kline Harrison	harrisjk@wfu.edu harrisjk@wfu.edu
		Apps Due for QEP Funds for Undergraduate Student Stipend for an International Internship During Summer 2009	Kline Harrison	harrisjk@wfu.edu
		Apps Due QEP Faculty Stipends for Int'l Course Development Summer 2009	Kline Harrison	harrisjk@wfu.edu
	23	Fulbright Grants Workshop, 9:00-4:00; Benson 409	Mark Welker	welker@wfu.edu
<b>April</b>	2	Thursdays at Starling, 4pm	Michele Gillespie	gillesmk@wfu.edu
	8	WIN Budget System Rolled Out to Units; Units Complete Staff and Non-personnel Sections		
	15	Rethinking Admissions Conference		
	17	Apps Due Career Development Seminar for Emerging Women Leaders	Mark Welker	welker@wfu.edu
	28	Deans Submit Budgets to Provost		
<b>May</b>	1	Provost's Fund for Academic Excellence Proposals due	Michele Gillespie	gillesmk@wfu.edu
	16	Graduate and Professional School Hooding & Awards		
	17	Baccalaureate		
	18	Commencement		
	30	Center & Institute Planning Grant Applications Due	Mark Welker	welker@wfu.edu
<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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