

**NEWS AND INFORMATION:**

**Reminder:** As you may know, the Office of the Provost (formerly Ransom Hall) and the Office of the Associate Provosts (formerly Edelstein House) have moved into Bailey House as one office. We are now The Office of the Provost (collectively). You can still reach Pamela Faust here at Bailey as usual. The entrance to her office is around the back on the ground level.

The main phone number to reach Joe, Jan, or Brad is now **x5114**. You can also reach the staff of the Office of the Provost at their individual numbers below:

Amy—5117 Darlene—5118 Michelle—5115 Jami—5748 Pamela—5108

If you have any questions during this transition, please don't hesitate to call the Office at x.5114!

**New:** The Provost and Associate Provosts will now hold **office hours for faculty!** If you have a question, need to drop in for a pow-wow, or share some information, please check out the calendar below for Office Hours in Bailey House.

**DEADLINES:**

Monthly—Submit [Digital, Multimedia, and Regular Course Reserves](#) at least 2 weeks prior to date needed for classes

September 1—[Tenure Reviewees Submit Dossier Information](#)

September 24—[Newton Chun Proposals Due](#)

September 24—[Midwest Faculty Seminar Proposal Due](#)

October 1st—[Faculty Performance Reviewees submit Dossier Information](#)

October 1st—Adoption Season Opens. The bookstore accepts adoptions for spring semester texts beginning today!

October 9th—[Faculty Research Grants/Round One](#)

October 15th—[Pre Tenure Reviewees submit Dossier Information](#)

November 5th—[Labalme Faculty Research Grants for International Travel](#)

December 15th—Department Chairs submit Letters for Pre Tenure Reviewees

**EVENTS:**

**SEPTEMBER 2013**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Pre Tenure Review Meeting 11am Bailey	4 <a href="#">New Faculty Only</a> : Working with LBIS Liaisons 4:15pm, Circ Desk	5 Faculty Performance Review Meeting 11am Bailey	6 Provost Office Hours 9am-11am AP Office Hours 2pm-4pm Bailey House	7
8	9	10 <a href="#">New Faculty Only</a> : CIP and WC, 1st Floor Olin 11:45am	11	12 Department Chairs' Meeting 11:10 Lentz 104 Faculty Lunch, Harcourt Parish 11:30-1:30	13 Provost Office Hours 9am-11am AP Office Hours 2pm-4pm Bailey House	14
15	16	17 Hiring Workshop (Chairs and Administrative Assistants with 13-14 searches) 11am, Tomsich 101	18 Jim Carson Kenyon Seminar, 4:15-5:30, Timberlake 5	19 Common Hour—How to Apply for FAC grants SMA 202	20 Provost Office Hours 9am-11am AP Office Hours 2pm-4pm Bailey House <a href="#">New Faculty Only</a> : McCoy Chair, Finn House 4:00pm	21
22	23 <a href="#">Faculty Meeting</a> 4:10-5:45, Higley Aud <a href="#">Faculty Lectureships</a> : Inderpal Grewal 7:30pm Gund Theater	24 <a href="#">Faculty Lectureships</a> : Inderpal Grewal 11:10am Peirce Lounge Chemistry Colloquium with President Decatur 11:10am Tomsich 101	25 <a href="#">Faculty Lectureships</a> : Michael Pollan 7:30pm Rosse Hall	26 <a href="#">Faculty Lectureships</a> : Michael Pollan 11:10am Peirce Lounge <a href="#">New Faculty Only</a> : New Faculty Provost Reception, Home of Joseph Klesner	27 Provost Office Hours 9am-11am AP Office Hours 2pm-4pm Bailey House	28
29	30					

**SEMESTER AT A GLANCE:**

August 29, Thursday—**Classes Began**

September 6, Friday—Last Day Audit, Drop/Add Ends

September 12, Thursday—Last Day to Add Music Lessons or Ensembles (4pm)

September 25, Wednesday—Last Day to Change from /to Pass/D/Fail

September 30, Monday—Juniors Must Declare Major by Today

October 3, Thursday—Sophomore Day, Peirce Alumni Dining Room (11am—1pm)

October 9, Wednesday—Last Day to Add a Course

October 10-11 Thursday, Friday—**October Break**

October 25, Friday—Last Day to Withdraw Passing

October 31, Thursday—Founders' Day; Matriculation

November 23, Saturday—**Thanksgiving Vacation Begins**

December 2, Monday—**Classes Resume**

December 13, Friday—**Last Day of Classes**

December 14-15, Saturday, Sunday—Reading Days

December 16, Monday—**Exam Week Begins**

December 18, Wednesday—Reading Days (Day Only, Exams Evening)

December 20, Friday—**Exams End, Semester Ends at 4:30 p.m.**

December 30, Monday—Fall Semester Grades Due Before 10:00 a.m.