2003-2004 SCHOOL OF ENGINEERING CALENDAR

* Indicates that dates are tentative for the 2003-2004 academic year. You will be notified when final dates are established.

September 2003

2 (Tue) Registration Day – Fall Term

8 (Mon) ENGINEERING COUNCIL – DEPARTMENT HEADS
10:00 AM – 12:00 PM, Room 1-214

15 (Mon) ENGINEERING COUNCIL – DEPARTMENT HEADS
10:00 AM – 12:00 PM, Room 1-214

22 (Mon) ENGINEERING COUNCIL – DEPARTMENT HEADS
10:00 AM – 12:00 PM, Room 1-214

22 (Mon) Dean’s Office sends out promotion eligibility forms for Assistant to Associate Professor and Associate to Full Professor

26 (Fri) Descriptions of New Faculty Hires for Engineering Council and Deans’ Group due in the Dean’s Office

29 (Mon) ENGINEERING COUNCIL – DEPARTMENT HEADS
10:00 AM – 12:00 PM, Room 1-214

October 2003

23 (Thu) Promotion cases due in the Dean's Office from Department Heads (Assistant to Associate Professor without Tenure): 18 copies, 3-hole punched, double-sided; plus one set of three recent refereed journal articles for each candidate

24 (Fri) Promotion cases available to Department Heads in the Dean's Office (Assistant to Associate Professor without tenure)
November 2003

3 (Mon)  ENGINEERING COUNCIL – DEPARTMENT HEADS  
10:00 AM – 12:00 PM, Room 1-214

12 (Wed)  PROMOTION REVIEW (Assistant to Associate Professor without Tenure),  
ENGINEERING COUNCIL – DEPARTMENT HEADS  
9:30 AM - 4:30 PM, Room 1-214

12 (Wed)  Select Bose Junior Faculty Teaching Award recipient at AWOT Promotion Review Meeting

*14 (Fri)  FY05 Budget Proposals due in the Dean's Office

17 (Mon)  ENGINEERING COUNCIL – DEPARTMENT HEADS  
10:00 AM – 12:00 PM, Room 1-214

19, 20 (W, Th)  Aeronautics & Astronautics Visiting Committee

*21 (Fri)  SRS Review due in the Dean's Office

24 (Mon)  ENGINEERING COUNCIL – DEPARTMENT HEADS  
10:00 AM – 12:00 PM, Room 1-214

Dr. Vest will attend the meeting from 10:00-11:00 AM

24 (Mon)  Promotion cases due in the Dean's Office from Department Heads (Associate to Full Professor): 18 copies, 3-hole punched, double-sided; plus one set of three recent refereed journal articles for each candidate

25 (Tue)  Promotion cases available to Department Heads in the Dean's Office (Associate to Full Professor)

*24, 25 (M, T)  Dean's Office Individual Planning/Budget Meetings with Department Heads
December 2003

3, 4 (Wed, Thu) Nuclear Engineering Visiting Committee

*16 (Tue) Major space change requests (including needs for new space) due in the Dean's Office from Department Heads, Laboratory and Center Directors

17 (Wed) PROMOTION REVIEW (Associate to Full Professor), ENGINEERING COUNCIL – DEPARTMENT HEADS 9:30 AM - 4:30 PM, Room 1-214

22 (Mon) DEAN'S OFFICE HOLIDAY BRUNCH 9:30 AM - 11:00 AM, Room 1-214

January 2004

*5 (Mon) Dean's Office sends out tenure eligibility form

26 (Mon) ENGINEERING COUNCIL – DEPARTMENT HEADS 10:00 AM – 12:00 PM, Room 1-214

29 (Thu) Tenure cases due in the Dean's Office from Department Heads: 18 copies, 3-hole punched, double-sided; plus one set of three recent refereed journal articles for each candidate

30 (Fri) Tenure cases available to Department Heads in the Dean's Office

*30 (Fri) Department Heads’ sectile ranking of faculty due in the Dean's Office

February 2004

2 (Mon) Registration Day – Spring Term
5 (Thu)  SECTILE RANKING REVIEW, ENGINEERING COUNCIL – DEPARTMENT HEADS
         9:00 AM - 12:00 PM, Room 1-214

9, 10 (Mon, Tue)  TENURE REVIEW, ENGINEERING COUNCIL – DEPARTMENT HEADS
                     9:30 AM - 4:30 PM, Room 1-214

*13 (Fri)  Rank List I and Rank List IR Salary Review Material distributed from the Dean's Office to Department Heads

23 (Mon)  ENGINEERING COUNCIL – DEPARTMENT HEADS
             10:00 AM – 12:00 PM, Room 1-214

March 2004

1 (Mon)  ENGINEERING COUNCIL – DEPARTMENT HEADS
             10:00 AM – 12:00 PM, Room 1-214

*3 (Wed)  Rank List I and Rank List IR due in the Dean's Office

8 (Mon)  ENGINEERING COUNCIL – DEPARTMENT HEADS
             10:00 AM – 12:00 PM, Room 1-214

*8, 9, 11  Rank List I meetings between Dean and individual Department Heads

18, 19 (Thu, Fri)  Materials Science & Engineering Visiting Committee

22 - 26 (Mon-Fri)  Spring Break

April 2004

*2 (Fri)  Proposals for Research Support Committee Awards due in the Dean’s Office

*6 (Tue)  Rank List III due in the Dean's Office
*9 (Fri) Curriculum Development requests due in the Dean’s Office

26 (Mon) ENGINEERING COUNCIL – DEPARTMENT HEADS 10:00 AM – 12:00 PM, Room 1-214

27, 28 (Tue, Wed) Mechanical Engineering Visiting Committee

*28 (Wed) Rank List IIA due in the Dean's Office

29 (Thu) School of Engineering Infinite Mile Awards Ceremony 3:00 PM – 5:00 PM, Room 34-401 (Grier Room)

May 2004

3 (Mon) ENGINEERING COUNCIL – DEPARTMENT HEADS 10:00 AM – 12:00 PM, Room 1-214

10 (Mon) ENGINEERING COUNCIL – DEPARTMENT HEADS 10:00 AM – 12:00 PM, Room 1-214

11, 12 (T, W) Biological Engineering Visiting Committee

*14 (Fri) Nominations for open Career Development Professorships due in the Dean's Office

17 (Mon) ENGINEERING COUNCIL – DEPARTMENT HEADS 10:00 AM – 12:00 PM, Room 1-214

21 (Fri) ENGINEERING COUNCIL DINNER

24 (Mon) ENGINEERING COUNCIL – DEPARTMENT HEADS 10:00 AM – 12:00 PM, Room 1-214

*28 (Fri) Report on Outside Professional Activities due in the Dean's Office

June 2004

4 (Fri) Commencement