

# 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

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|-----------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>2 (Tue)</b>  | Registration Day – Fall Term                                                                                             |
| <b>8 (Mon)</b>  | ENGINEERING COUNCIL – DEPARTMENT HEADS<br><i>10:00 AM – 12:00 PM, Room 1-214</i>                                         |
| <b>15 (Mon)</b> | ENGINEERING COUNCIL – DEPARTMENT HEADS<br><i>10:00 AM – 12:00 PM, Room 1-214</i>                                         |
| <b>22 (Mon)</b> | ENGINEERING COUNCIL – DEPARTMENT HEADS<br><i>10:00 AM – 12:00 PM, Room 1-214</i>                                         |
| <b>22 (Mon)</b> | Dean's Office sends out promotion eligibility forms for Assistant to Associate Professor and Associate to Full Professor |
| <b>26 (Fri)</b> | Descriptions of New Faculty Hires for Engineering Council and Deans' Group due in the Dean's Office                      |
| <b>29 (Mon)</b> | ENGINEERING COUNCIL – DEPARTMENT HEADS<br><i>10:00 AM – 12:00 PM, Room 1-214</i>                                         |

## October 2003

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|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>23 (Thu)</b> | 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 |
| <b>24 (Fri)</b> | 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



- \*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