

# 2021-22 Department Chairs' & Program Coordinators' Calendar

updated by KH on 01/27/2022

**NOTE:** Please keep an eye out for emails re: updated COVID-19 protocols!

## August 2021

- 12 & 13 RCC Faculty Orientation; details to be provided by the Dean's Office
- 15 ~~2020-21 & 2021-22 New Faculty Dinner at the Barker House (cancelled due to COVID-19 precautions)~~
- 16, 18, & 20 New Faculty Orientation; [view the agenda](#)
- 17 CLA Faculty Retreat from 9-11am via <https://rollins.webex.com/meet/kharrington>
- 18 Registrar's Office sends a call for Spring 2022 course schedule updates
- 18 New Chairs Orientation from 8:30-11:30am in Faculty Club (*Returning Chairs are welcome to attend!*)
- 19 No activities scheduled to allow time for departmental retreats, mtgs, etc.
- 19-22 New Student Orientation; [more information](#)
- 20 RCC Advising Day from 9am-7pm in Olin Library
- 23 Fall 2021 Begins**
- 23 2020-21 Final Research Grant Reports due to Karla Knight [knknight@rollins.edu](mailto:knknight@rollins.edu) in the Dean's Office
- 23-27 Add/Drop Week
- 27 Last Day to Add a Course Without Instructor Signature
- 27 Waitlist Notifications End
- 27 Fall 2021 syllabi due to Dept. Admins or Janette Smith [jxsmith@rollins.edu](mailto:jxsmith@rollins.edu) in the Dean's Office

## September 2021

- 3 Credit/No Credit Deadline
- 3 Last Day to Drop a Course Without Transcript Notation
- 6 Labor Day**
- 7 Chairs & Coordinators Mtg from 12:30-1:45pm via <https://rollins.webex.com/meet/jcavanaugh>
- 9 State of the College Open Forum from 12:30-1:45pm via <https://rollins.webex.com/meet/srsinger>
- 10 rFLA Faculty Mtg from 2-3:30pm via <https://rollins.webex.com/meet/skistler>
- 13 Spring 2022 course schedule preliminary updates due to the Registrar's Office
- 14 New Faculty Monthly Mtg from 12:30-1:45pm via <https://rollins.webex.com/meet/kharrington>
- 23 2020-21 FSARs due via Foxlink (*if you are applying for 2022-23 grant funding*)
- 23 CLA Faculty Mtg from 12:30-1:45pm via <https://rollins.webex.com/meet/jmathews>
- 30 2021-22 CVs due to Kaitlyn Harrington [kharrington@rollins.edu](mailto:kharrington@rollins.edu) in the Dean's Office

## October 2021

- 1 CEC's 2021 appointment to tenure letters due to Dean, candidate & FEC Chair
- 1 Registrar's Office sends a proof of the Spring 2022 course schedule
- 1 2021-22 Midcourse Review Candidates Mtg from 8-9:30am via <https://rollins.webex.com/meet/jcavanaugh>
- 5 New Faculty Monthly Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 7 Chairs Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 9-12 Fall Break (for both CLA and Holt – confirmed by Dean Sanders on 9/15/2021)**
- 14 RCompass Fair from 12-2pm on Mills Lawn
- 15 CEC's 2021 promotion to Professor letters due to Dean, candidate & FEC Chair
- 15 Spring 2022 course schedule final updates due to the Registrar's Office
- 19 State of the College Update Mtg from 12:30-1:45pm via <https://rollins.webex.com/meet/srsinger>
- 21 CLA Faculty Mtg from 12:30-1:45pm in Bush Science Center, Auditorium
- 22 rFLA Faculty Mtg from 2-3:30pm in Bush Science Center, Auditorium
- 25 Academic & Career Planning for Intersession/Spring 2022 Begins
- 26 Strategic Planning Town Hall from 12:30-1:45pm via <https://rollins.webex.com/meet/srsinger>
- 27-29 Board of Trustees Mtg

**November 2021**

- 1 Registration Begins; visit <https://www.rollins.edu/registrar/course-schedules/> for details
- 2 Post-Board of Trustees Open Forum from 12:30-1:45pm via <https://rollins.webex.com/meet/srsinger>
- 4 Rollins College's Birthday
- 4 Chairs Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 5 Withdraw Deadline
- 5-7 Family Weekend; visit <https://www.rollins.edu/family-weekend/> for details
- 15 2020-21 Sabbatical Reports due to Karla Knight [kknight@rollins.edu](mailto:kknight@rollins.edu) in the Dean's Office
- 16 New Faculty Monthly Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 16 – Dec. 3 Fall 2021 CIEs open via Foxlink
- 18 CLA Faculty Mtg from 12:30-1:45pm in Bush Auditorium

**24-28 Thanksgiving Break**

- 30 Janette Smith in the Dean's Office sends Spring 2022 rFLA syllabi templates
- 30 rFLA Summit; details to be provided by the Dean's Office
- 30 Chairs Mtg from 12:30-1:45pm in Bush Science Center, Room 201

**December 2021****3 Fall 2021 Ends**

- 3 One-Time Credit/No Credit Deadline
- 3 rFLA Faculty Mtg from 2-3:30pm in Bush Science Center, Auditorium
- 4-5 Reading Days
- 6-7 Final Exams; view <https://www.rollins.edu/registrar/exam-schedule/> for details
- 8 Reading Day
- 8 CLA Faculty Mtg from 12:30-1:45pm in Bush Science Center, Auditorium
- 9-10 Final Exams; view <https://www.rollins.edu/registrar/exam-schedule/> for details
- 13-17 Contingency Days
- 14 Fall 2021 grades due at noon to Registrar's Office
- 17 2020-21 FSARs due via Foxlink

**18 – Jan. 2 Closure Days & Holidays****January 2022**

- 3 2021-22 promotion/tenure candidates upload materials to Canvas

**3-7 Intersession 2022**

- ~~3-7 New Faculty Intersession from 9am-4pm in Faculty Club (cancelled)~~
- 5-7 Intersession 2022 CIEs open via Foxlink
- 7 Faculty Day of Scholarship from 12-5pm in KWR

**10 Spring 2022 Begins**

- 10 2021-22 Mid-Year Research Grant Reports due to Karla Knight [kknight@rollins.edu](mailto:kknight@rollins.edu) in the Dean's Office
- 10 Intersession 2022 grades due at noon to Registrar's Office
- 10-18 Add/Drop Week

**17 Dr. Martin Luther King, Jr. Day**

- 18 Last Day to Add a Course Without Instructor Signature
- 18 Spring 2022 syllabi due to Dept. Admins or Janette Smith [jxsmith@rollins.edu](mailto:jxsmith@rollins.edu) in the Dean's Office
- 20 CLA Faculty Mtg from 12:30-1:45pm in Bush Science Center, Auditorium
- 24 Credit/No Credit Deadline
- 24 Last Day to Drop a Course Without Transcript Notation
- ~~28 rFLA Faculty Mtg from 2-3:30pm in KWR 310/320 (cancelled)~~
- 31 Curriculum Committee Mtg re: Position Requests from 4-6pm via <https://rollins.webex.com/meet/jciones>

February 2022	
1	New Faculty Monthly Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
3	Chairs & Coordinators Mtg from 12:30-1:45pm in Bush Science Center, Auditorium
15	2021-22 annual review letters due to the Dean's Office
15	CEC's 2022 mid-course review & promotion to Sr. Lecturer/AiR letters due to Dean, candidate & FEC Chair
17	CLA Faculty Mtg from 12:30-1:45pm in Bush Science Center, Auditorium
18	2020-21 & 2021-22 New Faculty Reception from 5-6:30pm at the Barker House
19-20	Scholars Weekend; details to be provided by the Dean's Office
23-25	Board of Trustees Mtg
March 2022	
1	Post-Board of Trustees Open Forum from 12:30-1:45pm via <a href="https://rollins.webex.com/meet/srsinger">https://rollins.webex.com/meet/srsinger</a>
3	CLA Faculty Mtg from 12:30-1:45pm in Bush Science Center, Auditorium
4	rFLA Faculty Mtg from 2-3:30pm in Kathleen W. Rollins Hall, Rooms 310 & 320
8	New Faculty Monthly Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
10	Chairs Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
<b>14-20</b>	<b>Spring Break</b>
21	Academic & Career Planning for Maymester/Fall 2022 Begins
25	Withdraw Deadline
28	Maymester/Fall 2022 Registration Begins
31	CLA Faculty Mtg from 12:30-1:45pm in Rice Family Banquet Room ( <i>if it's back online</i> )
April 2022	
5	New Faculty Monthly Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
11-25	Spring 2022 CIEs open via Foxlink
12	Chairs Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
14	CLA Faculty Mtg from 12:30-1:45pm in Rice Family Banquet Room ( <i>if it's back online</i> )
15	CEC's 2022 post-tenure review letters due to Dean & candidate
15	2022-23 Chair/Coordinator election results due to Karla Knight <a href="mailto:kknight@rollins.edu">kknight@rollins.edu</a> in the Dean's Office
15	Dean notifies 2022-23 promotion/tenure candidates of their eligibility
15	2023-24 Sabbatical Proposals due to Kaitlyn Harrington <a href="mailto:kharrington@rollins.edu">kharrington@rollins.edu</a> in the Dean's Office
15	rFLA Faculty Mtg from 2-3:30pm in Kathleen W. Rollins Hall, Rooms 310 & 320
21	rFLA Summit & Honors Thesis Celebration; details to be provided by the Dean's Office
25	One-Time Credit/No Credit Deadline
<b>25</b>	<b>Spring 2022 Ends</b>
26-27	Reading Day
27	CLA Faculty Mtg & 2021-22 Celebration from 12-2pm in Rice Family Banquet Room ( <i>if it's back online</i> )
28-29	Final Exams; view <a href="https://www.rollins.edu/registrar/exam-schedule/">https://www.rollins.edu/registrar/exam-schedule/</a> for details
30-May 1	Reading Days
May 2022	
2-3	Final Exams; view <a href="https://www.rollins.edu/registrar/exam-schedule/">https://www.rollins.edu/registrar/exam-schedule/</a> for details
4	Spring 2022 seniors' grades due at noon to Registrar's Office
4-6	Board of Trustees Mtg
7	Hamilton Holt School's Commencement
8	College of Liberal Arts' Commencement
<b>9</b>	<b>Maymester 2022 Begins</b>
9-13	Course Re-Design Institute from 9am-4pm in Kathleen W. Rollins Hall, Room 310
10	Post-Board of Trustees Open Forum from 12:30-1:45pm via <a href="https://rollins.webex.com/meet/srsinger">https://rollins.webex.com/meet/srsinger</a>
11	Spring 2022 all other grades due at noon to Registrar's Office

**May 2022 (continued)**

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| 15          | 2022-23 promotion/tenure candidates notify Dean of CEC's intention |
| 26 – June 3 | Maymester 2022 CIEs open via Foxlink                               |

30	<b>Memorial Day</b>
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**June 2022**

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| 1 | Chairs notify the Dean, candidate & FEC Chair of 2022-23 promotion/tenure candidates' CEC make-up |
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2	<b>Maymester 2022 Ends</b>
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| 3 | Final Exams during class periods |
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| 15 | Chairs submit 2021-22 Demonstration of Learning (DoL) Report via Xitracs |
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17	<b>Juneteenth</b>
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| 30 | 2021-22 Staff Performance Reviews via Reviewsnap |
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| 30 | Dr. Jennifer Jones Cavanaugh's Last Day at Rollins College; celebration to be announced |
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**July 2022**

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| 1 | Dr. Ashley Kistler's First Day as Interim Dean of Academics |
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| 1 | Dr. Amy Armenia's First Day as Interim Dean of Advising |
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| 1 | 2022-23 promotion/tenure candidates upload materials to Canvas |
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| 7 | Maymester 2022 grades due at noon to Registrar's Office |
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4	<b>Independence Day</b>
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