

**FACULTY OF ARTS AND SCIENCES-NEWARK  
DEPARTMENT CHAIR CALENDAR  
2009-2010**

**2009**

<b>Tuesday, September 1</b>	First Day of Fall Term
<b>Tuesday, September 1 - Thursday, September 10</b>	Adding Courses
<b>Saturday, September 5</b>	First day of Saturday classes
<b>Sunday, September 6</b>	First day of Sunday classes
<b>Monday, September 7</b>	<b>Labor Day Holiday</b> (Note: Tuesday 9/8/09 will change to Monday schedule)
<b>Wednesday, September 9</b>	Last day for students to drop a class without a “ W” grade
<b>Wednesday, September 9</b>	<b>New Faculty Orientation, 2:30p.m. – 3:50p.m., Hill Hall 315</b>
<b>Friday, September 11</b>	Deadline: List of pre-certified October, 2009 graduates sent by departments to Office of the Dean of Student Affairs Office, Hill Hall 312
<b>Monday, September 14</b>	<b>Council of Chairs Meeting, 11:30a.m. – 12:50p.m., Hill Hall 315</b>
<b>Wednesday, September 16</b>	<b>Dean=s Annual Address to the Faculty and Reception, 2:30p.m., Smith Hall 220</b> (Note: Reception will take place at Paul Robeson Gallery, 3:30pm)
<b>Friday, September 18 – Saturday, September 19</b>	<b>Rosh Hashanah (begins at sundown)</b>
<b>Sunday, September 27 – Monday, September 28</b>	<b>Yom Kippur (begins at sundown)</b>
<b>Monday, October 5</b>	<b>FASN Faculty Meeting, 11:30a.m. – 12:50p.m., Smith Hall 220</b>
<b>Monday, October 5, 2009 &amp; Wednesday, October 7, 2009</b>	Degree Navigator Training for Faculty and Staff – Location TBA Free Period (11:30 AM – 12:50 PM & 2:30 PM. – 3:50 PM)
<b>Wednesday, October 7</b>	27 <sup>th</sup> Annual New Jersey Law School Admissions Day Co-Sponsored: R-N Career Development Center / Montclair State University 1:00p.m. – 4:30p.m. 2009 Site Location: Montclair State University, Student Center, Ballrooms A,B,C
<b>Friday, October 9</b>	Promotion recommendations due in FASN Dean=s Office
<b>Wednesday, October 14</b>	Deadline for on-line diploma information filing for January, 2010 graduation
<b>Wednesday, October 14</b>	<b>Council of Chairs Meeting, 2:30p.m. – 3:50p.m., Hill Hall 315</b>

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<b>Wednesday, October 14</b>	3 <sup>rd</sup> Annual Rutgers Business School-Newark Career Fair 17 <sup>th</sup> Annual Rutgers-Newark / NJIT Collaborative Fall Career Day 12:30p.m. – 5:00p.m. R-N Paul Robeson Campus Center, MPR 231-232 NJIT Gymnasium
<b>Friday, October 16</b>	Submission of warning rosters electronically on REGIS by 4:00p.m.
<b>Monday, October 19</b>	Warnings issued for unsatisfactory academic performance in the fall term
<b>Wednesday, October 28</b>	12 <sup>th</sup> Annual Rutgers-Newark Graduate and Professional School Fair in association with NJIT 2:00 PM to 5:00 PM Paul Robeson Campus Center - Essex Room
<b>Friday, October 30</b>	Departmental recommendations for annual appointees who will have completed two years of service on June 30, 2010 due in FASN Dean's Office
<b>Monday, November 2 – Friday, November 6</b>	Advisement for declared majors in departments, first year students, and students on probation at ODOSA – Hill Hall 312, for Spring 2010.
<b>Tuesday, November 3</b>	Last day students may drop courses or withdraw from college (“W” grade assigned)
<b>Monday, November 9</b>	<b>Council of Chairs Meeting</b> , 11:30a.m. – 12:50p.m., Hill Hall 315
<b>Monday, November 9 – Friday, November 13</b>	Advisement for undeclared students in the Office of the Dean of Student Affairs, Hill Hall 312, for Spring 2010
<b>Monday, November 16 – Friday, November 20</b>	Web Registration for Spring, 2010
<b>Monday, November 16 (Tentative)</b>	College of Nursing – Career Development Seminar (Career Development Center) 1:30p.m. – 3:45p.m., Paul Robeson Campus Center, Essex Room 231-232
<b>Monday, November 16</b>	Last day to submit T-grade changes to the Registrar for Spring, 2009 Summer, 2009
<b>Wednesday, November 18</b>	<b>FASN Faculty Meeting</b> , 2:30p.m. – 3:50p.m., Smith Hall 220
<b>Thursday, November 26 – Sunday, November 29</b>	<b>THANKSGIVING RECESS</b>
<b>Monday, November 30</b>	Classes resume
<b>Wednesday, December 9</b>	<b>Council of Chairs Meeting</b> , 2:30p.m. – 3:50p.m., Hill Hall 315
<b>Wednesday, December 9</b>	Deadline: List of pre-certified January, 2010 graduation candidates sent by the departments to the Office of the Dean of Student Affairs, Hill Hall 312

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Friday, December 11	Fall term classes end
Monday, December 14 – Tuesday, December 15	Reading Days
Wednesday, December 16	Fall term examinations begin
Saturday, December 19	Saturday exams
Sunday, December 20	Sunday exams
Wednesday, December 23	Fall term examinations end
Wednesday, December 23, 2009 – Saturday, January 16, 2010	Winter Session <i>(Saturday is a make-up date, if needed)</i>
Thursday, December 24, 2009 – Monday, January 18, 2010	<b>WINTER RECESS</b>

**2010**

Tuesday, January 5	All grades due to the Registrar <i>(Fall 2009)</i>
Tuesday, January 19	First day of Spring Semester (first day to add/drop classes)
Monday, January 25	Last day to drop a class without a “W “grade
Monday, January 25	<b>Council of Chairs Meeting</b> , 11:30a.m. – 12:50p.m., Hill Hall 315
Tuesday, January 26	Last day to add classes
Wednesday, January 27	Career Development Center 11 <sup>th</sup> Annual Internships and Summer Job Fair 1:00p.m. – 4:00p.m. Paul Robeson Campus Center, Essex Room 231-232
Friday, January 29	Departmental recommendations for annual appointees who will have completed their first year of service on June 30, 2010 due in the FASN Dean=s Office
Wednesday, February 10	4 <sup>th</sup> Career Development Center Criminal Justice Career Fair 1:30p.m. – 4:00p.m. Paul Roberson Campus Center, MPR 231-232
Wednesday, February 10	Deadline for on-line diploma information filing for May, 2010 graduation

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<b>Wednesday, February 17</b>	<b>Council of Chairs Meeting</b> , 2:30p.m. – 3:50p.m., Hill Hall 315
<b>Monday, March 1</b>	12 <sup>th</sup> Annual Rutgers University College of Nursing Career Fair 1:30 PM to 4:30 PM Paul Robeson Campus Center, Essex Room 231-232
<b>Monday, March 8</b>	<b>Council of Chairs Meeting</b> , 11:30a.m. – 12:50p.m., Hill Hall 315
<b>Friday, March 12</b>	Departmental recommendations for faculty who have been at the University for three years or beyond with an expiration date of June 30, 2010 due in FASN Dean=s Office
<b>Friday, March 12</b>	Submission of warning roster electronically on REGIS by 4:00p.m.
<b>Friday, March 12,</b>	5 <sup>th</sup> Annual BIG EAST Career Fair (R-N Career Development Center) 10:00a.m. – 3:00p.m. Madison Square Garden, New York City (-Student Pre-Registration strongly encourage-)
<b>Saturday, March 13 – Sunday, March 21</b>	<b>SPRING RECESS</b>
<b>Wednesday, March 24</b>	<b>FASN Faculty Meeting</b> , 2:30p.m. – 3:50p.m., Smith Hill 220
<b>Friday, March 26</b>	Deadline: List of certified May, 2010 graduation candidates sent by the departments to the Dean of Student Affairs Offices, 312 Hill Hall
<b>Tuesday, March 29</b>	Last day to drop courses or withdraw from college for spring term (“W” grade assigned)
<b>TBA</b>	Advisement for declared majors in departments, first year students, and students on probation at ODOSA – Hill Hall 312, for Fall 2010
<b>TBA</b>	Advisement for undeclared students in the Office of the Dean of Student Affairs, Hill Hall 312, for Fall 2010
<b>TBA</b>	Touch Tone/Web Registration for Fall, 2010
<b>Wednesday, April 14</b>	<b>Council of Chairs Meeting</b> , 2:30p.m. – 3:50p.m., Hill Hall 315
<b>Friday, April 16</b>	31 <sup>st</sup> Annual Rutgers-Newark Career Development Center Spring Career Fair Event Morning Session: 9:30a.m. to 11:55 AM   Afternoon Session: 1:30 to 3:00 PM Paul Robeson Campus Center, Essex Room 231-232
<b>Friday, April 16</b>	Last day for submitting T-grade changes to the Registrars Office for Fall 2009 term
<b>Wednesday, April 21</b>	<b>FASN Faculty Meeting</b> , 2:30p.m. – 3:50p.m., Smith Hill 220

DEPARTMENT CHAIR CALENDAR 2009-2010

On or before April 30 for Fall 2010 appointments and On or before October 31 for Spring 2011 appointments	Deadline for departments to notify Teaching Assistant/Graduate Assistants of status for 2010-2011; copy of notification sent to FASN Dean=s Office
Monday, May 3	Last day of classes for spring semester
Tuesday, May 4 – Wednesday, May 5	Reading Periods
Thursday, May 6	Spring term examinations begin
Wednesday, May 12	Spring term examinations end
Friday, May 14	All grades due in Registrar’s Office by 12:00p.m. <b>(Especially Seniors) – <i>Electronic submission 4:00p.m.</i></b>

RUTGERS-NEWARK COMMENCEMENT 2010

TBA	Rutgers Business School
TBA	Faculty of Arts and Sciences and University College <i>(NCAS and UC-N)</i>
TBA	School of Criminal Justice
TBA	College of Nursing
TBA	Graduate School – Newark and School of Public Affairs and Administration
TBA	School of Law

SUMMER SESSION 2010

Tuesday, June 1 – Thursday, July 8	Summer Session I
Monday, July 12 – Wednesday, August 18	Summer Session II