

**Hixson-Lied College of Fine and Performing Arts**  
**Important Dates 2009-10**

**Regularly Scheduled Meetings**

Art and Art History Faculty	12:00 - 1:30 PM Fridays
Music and Dance Faculty	8:30 - 9:20 AM Thursdays
Theatre and Film Faculty	11:30 AM - 12:20 PM Mondays
College Administrative Council	9:30 - 11:45 Tuesdays
College Executive Committee	3:30 - 5:00 PM Friday (monthly)
UndergraduateSAB	8:15 - 10:00 AM Friday (monthly)
GraduateSAB	8:30 - 10:00 AM Thursday (monthly)

**FALL SEMESTER**

- Aug 18 College Convocation and New Faculty Orientation
- Aug 19 New Faculty Orientation (campus-wide) 7:30 AM - 1:30 PM
- Aug 24 Classes begin
- Aug 28 Promotion-Tenure and Promotion-Only letters, materials sent to outside reviewers
- Aug 31 MEET & GREET EVENT - JCSTF (5:00 PM - STUDIO THEATRE)**
  
- Sep 1 Thesis Project Contracts for December graduates due to Associate Dean
- Sep TBA H-L Student Grant Workshop
- Sep TBA Dean's Fall visit to School of Music Faculty Meeting
- Sep 4 Faculty Development Leave applications due to Chair/Directors
- Sep 4 Dean's Fall visit to Art Department Faculty Meeting
- Sep 4 H-L FacultyPresentScholCreatAct (Nov 15 - Mar 14) apps due to Chair/Directors
- Sep 7 Labor Day (offices closed)
- Sep 11 H-L FacultyPresentScholCreatAct apps due to Associate Dean
- Sep 14 Dean's Fall visit to JCSTF Faculty Meeting
- Sep TBA COLLEGE ADVISING WORKSHOP**
- Sep 25 Faculty Development Leave applications forwarded from Chair/Directors to Dean
- Sep 25 Deadline to apply for Fall graduation
- Sep 30 H-L Development Travel Grant apps due to Chair/Directors
- Sep 30 RED LETTER DAY**
  
- Oct 1 Research Council applications due to Chair/Directors
- Oct 1 Lively Arts (November/December) due to Kathe Andersen
- Oct 1 H-L Undergraduate Creative Research Grant applications due to Chair/Directors
- Oct 7 Promotion-Tenure and Promotion-Only files ready for review in unit offices
- Oct 8 H-L Undergraduate Creative Research Grant applications due to Associate Dean
- Oct 8 Research Council applications forwarded from Chair/Directors to Dean
- Oct TBA COLLEGE-WIDE NEW STUDENT ADVISING EVENT (5:30 PM Location TBA)**
- Oct 9 Special Fees Requests from Chair/Directors to Associate Dean
- Oct 9 Accomplishments of Note due to Kathe Andersen
- Oct 9 H-L Student Support applications (Spring) due to Chair/Directors
- Oct 15 Research Council applications electronic submission to Office of Research
- Oct 16 Capital Campaign Launch
- Oct 16 Carson Lecture Series (Howell Theatre)
- Oct 16 H-L Student Support applications due to Associate Dean
- Oct 19-20 Fall Break (University offices open)
- Oct 23 NSE-Spring Admit (transfer students only)
- Oct 23 Thesis Projects for December graduates due to Chair/Directors
- Oct 26 OTICA, IDEA & UDTA Nominations due to Chancellor's Office

Oct 26 Priority Registration begins for Spring semester (continues through 11/10)  
 Oct 28 Folsom Thesis, Graduate Awards online nominations due to Grad Studies  
 Oct 29 Hixson-Lied Board Meeting  
 Oct 30 H-L Development Travel Grant recommendations from Chair/Directors to Dean  
**Oct 30 PROMOTION-TENURE FILES & PROMOTION-ONLY FILES DUE TO DEAN**  
 Oct 30 Thesis Projects for December graduates due to Associate Dean  
  
 Nov 2 Geske Lecture (Sheldon Auditorium, 7 p.m.)  
 Nov 4-6 Masters Week (Eugene O'Brien, School of Music)  
**Nov 5 COLLEGE FACULTY MEETING (11:30 a.m.)**  
 Nov 6 Reappointment letters (second-year faculty) due to Dean  
 Nov 9 ORCA peer reviewer letters due to Office of the Provost  
 Nov 9 Promotion-Tenure files ready for review by Executive Committee  
 Nov 11 Arts & Humanities Research Apps due electronically to Office of Research  
 Nov 11 Layman Grant Apps due electronically to Office of Research  
 Nov 13 NSE-Spring Admit  
 Nov 16 ORCA nominations due to Office of the Provost  
 Nov 24 Big 12 Fellowship applications due to Dean  
 Nov 25-29 Thanksgiving Break (offices open Wednesday, Nov 25)  
 Nov 30 Lively Arts (January/February) due to Kathe Andersen  
  
 Dec 1 Big 12 Fellowship Applications forwarded from Dean to SVCAA  
 Dec 1 Grad Student Creative/Research Project Grant apps due to Chair/Directors  
 Dec TBA Louise Pound-George Howard Nominations due to Dean  
 Dec 4 College Distinguished Teaching Award nominations due to Associate Dean  
 Dec 7 Cather/Bessey nominations forwarded from Chair/Directors to Dean  
 Dec 7 Edgerton Junior Faculty Award Applications due to Dean  
 Dec 7 Sorensen Award (Teaching in Humanities) nominations due to Dean  
 Dec 7 Academy of Distinguished Teachers nominations due to Dean  
 Dec 7 Student Leadership Award nominations due to Student Affairs  
 Dec 8 Grad Student Creative/Research Project Grant apps due to Associate Dean  
 Dec 11 Nebraska Young Artist Awards applications due to Kathe Andersen  
 Dec 11 Alumni Award nominations due to Kathe Andersen  
 Dec 11 NSE - Spring Admit  
 Dec 12 Classes end  
 Dec TBA Louise Pound-George Howard Nomination from Dean to Chancellor's Office  
 Dec 15 Non-reappointment notification deadline (second-year faculty)  
 Dec 18 Promotion-Tenure letter drafts from College Exec Committee due to Dean  
 Dec 18 Graduate Commencement  
 Dec 19 Undergraduate Commencement  
 Dec 24 University Close-Down (continues through January 3)

## **SPRING SEMESTER**

Jan TBA H-L Student Grant Workshop  
 Jan TBA Dean's Spring visit to Art Department Faculty Meeting  
 Jan TBA Dean's Spring visit to JCSTF Faculty Meeting  
 Jan 7 NSE - Spring Admit  
 Jan 11 Classes begin  
 Jan TBA Dean's Spring visit to School of Music Faculty Meeting  
 Jan 15 H-L FacultyPresentScholCreatAct (Mar 15 - Jul 14) apps due to Chair/Directors  
 Jan 15 Cather/Bessey nominations forwarded from Dean to VCAA  
 Jan 15 Edgerton Applications forwarded from Dean's Office to VCAA  
 Jan 15 Sorensen nominations forwarded from Dean's Office to VCAA  
 Jan 15 Academy nominations forwarded from Dean's Office to VCAA  
 Jan 15 Teaching Award nominations forwarded from Dean's Office to VCAA  
 Jan 15 Chancellor's Service to Students/Builders Advising Awards due to Student Affairs  
 Jan 15 James V. Griesen Award due to Student Affairs  
 Jan 18 Martin Luther King, Jr. Day (University offices closed)  
 Jan 19 Thesis Project Contracts for May and August graduates due to Associate Dean  
 Jan 19 H-L Faculty Grant applications due to Chair/Directors  
 Jan 20 Mentor Breakfast  
 Jan 22 Accomplishments of Note due to Kathe Andersen  
 Jan 22 H-L FacultyPresentScholCreatAct apps due to Associate Dean  
 Jan 25 Grad Showcase Applications due to Kathe Andersen  
 Jan 26 H-L Faculty Grant applications due to Dean  
 Jan 29 Deadline to apply for Spring graduation  
 Jan 29 Lively Arts (March) due to Kathe Andersen  
 Jan 29 Promotion-Tenure Document Folder One transfer to SVCAA  
 Jan 29 Promotion-Only letter drafts from Executive Committee due to Dean  
 Jan 29 Reappointment letters (first-year faculty) due to Dean  
 Jan 31 H-L Staff Award Nominations to Chair/Directors/Associate Dean  
  
 Feb 1 Current H-L program status reports due to Dean from Chair/Directors  
 Feb 7 Big Red Road Show (Omaha)  
 Feb 12 UCARE application deadline  
 Feb 15 H-L Development Travel Grant apps due to Chair/Directors  
 Feb 15 H-L Staff Award Finalist from Chair/Directors/Associate Dean to Dean  
 Feb 15 Chair/Director review process initiated by Dean  
 Feb 19 College Outstanding GTA Award nominations due to Dean  
 Feb 26 Promotion-Only Document Folder One transfer to SVCAA  
 Feb 26 Lively Arts (April) due to Kathe Andersen  
  
 Mar 1 Non-reappointment notification deadline (first-year faculty)  
 Mar 8 Research Council applications (visiting scholar) due to Chair/Directors  
**Mar 11 GRADUATE SHOWCASE (12:00 - 4:00 p.m.)**  
 Mar 12 Thesis Projects for May and August graduates due to Chair/Directors  
 Mar 12 H-L Student Support applications (Summer/Fall) due to Chair/Directors  
 Mar 14-19 Spring Break (offices open)  
 Mar 15 H-L Development Travel Grant recommendations from Chair/Directors to Dean  
 Mar 15 Research Council applications forwarded from Chair/Directors to Dean  
 Mar 15 H-L Faculty Award nominations due to the Chair/Directors  
 Mar 19 Thesis Projects for May and August grads due to Assoc. Dean  
 Mar 19 H-L Student Support applications due to Associate Dean  
 Mar 20 Big Red Road Show (Scottsbluff)  
 Mar 22 Research Council applications forwarded from Dean to Office of Research  
 Mar 26 NSE-transfer students

Mar 29 Nebraska Young Artist Awards Day  
 Mar 29 Priority Registration begins for Fall semester (continues through 4/13)  
 Mar 31 Lively Arts (Summer) due to Kathe Andersen

Apr 1 H-L Professorships due to the Dean  
 Apr 2 H-L Faculty Award Finalists from Chair/Directors to Dean  
 Apr 2 Accomplishments of Note due to Kathe Andersen  
 Apr 2 Reappointment letters (third-year+ faculty) due to Dean  
**Apr 9 COLLEGE FACULTY MEETING (3:00 p.m.)**  
 Apr 16 NSE-transfer students  
 Apr 23 H-L Faculty Present Schol Creat Act (Jul 15 - Nov 14) apps due to Chair/Directors  
**Apr 23-24 ALUMNI WEEKEND**  
 Apr 25 UNL Honors Convocation  
 Apr 30 Promotion-Tenure and Promotion-Only candidates list for 2010-11 due to Dean  
 Apr 30 H-L Faculty Present Schol Creat Act apps due to Associate Dean

May 1 UNL Admissions & Deposit Deadline (undergraduate and graduate)  
 May 1 Theatre Awards Ceremony (6:00 PM)  
 May 1 Classes end  
 May 7 Graduate Commencement  
 May 8 Undergraduate Commencement  
 May 10 Non-reappointment notification deadline (third-year+ faculty)  
 May 20 NSE - transfer students  
 May 25 Big 12 Fellowship Applications due to Dean

Jun 1 Big 12 Fellowship Applications forwarded from Dean to SVCAA  
 Jun TBA Deadline to apply for Summer Graduation  
 Jun 30 Non-reappointment notification deadline (specific term-second year+ faculty)

Aug 13 Graduate Commencement  
 Aug 14 Undergraduate Commencement  
 Aug 23 Classes begin (Fall 2010)