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Important Dates for Faculty AY 2018-19

August

28 August	President's Reception for New Students and Their Families <i>6 pm, ABF Sports Hall</i>
28 August – 4 September	New Student Orientation
29 August	English Placement Test <i>10.30 am (MB Auditorium)</i>
	English Placement Test <i>1.30 pm (MB Auditorium)</i>
	Math Placement Test <i>3.30 pm (MB Auditorium)</i>
	COS 120 & INF 130 Placement Tests <i>4.30 pm (MB 120)</i>

September

2 September	First Year Student Advising <i>10 am – 5 pm</i>
3 September	New Faculty Orientation <i>See Orientation Schedule</i>
	First Year Student Advising <i>9 am – 5 pm</i>
4 September	Faculty Orientation <i>See Orientation Schedule</i>
	<i>Reminder:</i>
	<ul style="list-style-type: none">▪ Post office hours and class schedules on office doors and email them to the Assistant to the Dean
	All-campus Picnic <i>6 pm, ABF Student Center Lawn</i>
5 September	First Day of Classes
	<i>Reminders:</i>
	<ul style="list-style-type: none">▪ Distribute syllabi to your classes▪ Requests for final exam scheduling for groups or irregularly scheduled classes due to Registrar's Office

	<ul style="list-style-type: none"> ▪ Submit attendance sheets to the Registrar's Office for the first week of classes
6 September	Unification Day Holiday (NO CLASSES)
11 September (at 5 pm)	Add/Drop Week Ends
	<i>Reminders:</i>
	<ul style="list-style-type: none"> ▪ Last day to enroll students in Senior Thesis, Senior Project, Capstone, Independent Study, and performance classes ▪ Last day for faculty members to give special permissions ▪ Reserve materials for the fall semester due to the library ▪ Send syllabi to Provost's Office and your department chair
17 September	Requests for sabbaticals for fall 2019 and full academic year 2019-20 due to Provost
22 September	Bulgarian Independence Day (NO CLASSES)
24 September	Bulgarian Independence Day [Compensation Day] (CLASSES HELD)
26 September	Faculty Assembly* <i>4 - 5.15 pm, ABF Board Room</i>
	(*The dates of the Faculty Assembly meetings are pending approval of the members of the Faculty Assembly at the convening of the Faculty Assembly during Faculty Orientation.)
28-30 September	Faculty Retreat <i>St. Ivan Rilski Hotel and Apartments</i> <i>GPS: 41.823611, 23.48847</i> <i>//wildest.slush.masses</i> See Orientation Schedule

October

1 October	Sabbatical reports due to the Provost for spring 2018 and full academic year 2017-18
10 October	Deadline for students to submit work resolving all incomplete grades from spring 2018 (unresolved incompletes become Fs)
17 October	Faculty Assembly <i>4 - 5.15 pm, ABF Board Room</i>
	Deadline for faculty to submit grades for incompletes from spring 2018 (non-reported grades become Fs)
19-21 October	Board of Trustees meeting in Blagoevgrad
24 October	Dean's Council [<i>for Department Chairs</i>] <i>4 - 5.15 pm, BAC 103</i>
	Applications for support from the International Conference Travel Fund, the Faculty Research Fund, and/or the Teaching Development Fund are

due to the Dean's office at least one week before each meeting of the Dean's Council. See [How To Do Everything](#).

26 October Mid-semester progress reports for first-year students and students on academic probation due to Registrar's Office (faculty receive requests for grades earlier in the month)

29 October – 2 November Fall Break

November

1 November National Revival Holiday

5 November Classes Resume

21 November Faculty Assembly
4 - 5.15 pm, ABF Board Room

Deadline to inform the Provost of your intention to apply for promotion and to name reviewers (see [Faculty Handbook](#) for details and procedures)

28 November Dean's Council [*for Department Chairs*]
4 - 5.15 pm, MB Conference Room

December

8 December Students' Holiday (NO CLASSES)

11 December Last Day of Classes

13 December Final Exams Begin [**grades due within 48 hours of exam**]

17 December Final Exams End

18 December State Exams

19 December (8 am) Deadline for Final Grades [**DO NOT IGNORE**]

January

16-18 January New Student Orientation

21 January First Day of Classes

Reminders:

- Distribute syllabi to your classes
- Submit attendance sheets to the Registrar's Office for the first week of classes
- Send syllabi to [Provost's Office](#) and your department chair
- Requests for final exam scheduling for groups or irregularly scheduled classes due to [Registrar's Office](#)
- Faculty office hours and class schedules posted on office doors
- Requests due to [Provost](#) for spring 2019 sabbaticals

25 January (at 5 pm)

Add/Drop Week Ends

Reminders:

- Last day of enrollment for Senior Thesis, Senior Project, Capstone, Independent Study, and performance classes
- Last day for faculty members to give special permissions
- Reserve materials for the spring semester due to the library
- Evaluation dossiers due in Provost's Office by 5 pm for all faculty undergoing FET evaluation

26-27 January

Board of Trustees meeting in New York

28 January

Faculty Annual Report due to Provost's Office

30 January

Grade Reports Due for State Exams **[DO NOT IGNORE]**

Dean's Council [*for Department Chairs*]
4 - 5.15 pm, BAC 103

February

20 February

Faculty Assembly
4 - 5.15 pm, ABF Board Room

22 February

Deadline for students to submit work resolving all incomplete grades from fall 2017 (unresolved incompletes become Fs)

27 February

Dean's Council [*for Department Chairs*]
4 - 5.15 pm, MB Conference Room

March

1 March

Deadline for faculty to submit grades for incompletes from fall 2018 (non-reported grades become Fs)

3 March

Bulgarian Liberation Day Holiday (NO CLASSES)

4 March

Bulgarian Liberation Day [Compensation Day] (CLASSES HELD)

8 March

Mid-semester grade reports for first-year students and students on academic probation due to Registrar's Office (faculty receive requests for grades earlier in the month)

18-22 March

Spring Break

25 March

Classes Resume

20 March

Sabbatical reports due to Provost for fall 2018

27 March

Dean's Council [*for Department Chairs*]
9 - 10.15 am, BAC 103

Faculty Assembly
4 - 5.15 pm, ABF Board Room

April

10 April	Honors Convocation 7.30 pm, ABF Theatre
17 April	Faculty Assembly 4 - 5.15 pm, ABF Board Room
20 April	Student-Faculty Research Conference
24 April	Dean's Council [<i>for Department Chairs</i>] 4 - 5.15 pm, MB Conference Room
	Final opportunity to apply for support from the International Conference Travel Fund, the Faculty Research Fund, and/or the Teaching Development Fund for AY 2018-19. Applications should be submitted at least one week before the Dean's Council meets.
26 April	Orthodox Good Friday (NO CLASSES)
29 April	Orthodox Easter Monday (NO CLASSES)

May

1 May	Labor Day Holiday (CLASSES HELD)
3 May	Last Day of Classes
6 May	Final Exams Begin [grades due within 48 hours of exam] St. George's Day Holiday [EXAMS HELD]
10 May	Final Exams End
13 May (8 am)	Deadline for Final Grades (DO NOT IGNORE) State Exams Begin
15 May	State Exams End
17-18 May	Board of Trustees meeting in Blagoevgrad
19 May	Commencement

June

30 June	Grade Reports Due for State Exams [DO NOT IGNORE]
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Wednesdays, 4 - 5.15 pm

This slot is reserved for the following meetings:

First week of the month:	Department Meetings
Second week of the month:	F.A. Steering Committee [<i>for members of the Steering Committee only</i>]
Third week of the month:	Faculty Assembly [<i>for all full-time faculty</i>]
Fourth week of the month:	Dean's Council [<i>for Department Chairs only</i>]

Note: Faculty may not schedule make-up classes, exams, or other events involving students during the Wednesday, 4 - 5.15 pm slot.

Important Documents

The following are links to important documents, available on the AUBG website:

[Undergraduate Catalog](#)
[How To Do Everything](#)
[Faculty Handbook](#)
[AUBG Policy Manual](#)
[Student Handbook](#)

