

Important Dates for Faculty AY 2020-21

July

6 July (M)	President's Welcome for New Students and Their Families YouTube
7 July – 28 August	New Student Orientation See here for the orientation schedule.
14 July (T)	Drop-in Session for the Hybrid Semester Topic: <i>Integrating Zoom with Canvas</i> You can watch the recording here .
15 July (W)	English Placement Test 3.40 pm, Canvas
16 July (R)	Math Placement Test 3.40 pm, Canvas
17 July (F)	COS 120 & INF 130 Placement Tests 3.40 pm, Canvas
20 July (M) at 4 pm	Drop-in Session for the Hybrid Semester Guest Speaker: <i>Hanada Al-Masri, Suzanne B. & Theodore A. Bosler Endowed Chair Faculty Fellow (2015-2017) and Associate Professor of Arabic & Director of MENA at Denison University</i> You can watch the recording here .
21 July (T) at 4 pm	Drop-in Session for the Hybrid Semester Topic: <i>Strategies for Structuring Hybrid Courses</i> You can watch the recording here .
22-24 July	First-Year Student Advising
27-31 July	AUB 100 (First Cohort) You can watch the recordings here .
28 July (T) at 4 pm	Drop-in Session for the Hybrid Semester Guest Speaker: <i>"Hybrid Learning and Teaching: Key Issues to Keep in Mind"</i> by <i>Kseniya Shtalenkova</i> You can watch the recording here .
30 July (R) at 4 pm	Drop-in Session for the Hybrid Semester Guest Speaker: <i>Steve Volk, Professor Emeritus of History at Oberlin College</i> You can watch the recording here .

August

3-7 August	AUB 100 (Second Cohort) You can watch the recordings here .
4 August (T) at 4 pm	Drop-in Session for the Hybrid Semester Topic: <i>Teaching to Online and On-Ground Students in the Classroom</i>

6 August (R) at 4 pm	<p>You can watch the recording here.</p> <p>Drop-in Session for the Hybrid Semester Topic: <i>Proctoring Exams through Zoom</i></p> <p>You can watch the recording here.</p>
11 August (T) at 4 pm	<p>Drop-in Session for the Hybrid Semester Topic: <i>We Have No Power! Strategies for Addressing Technical Problems</i></p> <p>You can watch the recording here.</p>
12 August (W) at 4 pm	<p>Q&A on COVID-19 with Dr. Amesh Adalja from the Johns Hopkins University Center for Health Security</p> <p>You can watch the recording here.</p>
13 August (R) at 4 pm	<p>Drop-in Session for the Hybrid Semester</p> <p>You can watch the recording here.</p>
20 August (R) at 4 pm	<p>Drop-in Session for the Hybrid Semester</p> <p>You can watch the recording here.</p>
27 August (R)	<p>Dean's Council [for Department Chairs] 12.30 pm, Canvas</p>
27 August (R) at 4 pm	<p>Drop-in Session for the Hybrid Semester</p> <p>You can watch the recording here.</p>
31 August (M)	<p>Faculty Orientation See Orientation Schedule</p> <p>You join the faculty orientation here.</p>

September

1 September (T)	<p>Faculty Training on Hybrid Classrooms – Day #1 <i>Training on the use of conference equipment in the classrooms</i></p> <p>11 – 12.30 am, Session #1 1 – 2.30 pm, Session #2 3 – 4.30 pm, Session #3</p> <p>[Faculty choose one session across the three days. Each session is limited to sixteen faculty members. To sign-up, log into Canvas, click on Calendar, click on “Find Appointment” (on the right), select “Canvas Faculty Training.” You must wear a mask or shield to the training sessions.]</p>
2 September (W)	<p>Faculty Training on Hybrid Classrooms – Day #2 <i>Training on the use of conference equipment in the classrooms</i></p> <p>10 – 11.30 am, Session #1 12.30 – 2 pm, Session #2 3 – 4.30 pm, Session #3</p>
3 September (R)	<p>Faculty Training on Hybrid Classrooms – Day #3 <i>Training on the use of conference equipment in the classrooms</i></p>

10 – 11.30 am, Session #1
 12.30 – 2 pm, Session #2
 3 – 4.30 pm, Session #3

Reminder: Post office hours and class schedules on office doors and email them to the [Dean's Assistant](#).

7 September (M) First Day of Classes

Reminders:

- Post your syllabi on Canvas.
- Requests for final exam scheduling for groups or irregularly scheduled classes due to Registrar's Office.
- Record the attendance of your students in [Canvas](#). See [here](#) for instructions.

7 September (M) Unification Day Holiday [Compensation Day] (CLASSES HELD)

11 September (F) at 5 pm Add/Drop Week Ends

Reminders:

- 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 the [Provost's Office](#) and your department chair.

18 September (F) Requests for sabbaticals for fall 2021 and full academic year 2021-22 due to the Provost.

22 September (T) Bulgarian Independence Day (NO CLASSES)

23 September (W) Faculty Assembly*
 4.05 - 5.25 pm, [Canvas](#)

(* 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.)

25 September (F) The Provost sends evaluation notification letters to all faculty under evaluation: full-time faculty on regular contracts, full-time faculty on fixed-term contracts, and adjunct faculty.

October

2 October (F) Sabbatical reports due to the Provost for spring 2020 and full academic year 2019-20.

7 October (W)	Curriculum changes for consideration at the October Faculty Assembly due to the Curriculum Committee.
8 October (R) at 5 pm	Deadline for faculty under evaluation to return to the Provost's Office filled in and signed evaluation notification letters.
9 October (F)	Deadline for students to submit work resolving all Incomplete grades from spring 2020 (unresolved Incompletes become Fs).
9 October (F) at 5 pm	Spring 2021 Schedule: Department chairs send draft schedules to the Dean of Faculty.
16 October (F)	Deadline for faculty to submit grades for Incompletes from spring 2020 (non-reported grades become Fs). Department chairs confirm with the Provost's Office the list of adjunct and fixed-term faculty under evaluation.
16 October (F) at 5 pm	Spring 2021 Schedule: The Dean sends the draft schedule to department chairs.
17-18 October (SAT-SUN)	Board of Trustees meeting in Blagoevgrad.
18 October (SUN)	Commencement and Honors Convocation [<i>subject to confirmation</i>]
21 October (W)	Faculty Assembly 4.05 - 5.25 pm, Canvas Deadline for peer reviewers to submit their letters for adjunct faculty under evaluation in fall 2020.
23 October (F) at 5 pm	Spring 2021 Schedule: Department chairs send revisions to the Dean of Faculty. Department chairs send to the Provost's Office the list of DET members.
28 October (W)	Dean's Council [<i>for Department Chairs</i>] 4.05 - 5.25 pm, Canvas 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 .
30 October (F)	Mid-semester progress reports for first-year students and students on academic probation due to the Registrar's Office (faculty receive requests for grades earlier in the month).
30 October (F) at 5 pm	Spring 2021 Schedule: The Dean of Faculty sends the draft schedule to Student Government for feedback.

November

1 November (SUN)	National Revival Holiday [NO CLASSES]
2 November (M)	National Revival Holiday [Compensation Day] [NO CLASSES]
4 November (W)	Curriculum changes for consideration at the November Faculty Assembly due to the Curriculum Committee.
4 November (W) at 5 pm	Deadline for adjunct faculty under evaluation in fall 2020 to upload their dossiers.

9 November (M) at 5 pm	Spring 2021 Schedule: The Dean of Faculty sends student feedback on the schedule to department chairs.
13 November (F) at 8 am	Spring 2021 Schedule: Department chairs send final changes to the Dean of Faculty.
15 November (SUN)	Deadline to 1) inform the Provost of your intention to apply for promotion; 2) to provide contact information and GDPR consent forms for outside reviewers; and, 3) to provide a current CV and samples of work to be sent to outside reviewers (see Faculty Handbook for details and procedures).
18 November (W)	Faculty Assembly 4.05 - 5.25 pm, Canvas
19 November (R) at 5 pm	Deadline for the DET to submit its recommendation to the Provost for adjunct faculty under evaluation in fall 2020.
23-27 November	Student pre-registration for spring 2021.
25 November (W)	Dean's Council [<i>for Department Chairs</i>] 4.05 - 5.25 pm, Canvas
27 November (F)	AUBG Holiday [NO CLASSES]

December

1 December (T)	Deadline for peer review letters for full-time faculty on regular and fixed-term contracts. Deadline for departments to submit their evaluation letters for full-time faculty.
4 December (F)	Last Day of Classes
6 December (SUN)	Final Exams Begin [grades due within 48 hours of exam]
8 December (T)	Students' Holiday
11 December (F)	Final Exams End
14 December (M) at 8 am	Deadline for Final Grades [DO NOT IGNORE]
14 December (M)	State Exams

January

7 January (R) at 5 pm	Deadline for outside reviewers to submit to the Provost's Office recommendation letters for promotions.
13-15 January (W-F)	New Student Orientation
18 January (M)	First Day of Classes
	<i>Reminders:</i>
	<ul style="list-style-type: none"> ▪ Post your syllabi on Canvas. ▪ Record the attendance of your students in Canvas. See here for instructions. ▪ 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 the [Provost](#) for spring 2021 sabbaticals.

20 January (W) at 5 pm	Deadline for faculty on fixed-term contracts undergoing DET evaluation to upload their dossiers.
22 January (F) at 5 pm	Add/Drop Week Ends <i>Reminders:</i> <ul style="list-style-type: none"> ▪ 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.
22 January (F) at 5 pm	Deadline for all faculty undergoing FET evaluation to upload their dossiers.
27 January (W)	Dean's Council [<i>for Department Chairs</i>] 4 - 5.15 pm, BAC 103
29 January (F)	Faculty Annual Report due to the Provost's Office Grade Reports Due for State Exams [DO NOT IGNORE]
30-31 January (SAT-SUN)	Board of Trustees meeting in the USA

February

3 February (W)	Curriculum changes for consideration at the February Faculty Assembly due to the Curriculum Committee.
10 February (W) at 5 pm	Deadline for the DET to submit its recommendation to the Provost for fixed-term faculty under evaluation.
17 February (W)	Faculty Assembly 4 - 5.15 pm, ABF Board Room
18 February (R)	Deadline for peer-review letters for adjunct faculty under evaluation in spring 2021.
19 February (F)	Deadline for students to submit work resolving all Incomplete grades from fall 2019 (unresolved Incompletes become Fs).
19 February (F) at 5 pm	Fall 2021 Schedule: Department chairs send draft schedules to the Dean of Faculty.
24 February (W)	Dean's Council [<i>for Department Chairs</i>] 4 - 5.15 pm, MB Conference Room Curriculum changes for consideration at the March Faculty Assembly due to the Curriculum Committee.
26 February (F)	Deadline for faculty to submit grades for Incompletes from fall 2019 (non-reported grades become Fs).
26 February (F) at 5 pm	Fall 2021 Schedule: The Dean sends the draft schedule to department chairs.

March

1-5 March	Spring Break
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3 March (T)	Bulgarian Liberation Day Holiday
5 March (F) at 5 pm	Fall 2021 Schedule: Department chairs send revisions to the Dean of Faculty.
8 March (M)	Classes Resume
12 March (F)	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)
12 March (F) at 5 pm	Fall 2021 Schedule: The Dean of Faculty sends the draft schedule to Student Government for feedback.
17 March (W)	Faculty Assembly <i>4 - 5.15 pm, ABF Board Room</i>
17 March (W) at 5 pm	Deadline for adjunct faculty under evaluation in spring 2021 to upload their dossiers.
19 March (F)	Sabbatical reports due to the Provost for fall 2020
19 March (F) at 5 pm	Fall 2021 Schedule: The Dean of Faculty sends student feedback on the schedule to department chairs.
24 March (W)	Dean's Council [<i>for Department Chairs</i>] <i>4 - 5.15 pm, BAC 103</i>
26 March (F) at 8 am	Spring 2021 Schedule: Department chairs send final changes to the Dean of Faculty.

April

1 April (R) at 5 pm	Deadline for the DET to submit its recommendation to the Provost for adjunct faculty under evaluation in spring 2021.
5-9 April	Student pre-registration for fall 2021.
14 April (W)	Honors Convocation <i>7.30 pm, ABF Theatre</i> Curriculum changes for consideration at the April Faculty Assembly due to the Curriculum Committee.
17 April (SAT)	Student-Faculty Research Conference
21 April (W)	Faculty Assembly <i>4 - 5.15 pm, ABF Board Room</i>
28 April (W)	Dean's Council [<i>for Department Chairs</i>] <i>4 - 5.15 pm, MB Conference Room</i> Final opportunity to apply for support from the International Conference Travel Fund, the Faculty Research Fund, and/or the Teaching Development Fund for AY 2020-21. Applications should be submitted at least one week before the Dean's Council meets.
30 April (F)	Orthodox Good Friday (NO CLASSES)

May

1 May (SAT)	Labor Day Holiday (NO CLASSES)
3 May (M)	Orthodox Easter Monday (NO CLASSES)
6 May (W)	St. George's Day Holiday (CLASSES HELD)
7 May (F)	Last Day of Classes
10 May (M)	Final Exams Begin [grades due within 48 hours of exam]
14 May (F)	Final Exams End
17 May (M) at 8 am	Deadline for Final Grades (DO NOT IGNORE)
	State Exams Begin
19 May (W)	State Exams End
21-22 May (F – SAT)	Board of Trustees meeting in Blagoevgrad
23 May (SUN)	Commencement

June

15 June (T) Grade Reports Due for State Exams [**DO NOT IGNORE**]

Wednesdays

4.05 – 5.25 pm (fall)

4 - 5.15 pm (spring)

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 meeting slot.

Important Documents

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

[Undergraduate Catalog](#)

[How To Do Everything](#)

[Faculty Handbook](#)

[AUBG Policy Manual](#)

[Student Handbook](#)

[Resources of the Dean of Faculty's Office \(curriculum procedures, field trips, funding for research and teaching development\)](#)