

## Important Dates for Faculty

### AY 2022-23

<b>August</b>	
31 August (W)	Student Orientation Begins
31 August (W)	ENG Assessment in BAC & MB Labs [Alternative Date] MAT Assessment in BAC & MB Labs [Alternative Date] C# and C++ Placement Test in MB 120
31 August (W) at 6.30 - 8.30 pm	President's Reception for first-year students and their families. (Faculty and their families are welcome to attend.)
<b>September</b>	
1-2 September (R-F)	Faculty Orientation and Retreat See <i>Faculty Orientation Schedule</i> .
3-5 September (SAT-M)	Academic Advising and Registration See <i>Student Orientation Schedule</i> .
5 September (M) at 7.30 - 9.30 pm	AUBG's Got Talent (Faculty are welcome to attend.)
5 September (M)	Orientation for new full-time faculty. See <i>Faculty Orientation Schedule</i> .
6 September (T)	Unification Day (Public Holiday) You should expect most staff to be on vacation.
6 September (T) at 7 pm	All-campus picnic. (Faculty and their families are welcome to attend.)
7 September (W)	First Day of Classes Reminders: <ul style="list-style-type: none"> <li>• Post your syllabi on Canvas.</li> <li>• Record the attendance of your students in Canvas.</li> <li>• Send syllabi to Provost's Office and your department chair.</li> <li>• Requests for final exam scheduling for groups or irregularly scheduled classes are due to the Registrar's Office.</li> <li>• Post office hours and class schedules on your office doors.</li> </ul>

13 September (T) at 5 pm	<p>Add/Drop Week Ends.</p> <p>Reminders:</p> <ul style="list-style-type: none"> <li>• Last day to enroll students in Senior Thesis, Senior Project, Capstone, Independent Study, and performance courses.</li> <li>• Last day for faculty members to give special permissions.</li> <li>• Reserve materials for the fall semester are due to the library.</li> <li>• Send syllabi to the Provost's Office and your department chair.</li> </ul>
13 September (T)	The Provost's Office sends evaluation notification letters to tenure-track faculty undergoing evaluation in spring 2023. (See section 9.5.2 of the <a href="#">Faculty Handbook</a> for faculty undergoing their mid-tenure review and section 10.5.2 for faculty undergoing evaluation for tenure.)
13 September (T)	The Provost's Office sends notification letters to temporary full-time, visiting, and adjunct faculty undergoing evaluation in fall 2022. (See section 8.6.2 of the <a href="#">Faculty Handbook</a> .)
13 September (T) at 5 pm	Requests for sabbaticals for fall 2023 and full academic year 2023-24 are due to the Provost's Office. (See section 5.3 of the <a href="#">Faculty Handbook</a> .)
20 September (T)	Department chairs send to the Provost's Office the list of DET members.
21 September (W) at 4 pm	<p>Faculty Assembly</p> <p>4 - 5.20 pm, ABF Board Room</p>
22 September (R)	Bulgarian Independence Day (NO CLASSES)
27 September (T)	Deadline for temporary full-time, visiting, and adjunct faculty undergoing evaluation in fall 2022 to return to the Provost's Office completed and signed notification letters.
27 September (T)	The Provost's Office confirms with department chairs the list of temporary full-time, visiting, and adjunct faculty under evaluation in fall 2022.
28 September (W) at 4 pm	<p>Dean's Council [<i>for Department Chairs</i>]</p> <p>4 - 5.20 pm, BAC 103</p> <p>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 <a href="#">How To Do Everything</a>.</p>
30 September (F)	Deadline to 1) inform the Provost of your intention to apply for internal promotion; 2) to provide contact information and GDPR consent forms for external reviewers; and, 3) to provide a current CV and samples of work to be sent to the external reviewers. (See Section Twelve of the <a href="#">Faculty Handbook</a> .)

<b>October</b>	
3 October (M)	Sabbatical reports due to the Provost's Office for spring 2022 and full academic year 2021-22.
4 October (T)	Deadline for peer reviewers to submit their letters for temporary full-time, visiting, and adjunct faculty under evaluation in fall 2022.
5 October (W)	Curriculum changes for consideration at the October Faculty Assembly due to the Curriculum Committee.
7 October (F) at 5 pm	Deadline for tenure-track faculty under evaluation to return to the Provost's Office completed and signed notification letters.
7 October (F) at 5 pm	Spring 2023 Schedule Department chairs send draft schedules to the Dean of Faculty.
11 October (T)	Deadline for students to submit work resolving all "Incomplete" grades from spring 2022. Unresolved "Incompletes" become Fs. (See p. 55 of the <a href="#">catalog</a> .)
14 October (F) at 5 pm	Spring 2023 Schedule The Dean sends the draft schedule to department chairs.
14 October (F)	The Provost approves the peer reviewers for tenure-track faculty undergoing evaluation in spring 2023. (See section 9.8.1 of the <a href="#">Faculty Handbook</a> for faculty undergoing their mid-tenure review and section 10.8.1 for faculty undergoing evaluation for tenure.)
18 October (T)	Deadline for faculty to submit grades for "Incompletes" from spring 2022. Non-reported grades become Fs. (See p. 55 of the <a href="#">catalog</a> .)
19 October (W) at 4 pm	Faculty Assembly 4 - 5.20 pm, ABF Board Room
21 October (F) at 5 pm	Spring 2023 Schedule Department chairs send revisions to the Dean of Faculty.
22-23 October (SAT-SUN)	Board of Trustees meeting in Blagoevgrad.
26 October (W) at 4 pm	Dean's Council [ <i>for Department Chairs</i> ] 4 - 5.20 pm, MB Conference Room  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 <a href="#">How To Do Everything</a> .
28 October (F) at 5 pm	Spring 2023 Schedule The Dean of Faculty sends the draft schedule to Student Government for feedback.

28 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).
31 October (M)	Fall Break Begins
<b>November</b>	
1 November (T)	National Revival Holiday
7 November (M)	Classes Resume
7 November (M) at 5 pm	Spring 2023 Schedule The Dean of Faculty sends student feedback on the schedule to department chairs.
8 November (T) at 5 pm	Deadline for temporary full-time, visiting, and adjunct faculty under evaluation in fall 2022 to upload their dossiers.
9 November (W)	Curriculum changes for consideration at the November Faculty Assembly due to the Curriculum Committee.
11 November (F) at 8 am	Spring 2023 Schedule Department chairs send final changes to the Dean of Faculty.
21-25 November (M-F)	Student pre-registration for spring 2023.
23 November (W) at 4 pm	Faculty Assembly 4 - 5.20 pm, ABF Board Room
29 November (T) at 5 pm	Deadline for the DET to submit its recommendation to the Provost's Office for temporary full-time, visiting, and adjunct faculty under evaluation in fall 2022.
30 November (W) at 4 pm	Dean's Council [ <i>for Department Chairs</i> ] 4 - 5.20 pm, BAC 103  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 <a href="#">How To Do Everything</a> .
<b>December</b>	
8 December (R)	Students' Holiday (NO CLASSES)
13 December (T)	Last Day of Classes
15 December (R)	Final Exams Begin [Grades due within 48 hours of exam]
19 December (M)	Final Exams End

22 December (R) at 8 am	Deadline for Final Grades [ <b>DO NOT IGNORE</b> ]
22 December (R)	State Exams
<b>January</b>	
18-22 January (W-SUN)	New Student Orientation
23 January (M)	<p>First Day of Classes</p> <p>Reminders:</p> <ul style="list-style-type: none"> <li>• Post your syllabi on Canvas.</li> <li>• Record the attendance of your students in Canvas.</li> <li>• Send syllabi to Provost's Office and your department chair.</li> <li>• Requests for final exam scheduling for groups or irregularly scheduled classes due to Registrar's Office.</li> <li>• Post your office hours and class schedules on your office door.</li> </ul>
23 January (M)	Deadline for peer-review letters for tenure-track faculty undergoing evaluation.
23 January (M)	Deadline for departments to submit their review letters for tenure-track faculty undergoing evaluation.
23 January (M)	Deadline for the Dean of Faculty to submit his review letters for tenure-track faculty undergoing evaluation in spring 2023.
23 January (M) at 5 pm	Deadline for external reviewers to submit to the Provost's Office their recommendation letters for promotions.
27 January (F) at 5 pm	<p>Add/Drop Week Ends</p> <p>Reminders:</p> <ul style="list-style-type: none"> <li>• Last day of enrollment for Senior Thesis, Senior Project, Capstone, Independent Study, and performance classes.</li> <li>• Last day for faculty members to give special permissions.</li> <li>• Reserve materials for the spring semester due to the library.</li> </ul>
27 January (F)	Annual Research Report due to the Accreditation Office.
27 January (F)	The Provost's Office sends notification letters to temporary full-time, visiting, and adjunct faculty undergoing evaluation in spring 2023. (See section 8.6.2 of the <a href="#">Faculty Handbook</a> .)
27 January (F)	Requests due to the Provost's Office for spring 2023 sabbaticals.
27 January (F)	Grade Reports Due for State Exams [ <b>DO NOT IGNORE</b> ]
28-29 January (SAT-SUN)	Board of Trustees meeting in the USA.

<b>February</b>	
1 February (W)	Curriculum changes for consideration at the February Faculty Assembly due to the Curriculum Committee.
3 February (F) at 5 pm	Deadline for all tenure-track faculty undergoing FET evaluation to upload their dossiers.
10 February (F)	Deadline for temporary full-time, visiting, and adjunct faculty undergoing evaluation in spring 2023 to return to the Provost's Office completed and signed notification letters.
10 February (F)	The Provost's Office confirms with department chairs the list of temporary full-time, visiting, and adjunct faculty under evaluation in spring 2023.
10 February (F)	Department chairs send to the Provost's Office any changes to the list of DET members.
15 February (W) at 4 pm	Faculty Assembly 4 - 5.15 pm, ABF Board Room
17 February (F)	Deadline for peer-review letters for temporary full-time, visiting, and adjunct faculty under evaluation in spring 2023.
17 February (F) at 5 pm	Fall 2023 Schedule Department chairs send draft schedules to the Dean of Faculty.
22 February (W) at 4 pm	Dean's Council [ <i>for Department Chairs</i> ] 4 - 5.15 pm, BAC 103  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 <a href="#">How To Do Everything</a> .
24 February (F) at 5 pm	Fall 2023 Schedule The Dean sends the draft schedule to department chairs.
24 February (F)	Deadline for students to submit work resolving all "Incomplete" grades from fall 2022. Unresolved "Incompletes" become Fs. (See p. 56 of the <a href="#">catalog</a> .)
<b>March</b>	
2 March (R) at 5 pm	Fall 2023 Schedule Department chairs send revisions to the Dean of Faculty.
2 March (R)	Deadline for faculty to submit grades for "Incompletes" from fall 2022. Non-reported grades become Fs. (See p. 56 of the <a href="#">catalog</a> .)

3 March (F)	Bulgarian Liberation Day Holiday (NO CLASSES)
8 March (W)	Curriculum changes for consideration at the March Faculty Assembly due to the Curriculum Committee.
10 March (F)	Mid-semester grade 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).
10 March (F) at 5 pm	Fall 2023 Schedule The Dean of Faculty sends the draft schedule to Student Government for feedback.
13 March (M)	Spring Break Begins
20 March (M)	Classes Resume
22 March (W) at 4 pm	Faculty Assembly 4 - 5.15 pm, ABF Board Room
24 March (F) at 5 pm	Deadline for temporary full-time, visiting, and adjunct faculty under evaluation in spring 2023 to upload their dossiers.
24 March (F) at 5 pm	Fall 2023 Schedule The Dean of Faculty sends student feedback on the schedule to department chairs.
24 March (F) at 5 pm	Sabbatical reports due to the Provost's Office for fall 2022.
29 March (W) at 9 am	Dean's Council [ <i>for Department Chairs</i> ] 9 - 10.15 am, MB Conference Room ( <i>Note the irregular meeting time.</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 <a href="#">How To Do Everything</a> .
31 March (F) at 8 am	Fall 2023 Schedule Department chairs send final changes to the Dean of Faculty.
<b>April</b>	
5 April (W)	Curriculum changes for consideration at the April Faculty Assembly due to the Curriculum Committee.
13 April (R) at 5 pm	Deadline for the DET to submit its recommendation to the Provost's Office for temporary full-time, visiting, and adjunct faculty under evaluation in spring 2023.
14 April (F)	Orthodox Good Friday (NO CLASSES)

17 April (M)	Orthodox Easter Monday (NO CLASSES)
18-21 April (T-F)	Student pre-registration for fall 2023.
19 April (W) at 4 pm	Faculty Assembly 4 - 5.15 pm, ABF Board Room
22 April (SAT)	Student-Faculty Research Conference
22 April (SAT) at 5.30 pm	Honors Convocation ABF Theatre
26 April (W) at 4 pm	Dean's Council [ <i>for Department Chairs</i> ] 4 - 5.15 pm, BAC 103  Final opportunity to apply for support from the International Conference Travel Fund, the Faculty Research Fund, and/or the Teaching Development Fund for AY 2022-23. Applications should be submitted at least one week before the Dean's Council meets.
<b>May</b>	
1 May (M)	Labor Day Holiday (CLASSES HELD)
5 May (F)	Last Day of Classes
6 May (SAT)	St. George's Day Holiday
8 May (M)	Final Exams Begin [Grades due within 48 hours of exam]
12 May (F)	Final Exams End
12 May (F)	Deadline for the FET to submit its recommendation letters for tenure-track faculty who have undergone evaluation in spring 2023. (See section 9.5.2 of the <a href="#">Faculty Handbook</a> for faculty undergoing their mid-tenure review and section 10.11.1.1 for faculty undergoing evaluation for tenure.)
15 May (M) at 8 am	Deadline for Final Grades [ <b>DO NOT IGNORE</b> ]
15 May (M)	State Exams (Option #1) Begin
17 May (W)	State Exams (Option #1) End
19-20 May (F-SAT)	Board of Trustees meeting in Blagoevgrad.
21 May (SUN)	Commencement
<b>June</b>	
14 June (W)	Grade Reports Due for State Exams (Option #1) [ <b>DO NOT IGNORE</b> ]



<b>July</b>	
27 July (R) at 8 am	State Exams (Option #2) Begin
28 July (F)	State Exams (Option #2) End
<b>August</b>	
1 August (T) at 5 pm	Faculty members submit their proposed Agreement on Faculty Responsibilities to the Dean of Faculty's Office. (See section 7.2.4 of the <a href="#">Faculty Handbook</a> .)  <i>Note:</i> The first annual reports are due by 1 August 2024.
15 August (T)	The Dean of Faculty submits the proposed Agreement on Faculty Responsibilities to the Provost for approval. (See section 7.2.8.5 of the <a href="#">Faculty Handbook</a> .)
31 August (R)	Grade Reports Due for State Exams (Option #2) [ <b>DO NOT IGNORE</b> ]
<b>September</b>	
1 September (F)	The Provost's endorsement of the Dean of Faculty's decision on faculty members' Agreement on Faculty Responsibilities is due to faculty members and the Dean of Faculty. (See section 7.2.8.6 of the <a href="#">Faculty Handbook</a> .)

The dates of the Sustainability Day, the Health and Well-being Day, the Civic Engagement Day, and the Community Celebration will be announced by the Dean of Students at a later point.

#### Wednesdays

4 - 5.20 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 [for members of the Steering Committee only]
Third week of the month:	Faculty Assembly [for all full-time faculty]
Fourth week of the month:	Dean's Council [for Department Chairs only]

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](#)

[AUBG Faculty Manual](#)

[Student Handbook](#)

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