

## School of LLLC Deadlines and School Wide Events 2018-19

Date	Description
November 11-17, 2018	Reading Week
November 16, 2018	Convocation
November 16, 2018	Deadline to submit W19 course outlines
November 19, 2018	Deadline for the Director to provide final assessment of tenure/promotion application to applicant and to the Dean
November 21, 2018	SLLLC council meeting at 15:00 in CHE212
November 26, 2018	Deadline for applicant's response to the Heads's assessment (if any)
November 26, 2018	Last day for an early applicant to withdraw application from the tenure process without this counting as one of the two times to apply
November 26, 2018	Last day for a personal deferral to be granted
November 28, 2018	Deadline to request exam booklets for final exams/assignments
December 1, 2018	Deadline to request final exams for Winter 2019.
December 5, 2018	Deadline to submit agenda items for Jan.16 council meeting
December 7, 2018	Last day of classes
December 10-20, 2018	Final examinations
December 12, 2018	Special School Council meeting (for curriculum), 10:30-12 in CHE212
December 12, 2018	Holiday luncheon (TBC)
January 2-8, 2019	W19 Block Week
January 10, 2019	Start of winter classes
January 15, 2019	Deadline to submit agenda items for Feb.13 council meeting
January 16, 2019	SLLLC council meeting at 15:00 in CHE212
January 30, 2019	SLLLC meeting with the Dean (Q&A), 15:30 in CHE212
February 13, 2019	SLLLC council meeting at 15:00 in CHE212
February 15, 2019	Deadline for P/S19 textbook orders (confirm with Mariana)

Colour Code:	
	Teaching staff
	Non-tenured
	Continuing faculty members
	All
	Other

## School of LLLC Deadlines and School Wide Events 2018-19

February 17-23, 2019	Reading Week
February 19, 2019	Deadline to submit agenda items for Mar.20 council meeting
February 28, 2019	Deadline to charge School expenses to PCard for 2018-19 fiscal year (does not apply to T&E cards or PER)
March 4-5, 2019	External Reviewer visit
March 15, 2019	Deadline for submitting expense reimbursement claims from the School for 2018-19
March 19, 2019	Deadline to submit agenda items for April 17 council meeting
March 20, 2019	SLLLC council meeting at 15:00 in CHE212
March 29, 2019	Deadline to submit RSL report (for RSLs ending December 31, 2018)
March 31, 2019	Deadline for Divisions to confirm: <ul style="list-style-type: none"> <li>- Undergraduate scholarship/prizes representative(s)</li> <li>- Committee representatives for upcoming year</li> <li>- Representatives for Fall orientation and U of C Open House</li> <li>- Budget requests for 2019-20 and 2020-21</li> </ul>
April 3, 2019	Deadline to request exam booklets for final exams/assignments
April 17, 2019	SLLLC council meeting at 15:00 in CHE212
April 12, 2019	Last day of classes
April 15-27, 2019	Final examinations
April 30, 2019	Deadline for content updates (from Divisions) for program brochures and webpages
April 29, 2019	SLLLC Retreat (TBC)
May 1 - August 31, 2019	Post office hours for spring and summer Notify Director and office admin of Acting Division Chairs, Advisors, LRC Director, and French Centre Director during absences as well as any changes to advisor assignments
May 6, 2019	First day of P19 classes
May 13, 2019	Deadline to notify office of 2020 GSP sessional needs (requirement to post)

## School of LLLC Deadlines and School Wide Events 2018-19

May 30, 2019 (Date TBC)	Deadline to submit 2020 GSP proposals to the Director
June 1, 2019	Deadline for F19 textbook orders Deadline to request exam booklets for final exams/assignments
June 14, 2019 (Date TBC)	Deadline to submit Academic Performance Report (APR) in the system + provide supporting documents
June 14, 2019 (Date TBC)	Deadline for letter of intent re: tenure and/or promotion to be submitted to the Dean's Office
June 17, 2019	Last day of P19 classes
June 19-21, 2019	P19 final examinations
July 2, 2019	First day of S19 classes
August 13, 2019	Last day of S19 classes
August 15-19, 2019	S19 final examinations