This calendar is meant to give faculty a sense of when various things that might impact them occur over the course of a typical year. Specific deadlines are not provided here, so faculty should follow the links provided to get more information concerning specifics. In many cases, faculty will want to consult with their program or department chairs to get details of what’s entailed in meeting some of these deadlines.

Other calendars to be aware of:

[academic year calendars](http://web.williams.edu/admin/registrar//) [faculty meeting calendar](http://faculty.williams.edu/faculty-governance/faculty-meetings/)

[First3 lunch calendar](http://faculty-networks.williams.edu/networking-opportunities/) [chair’s calendar/handbook [Associate Deans' drop-in lunch calendar](http://faculty-networks.williams.edu/events/drop-in-lunches-with-associate-deans/)](http://faculty.williams.edu/chairs-handbook/)

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| **approximate time of year**  | **Annual events/deadlines that impact many/most faculty** | **Internal Funding/Program Deadlines :**- the programs listed below are primarily for faculty, but in some cases are for students working with faculty- in some cases external grants are included when the application process includes an internal evaluation step |
| July | Beginning of new fiscal yearReview of enrollments for fall coursesSummer Science Program Summer Humanities and Social Science Program |  |
| August | Reading packets for fall term due to Office ServicesFall course registration re-opensNew faculty orientationSummer research programs endWilliams Admissions Open House |  |
| September | New Student orientationAcademic ExpoBeginning of semesterConvocation | [NEH summer stipends](http://faculty.williams.edu/scholarship-grants-funding/summer/heh-summer-stipends/) |
| October | Reading periodBook orders for spring term due to Water Street books Winter Study registrationSpring term registration (and advising) | [Oakley Center Manuscript Review](http://faculty-networks.williams.edu/files/Manuscript-Review-Program.pdf) Program |
| November | Thanksgiving | [Class of 1945 World Fellowship Program](http://faculty.williams.edu/scholarship-grants-funding/internal/class-of-1945-world-fellowship-program/) [Hellman Fellow Grants](http://faculty.williams.edu/scholarship-grants-funding/internal/hellman-fellows-grants/) |
| December | End of SemesterBudget requests for next academic year\*College-wide winter shut-down | [Global Initiatives Venture Grant](http://faculty.williams.edu/scholarship-grants-funding/summer/global-initiatives-venture-fund/) Tutorial Development Stipend proposals[Class of 1963 Sustainability Development Fund](http://faculty.williams.edu/scholarship-grants-funding/summer/class-of-1963-sustainability-development-fund/) [Freeman Foote Field Trips](http://faculty.williams.edu/scholarship-grants-funding/internal/freeman-foote-field-trips/)[Sabbatical Salary Grants](http://faculty.williams.edu/scholarship-grants-funding/internal/sabbatical-grant-program/) |
| January | Winter StudyAnnual updates on professional work for Dean of Faculty OfficeReading packets for spring term due to Office Services | [Writing /Creative endeavors Round Table for spring term](http://faculty.williams.edu/scholarship-grants-funding/internal/writing-creative-endeavors-roundtables/)[Teachers Round Table for spring term](http://faculty.williams.edu/scholarship-grants-funding/internal/teachers-roundtable/) |
| February | Claiming WilliamsEDI course proposals due (to Roger Kittleson)Departmental and Program Course Descriptions for next academic year \*Contract Major proposals (w. faculty sponsor signatures and recommendations) | [Div I and II Summer Research Program](http://faculty.williams.edu/scholarship-grants-funding/summer/class-of-1957-summer-research-program-in-the-humanities-and-social-sciences/) (faculty)[Mellon Mays and Allison Davis Research Fellowships](http://osap.williams.edu/mmuf/) (students)[C3 Undergraduate Fellowships](http://osap.williams.edu/) (students)[Claire Booth Luce Scholars Program](http://science.williams.edu/summer-programs/luce-scholars/) (students)[Summer Science Research Positions](http://science.williams.edu/summer-programs/ssr-funding/) (students) |
| March | Travel courses proposals for Winter Study dueSpring break | [Oakley Center Fellowship](http://web.williams.edu/resources/oakley/fellowships.htm)[Summer student CES internships](http://ces.williams.edu/summer-opportunities/)  |
| April | WSP course descriptions for next academic year \*Book orders for fall term due to Water Street BooksRegistration for fall semester (and advising, major declaration) for rising sophomoresWilliams Previews (admitted students visiting campus) |  |
| May | End of classes | [Assistant Professor leave grant applications](http://faculty.williams.edu/scholarship-grants-funding/internal/assistant-professor-leave-grant-program/)  |
| June | CommencementReport of Science\* Contact first year advisees, pre-registration for fall courses for first yearsAlumni WeekendSummer research programs begin | [Writing /Creative endeavors Round Table for fall term](http://faculty.williams.edu/scholarship-grants-funding/internal/writing-creative-endeavors-roundtables/)[Teachers Round Table for fall term](http://faculty.williams.edu/scholarship-grants-funding/internal/teachers-roundtable/) |