

**College of Earth and Mineral Sciences
Administrative and Awards Calendar
2011 - 2012**

	Action/Event	Due Date*
	Sabbatical applications to Department Head Office	September 15
	Sabbatical applications to Dean's Office (116 Deike)	September 23
<i>Event</i>	Obelisk Dinner (Nittany Lion Inn)	September 23
<i>Event</i>	GEMS Tailgate (two hours prior to kick-off) Fun Deck at Lubrano Park	September 24
<i>Event</i>	EMS Graduate Student Poster Session and Welcoming Reception (Hintz Center)	September 29
	Nominations from departments for Alumni Achievement Award to Dean's Office	October 1
	Humanitarian Award nominations to Graduate School Alumni Society http://www.gradsch.psu.edu/av/honored/GSASHumanitarianAward.html	October 1
	Applications for EMS Staff Centennial Award http://www.ems.psu.edu/faculty_staff/human_resources/sac	October 10
	Nominations for the following Graduate School awards to Office of Associate Dean for Graduate Education and Research http://www.ems.psu.edu/prospective_grad_students/awards.htm Alumni Association Dissertation *** Graduate Program Chair Leadership*** Graduate Assistant Outstanding Teaching *** Graduate Faculty Teaching*** Howard Palmer Mentoring***Rustum & Della Roy Innovation in Materials Res	October 15
	Preliminary nominations for Faculty Scholar Medal to Office of Associate Dean for Graduate Education and Research (248 Deike)	October 15
	Nominations for Distinguished Alumni from Dean's Office to Board of Trustees	October 15
	Applications for EMS Administrative Fellows Program to 116 Deike	October 31
	Institutes FT&R faculty promotions to Institutes FT&R Promotion Committee	October 31
	Dean's Office to initiate faculty performance evaluation process	November 1
	Nominations for selected Graduate School awards from Office of Associate Dean for Graduate Education and Research to the Graduate School	November 1
	Nominations for EMS Outstanding Staff Awards and Submission of 100% on the Job Information to Dean's Office (116 Deike)	November 7
	Nominations for President's Award for Engagement with Students to Office of Associate Dean for Education (14 Deike)	November 11
	Nominations for Undergraduate Program Leadership Award to Office of Associate Dean for Education (14 Deike)	November 11
	Nominations for Penn State Excellence in Advising Award to Office of Undergraduate Education (http://www.psu.edu/oue/award.html)	November 11
<i>Event</i>	EMS Fall Faculty meeting (22 Deike) & reception (EMS Museum)	November 21
	Nominations for President's Award for Engagement with Students and Undergraduate Program Leadership Award from Office of Associate Dean for Education to Office of Undergraduate Education (417 Old Main)	December 1
	Nominations for the following student awards to Office of Student Activities (207 HUB-Robeson Center) Graduate Student Service Award *** Jackson Lethbridge Tolerance Award Ralph Dorn Hetzel Award***John W. Oswald Award***Eric A. Walker Award	December 2
<i>Event</i>	Casino Night – Penn Stater	December 9
	Nominations for the following University awards to Human Resources Office (http://www.ohr.psu.edu/Forms/nomform.pdf) Award for Administrative Excellence *** Barash Award for Human Service *** Staff Support Award *** Dr. James Robinson Equal Opportunity Award *** Staff Excellence Award *** McKay Donkin Award	December 9
	W. Lamarr Kopp International Achievement Awards for faculty, staff and students See http://www.international.psu.edu/about_office/lamarr_kopp.html	December 9
	Nominations for Faculty Scholar Medal from Associate Dean for Graduate Education and Research to Vice President for Research Office (304 Old Main)	December 9
	Nominations for Alumni Fellow Award and Honorary Alumni Award***Hosler Alumni Scholar Award***GEMS Alumni Achievement Award to 116 Deike	December 15
<i>Event</i>	Staff Appreciation Luncheon, Nittany Lion Inn	December 16
<i>Event</i>	Undergraduate Commencement (9:00 am, Bryce Jordan Center)	December 17
<i>Event</i>	Graduate Commencement (4:00 pm, Eisenhower Auditorium)	December 17

	2012	
	All fourth and sixth-year tenure and promotion reviews to Dean's Office	January 3
	FT&R faculty promotions to Dean's Office	January 3
	Penn State Award for Faculty Outreach nominations http://www.outreach.psu.edu/weidemann/faculty-outreach-awards.htm	January 11
	Nominations for Administrative Fellows Program to Vice Provost for Academic Affairs (201 Old Main) (see www.psu.edu/oldmain/vprov)	January 11
	Faculty performance evaluation materials to department head	January 16
	Nominations for President's Award for Excellence in Academic Integration to Office of Vice Provost for Academic Affairs (201 Old Main)	January 18
	Applications for Wilson/Muan Graduate Fellowships to Office of Associate Dean for Graduate Education and Research (248 Deike)	January 30
	Faculty performance evaluation materials to Dean's Office (116 Deike)	January 30
	Nominations for Outstanding Adult Student Award to 135 Boucke	January 31
	Norman & Ardeth Frisbey International Student Award to International Students & Scholars (http://www.international.psu.edu/about_office/ardeth_frisbey.html)	February 8
	Nominations for Rosemary Schraer Mentor Award and Achieving Women Award due to Commission for Women (http://www.equity.psu.edu/cfw/awards.asp)	February 15
	Nominations for following College awards to Dean's Office (116 Deike) Dean Steidle Scholar Award***Definis Award for Outstanding Student Leadership***Ellen Steidle Achievement Awards***GEMS Diamond Award ***Faculty Mentoring Awards***Mitchell Award for Innovative Teaching*** Schenck Teaching Assistant Award***Wilson Research Award ***Wilson Service Award***Wilson Outstanding Teaching Award	February 15
	William Grundy Haven Papers due 14 Deike	February 15
	Proposals for George H. Deike, Jr. Research Grants, Miller Faculty Fellowships, & Wilson Research Initiation Grants to Office of Associate Dean for Graduate Education & Research to emsresearch@ems.psu.edu	February 15
	Nominations for Finance & Business "Quality Service, Quality People" Award (www.fandb.psu.edu) (505 Elliott Bldg)	February 28
	Nominations Philip Philip Mitchell Alumni Service Award and Volunteer of the Year Award to Alumni Assoc Office (Hintz Center)	March 1
	Nominations for Academic Computing Fellowship & AT&T Wireless Graduate Fellowship to Ofc of Associate Dean for Graduate Education & Research (http://www.ems.psu.edu/research/GradEd/psuawards.html)	March 1
<i>Event</i>	Spring Break	March 5 - 9
	Departmental award information to Dean's Office (116 Deike)	March 15
<i>Event</i>	University Faculty and Staff Awards Ceremony – Nittany Lion Inn	March 19
	All second-year tenure reviews completed and delivered to Dean's Office	March 31
	Faculty Activity Summaries due for 2011	April 1
<i>Event</i>	Wilson Banquet	April 29
	Staff Review and Development Plans to Dean's Office (116 Deike)	April 30
<i>Event</i>	EMS Undergraduate Commencement (8:00 pm, Eisenhower Auditorium)	May 4
<i>Event</i>	Graduate School Commencement	May 6
	Annual Faculty Reviews (HR-40) to Dean's Office (116 Deike)	May 11
	All Endowed Scholarships to be posted	Mid-June
	Nominations for Provost's Emeritus Faculty Teaching Scholars Award to Vice Provost and Dean for Undergraduate Education (417 Old Main)	Mid-June
	Nominations for the following to Schreyer Institute Office (see http://www.schreyerinstitute.psu.edu/Awards/Form/) George W. Atherton Award for Excellence in Teaching***Milton S. Eisenhower Award for Distinguished Teaching***Penn State Teaching Fellow Award	June 30
	Proposals for Gladys Snyder Education Grants to Office of Associate Dean for Education (14 Deike)	Mid-July
<i>Event</i>	Undergraduate Commencement	August 11
<i>Event</i>	Graduate Commencement	August 11
<i>Event</i>	TOTEMS – Lake Raystown	August 21-24

**Dates in italics are not yet available but are assumed to be similar to 2010/11 dates.*

Updated 9/13/11