

STETSON UNIVERSITY  
**BROWN CENTER**  
FOR FACULTY INNOVATION AND EXCELLENCE

## A month-by-month guide to 2018-2019

### AUGUST, 2018

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Welcome! This month will be a whirlwind – you will learn tons and meet many new people. Just remember to enjoy it. You won't get another first semester.

- **14:** Appreciate art at the New/Newish Faculty Reunion @ Hand Art Center, 4-6pm – hosted by the Stetson Faculty Senate.
- **16:** Learn about campus resources and sample local restaurants at the 5<sup>th</sup> Annual Resource Fair
- **17:** Annual Library Welcome Back Reception (4-6pm) @ duPont Ball Library
- **22:** Opening Faculty & Staff meeting (9-11am) @ Edmunds Center
- **22:** Grab your Regalia for University Convocation (5pm) @ Edmunds Center ([stetson.edu/convocation](http://stetson.edu/convocation)) - Regalia available from bookstore ([stetsonbookstore@bkstr.com](mailto:stetsonbookstore@bkstr.com))
- **22:** Share a meal with faculty and new students at the Community Dinner in the CUB.
- **23:** Classes begin (FSEM begins 08/19)
- **29:** Attend the Brown Center Open House, 4-6pm @ Elizabeth 110
- **31:** Attend the first University Faculty Meeting of the year, 12-1pm @ Rinker Aud. in LBC

### SEPTEMBER, 2018

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Pat yourself on the back! The first week is behind you. Pick up a copy of this year's R.E.A.D. (Reflect Engage & Affirm Diversity), *The Geography of Bliss*, by Eric Weiner

- **03:** University closed for Labor Day (no classes)
- **04:** Join a Teaching Square or Teaching Circle\* or start your Brown Innovation Fellows\* application
- **14:** New Faculty Workshop\*: Learn what you need to know! 2:30-3:30pm @ Elizabeth 204
- **17:** Course-design for Essential Learning I: Teaching through big questions\* - 1-2:30pm @ Allen Hall
- **25:** Attend the keynote and a workshop at Values Day (Remember, no UG classes!)
- **28:** University Faculty Meeting, 12-1pm @ Rinker Auditorium in LBC
- **28:** Learn about your colleague's scholarship Stetson Spotlight, 1:30-2:30pm @ LBC 124

### OCTOBER, 2018

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It's the middle of the semester – fall break is followed quickly by mid-term grades. Check-in with your students and reflect on how things are going. Don't be afraid to make a change if things aren't working. Take some time for yourself to renew your enthusiasm.

- **04-05:** Fall Break – hit the beach, get caught up on grading.
- **08:** Summer Grant applications due
- **08:** Course-design for Essential Learning II: Goals\* - 1-2:30pm @ Allen Hall
- **09:** Talk to your chair about scheduling a teaching observation
- **10:** Submit mid-term grades
- **12:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **15:** Do a mid-term check-in with your class - [blog.stetson.edu/faculty-engagement/programs/sgid/](http://blog.stetson.edu/faculty-engagement/programs/sgid/)
- **18:** Board of Trustees Reception for New Faculty, 5:30pm
- **19:** New Faculty Workshop\*: Learn what you need to know! 2:30-3:30pm @ Elizabeth 204
- **22-26:** Advising week
- **26:** University Faculty Meeting, 12-1pm @ Rinker Auditorium in LBC

- **26:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **29:** Registration opens
- **29:** Course-design for Essential Learning III: High-impact Teaching Practices\* - 1-2:30pm @ Allen Hall

## NOVEMBER, 2018

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You've got a rhythm and are looking forward to the semester winding down. Time to start writing your Faculty Annual Review (FAR). What's going well? What do you plan to change?

- **02-04:** Homecoming - Stetson.edu/homecoming
- **09:** New Faculty Workshop\*: Learn what you need to know! 2:30-3:30pm @ Elizabeth 204
- **12:** Course-design for Essential Learning IV: Authentic Assessment\* - 1-2:30pm @ Allen Hall
- **15:** Applications due for Brown Innovation Fellows Program\*
- **16:** University Faculty Meeting, 12-1pm @ Rinker Auditorium in LBC
- **16:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **16-17:** Attend the Faculty Resource Network National Conference\* hosted by Stetson
- **21-23:** Happy Thanksgiving! (no classes)
- **28:** Remind students to complete course evaluations
- **30:** Stetson Spotlight, 1:30-2:30pm @ LBC 124

## DECEMBER, 2018

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Reflect on your first semester: Did you accomplish what you had hoped? What goals do you have for next semester?

- **01-02:** Attend the Christmas Candlelight Concert (if you were lucky enough to get tickets)
- **03:** Course-design for Essential Learning IV: Reflect & Plan\* - 1-2:30pm @ Allen Hall
- **07:** Last day of classes (FSEM ends on Nov 20)
- **07:** University Faculty Meeting, 12-1pm @ Rinker Auditorium in LBC
- **07:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **08 & 10:** Study Days (no classes, no exams)
- **10:** FAR Workshop for new faculty\*, 1:00-2:30pm
- **11-14:** Final Exams
- **18:** Submit your final grades
- **18:** End-of-semester reflection luncheon\*, 11:30-2:00pm @ Allen Hall Auditorium
- **24-31:** University Holidays (a good time to work on your FAR)

## JANUARY, 2019

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It's a new year and a new semester. With one semester under your belt, you've got this!

- **01:** Happy New Year! (Holiday)
- **11:** Reflect on your progress with peers at Teaching and Learning Day\*
- **14:** First day of classes
- **18:** Course-design for Essential Learning I: Teaching through Big Questions\*, 1:15-2:45pm @ Elizabeth 103
- **20:** Review last semester's course evaluations (<https://stetstoneval.com>)
- **21:** MLK Holiday (no classes)
- **25:** University Faculty Meeting, 12-1pm @ Rinker Auditorium in LBC
- **26:** Did you know DeLand hosts an epic dog parade?

## FEBRUARY, 2019

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Faculty Annual Reviews are due in February. Don't wait until the last minute!

- **01:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **01:** New Faculty Workshop\*: Learn what you need to know! 2:30-3:30pm @ Elizabeth 204

- **04:** Put the final touches on your FAR
- **08:** Course-design for Essential Learning II: Goals\*, 1:15-2:45pm @ Elizabeth 103
- **11:** Invite someone you met at orientation to coffee
- **12:** Don't forget to submit a proposal for the 2019 Annual Colloquium on Teaching & Learning\*
- **15:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **22:** University Faculty Meeting, 12-1pm @ Rinker Auditorium in LBC
- **22:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **25:** Submit midterm grades

## MARCH, 2019

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Prepare a mid-semester check-in with your students.

- **01:** New Faculty Workshop\*: Learn what you need to know! 2:30-3:30pm @ Elizabeth 204
- **04-08:** Spring Break (No Classes)
- **15:** University Faculty Meeting, 12-1pm @ Rinker Auditorium in LBC
- **15:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **15:** Course-design for Essential Learning III: High-impact Teaching Practices\*, 1:15-2:45pm @ Elizabeth 103
- **18:** Ask a colleague if you can "ride-along" on an advising appointment.
- **25-29:** Advising week
- **29:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **29:** New Faculty Workshop\*: Learn what you need to know! 2:30-3:30pm @ Elizabeth 204

## APRIL, 2019

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April is the busiest month on campus as our graduates begin celebrating their accomplishments.

- **05:** Renew yourself as an educator at the 2019 Annual Colloquium on Teaching & Learning\*
- **12:** Course-design for Essential Learning IV: Authentic Assessment\*, 1:15-2:45pm @ Elizabeth 103
- **16:** Check out the student research presentations at Stetson Showcase (No Classes)
- **19:** Good Friday (No Classes)
- **26:** University Faculty Meeting, 12-1pm @ Rinker Auditorium in LBC
- **26:** Course-design for Essential Learning V: Reflect & Plan\*, 1:15-2:45pm @ Elizabeth 103
- **26:** Stetson Spotlight, 1:30-2:30pm @ LBC 124

## MAY, 2019

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You made it through your first year!

- **01:** Last day of class
- **02:** Study day
- **03-04 & 06-07:** Final Exams
- **08:** Submit final grades for graduating seniors only
- **09:** Graduate Commencement
- **11:** Undergraduate Awards and Recognition Ceremony
- **11:** Undergraduate Commencement
- **13:** Submit your final grades (graduating seniors due 09 May)
- **13:** End-of-semester reflection luncheon\*, 11:30-2:00pm @ Allen Hall Auditorium
- **15:** Happy Summer! (last day of contract)

## JUNE – AUG, 2019

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The first summer is a great time for reflecting *and* making progress on your research agenda. Plan ahead and make sure you have what you need!

...and don't forget to take a vacation, you earned it.