

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

## A month-by-month guide for adjunct faculty

### AUGUST, 2018

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- **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:** University Convocation (5pm) @ Edmunds Center ([stetson.edu/convocation](http://stetson.edu/convocation))
- **23:** Classes begin (FSEM begins 08/19)
- **29:** Brown Center Open House, 4-6pm @ Elizabeth 110

### SEPTEMBER, 2018

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- **03:** University closed for Labor Day (no classes)
- **04:** Join a Teaching Square or Teaching Circle\*
- **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:** Learn about your colleague's scholarship Stetson Spotlight, 1:30-2:30pm @ LBC 124

### OCTOBER, 2018

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- **04-05:** Fall Break – hit the beach, get caught up on grading.
- **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/)
- **22-26:** Advising week
- **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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- **02-04:** Homecoming - [Stetson.edu/homecoming](http://Stetson.edu/homecoming)
- **12:** Course-design for Essential Learning IV: Authentic Assessment\* - 1-2:30pm @ Allen Hall
- **16:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **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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- **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:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **08 & 10:** Study Days (no classes, no exams)
- **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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- **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://stetsoneval.com>)
- **21:** MLK Holiday (no classes)
- **26:** Did you know DeLand hosts an epic dog parade?

## FEBRUARY, 2019

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- **01:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **08:** Course-design for Essential Learning II: Goals\*, 1:15-2:45pm @ Elizabeth 103
- **11:** Invite someone you met at orientation to coffee
- **15:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **22:** Stetson Spotlight, 1:30-2:30pm @ LBC 124
- **25:** Submit midterm grades

## MARCH, 2019

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- **04-08:** Spring Break (No Classes)
- **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
- **25-29:** Advising week
- **29:** Stetson Spotlight, 1:30-2:30pm @ LBC 124

## APRIL, 2019

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- **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:** 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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- **01:** Last day of class
- **02:** Study day
- **03-04 & 06-07:** Final Exams
- **13:** Submit your final grades (graduating seniors due 09 May)
- **13:** End-of-semester reflection luncheon\*, 11:30-2:00pm @ Allen Hall Auditorium

\*Visit [blog.stetson.edu/faculty-engagement](http://blog.stetson.edu/faculty-engagement) or contact [browncenter@stetson.edu](mailto:browncenter@stetson.edu) for details