

**Edward J. Bloustein School of Planning and Public Policy
ACADEMIC CALENDAR 2019-20**

ACTIONS NEEDED PRIOR TO FALL 2019 SEMESTER, DURING AY2018 - 2019:

Full time faculty hiring for Fall semester	
Search Committee	September 2018
Advertising/recruiting/interviews	October – December 2018
Offers	January 2019
Class Schedules due for Fall semester	November 15, 2018
Admissions for Fall semester	January – March
Textbook orders due for Fall Semester classes	April 1, 2019
Registration opens for Fall semester	April 15, 2019
Class Schedules due for Fall semester	May 1, 2019
Notifications to NTT faculty being reappointed or promoted	June 1, 2019
Hiring of PTLs for Fall semester	June – July 2019
Boot camp advertising	April 2019

BEGIN ACADEMIC YEAR CALENDAR AY20

JULY

Faculty Survey database updates due	July 1, 2019
Program and Center highlights due for Annual Report	July 31, 2019
MHA acceptance notification for fall	July – August, 2019
Textbook orders due/Spring Semester classes	July 15, 2019
University closed Independence Day	Thursday, July 4, 2019

AUGUST

Syllabi for Fall Semester classes due	August 1, 2019
Software requests due to IT Dir. for labs	August 1, 2019
Undergrad application due for fall (within RU)	August 15, 2019
Faculty Survey faculty reports run	August, 2019
Attendance list of graduate recruitment fairs	August 15, 2019
Cancellation of low enrollment classes	August 20, 2019
Boot camp	August 26 – 30, 2019
Undergrad. majors new student orientation	August 26 – 30, 2019
TA training	August 30, 2019
PTL training ???	August 30, 2019 ???

SEPTEMBER

Grader training??	September 4, 2019??
University closed Labor Day	Monday, September 2
Schedule of peer review teaching reviews And NTT reviews finalized	September 2019
New Student orientation	Tuesday, September 3, 2019

Add/Drop period	September 3 – 11, 2019
Fall semester begins	Wednesday, September 4, 2019
Regular Saturday Classes start	Saturday, September 7, 2019
Congress and Faculty Council meetings	September 2019
Graduate School Fairs (mostly Idealist.org*)	September – November, 2019
OCTOBER	
Undergrad application due – transfers/new for Spring	October 1, 2019
TT and T faculty promotion Meetings	October 2019
Preregistration for Spring semester	October 27, 2019
NOVEMBER	
Fall 2020 Class schedules due	November 15 , 2019
Changes in designation of class days	Tuesday, November 26, 2019 (Thursday classes) Wednesday, November 27, 2019 (Friday Classes)
Thanksgiving recess	November 28 – December 1, 2019
DECEMBER	
TT and T faculty promotion packets due to EVPAA	December 1, 2019
Notification to NTT and TT faculty being Reviewed for reappointment	December 1, 2019
MHA applications due for Spring	December 1, 2019
MPP, UPPD, MPI applicant notification of Funding for Spring	December –January, 2019
MPP, UPPD, MPI, MHA acceptance notification For spring	December – January, 2019
Regular Classes end	December 11, 2019
Reading Days	December 12 - 13, 2019
Ph.D. program applications due for Fall '20 For funding	December 15, 2019
Fall exams begin	December 16, 2019
Syllabi due for Spring Semester classes	December 20, 2019
Fall exams end	December 23
Winter Session begins	December 23, 2019
Winter recess	December 25, 2019 – January 1, 2020
JANUARY	
Undergrad application due (within RU) (for spring)	January 1, 2020
Software requests for labs to IT Dir. due	January 1, 2020
Cancellation of low enrollment classes	January 7, 2020
MPP, UPPD, MPR applications due With funding	January 15, 2020
NTT reappointment/promotion packets due	January 15, 2020
Winter Session Ends	January 17, 2020

University closed MLK Day	January 20, 2020
Spring Semester Begins	January 21, 2020
Add/drop period	January 21 – 30, 2020
Submission of program budgets	January 31, 2020
Faculty Council meeting	Late January/early February 2020

FEBRUARY

Undergrad applications due (transfer/new) (For spring)	February 1, 2020
Ph.D. acceptance notification	February – March, 2020

MARCH

MPP, UPPD, MIP acceptance notification (for fall)	March – July, 2020
Ph.D. applicants notification of funding	March 2020
TA/GA selection and course assignments	March – April 2020
MPP, UPPD, MPI applicants notification of Funding	March – May 2020
School budget submitted to chancellor	Early March 2020
NTT and TT Faculty reappointment and NTT Promotion meetings held	Early March 2020
Spring Recess Begins	March 14, 2020
Spring Recess Ends	March 22, 2020
Admitted grad student open house	Late March/early April 2020

APRIL

Faculty Council meeting	April 2020
Commencement program text Faculty awards, etc.	April 1, 2020
Preregister for Fall 2021 classes	April 8, 2020
Ph.D., MPP, MPI, UPPD acceptance of Financial aid by students	April – May 2020
MHA admitted student open house	Mid – late April 2020
Reappointment/promotion recommendations For NTT faculty due to Chancellor	April 30, 2020
For TT reappointments in school	April 30, 2020
TT faculty reappointment letters sent	April 30, 2020

MAY

Ph.D. MPP, MPI, UPPD continuing students Financial aid notification	May 1, 2020
Spring 2021 Class Schedules due	May 1, 2020
Ph.D. program, MPP, UPPD, MPI applications due (no funding)	May 1, 2020
School budget approved by Chancellor	Early May 2010
Regular Classes End	May 4, 2020
Reading Days	May 5 - 6, 2020
Spring Exams Begin	May 7, 2020

Spring Exams End May 13, 2020

Publicity /Marketing Planning for Program,
Communications, and Recruitment
Directors for AY 21 May 2020

Marketing: commitments for ads/programs/
Receptions for professional confs.** May 15, 2020

Bloustein School Commencement May 16, 2020

University Commencement May 17, 2020

University closed Memorial Day May 25, 2020

Summer Session Begins May 26, 2020

Deadline for NTT teaching reviews for
Reappointment for the following year May 31,2020

JUNE

Faculty Survey database updates due June 30, 2020

MHA applications due for fall July 1, 2020

University closed Independence Day July 3, 2020 ?

Summer Session Ends August 12, 2020

NOTES:

*Idealist graduate fairs are held in the fall
in:

- NYC
- Philadelphia
- DC
- Chicago
- Minnesota
- San Francisco
- Los Angeles
- Seattle

**Ads/ receptions conference list:

- Transportation Research Board
- American Association of Geographers
- Urban Affairs Conference
- American Planning Association
- NJ Big Data Alliance Annual Conference
- NASPAA
- ACSP

To be scheduled by conveners:

- Program Director meetings
- Center Director meetings
- Program meetings
- Peer teaching reviews
- NTT faculty reviews – once for 3-yr., appointment, twice for 5-year appt.
- Post tenure reviews (every 5 years for tenured faculty)
- Social media campaigns: done around program needs; no set schedule
- Placement exams
- Undergraduate application deadlines SAS/SEBS joint degree – rolling admission