

## **2015-2016 School Year** **Important Deadlines and Meetings**

*Please note that this calendar provides an inventory for all areas of the department. Area specific calendars are also available for download on the Faculty Handbook webpage: <https://wikis.utexas.edu/display/comm/RTF+Faculty+Handbook> and you can also subscribe to the various Google Calendars described in the handbook. **Please contact Elana if you would like be invited to access the Google Calendar.***

Dates and locations are tentative and subject to change. Select faculty, Executive Committee, and GSC times may be canceled if no meeting is necessary. *Additional meetings may be scheduled during the year on an as-needed basis.*

Black = Applies to whole department  
 Green = Specific to Production  
 Blue = Specific to Media Studies  
 Red = Executive Committee

### **Fall Semester**

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|-------------------------|---|
| August 24 (M)           | Welcome lunch – new grad students, faculty, and staff (11:30 am-12:45 p.m., Littlefield House)<br><br>Faculty meeting (1-2 p.m., LBJ Room)<br><br><b>Production Area GSC Meeting (2-4 p.m.)</b>   |
| August 26 (W)           | First day of classes  |
| August 28 (F)           | Start of semester party (6-8:30 p.m., Littlefield House)  |
| Sept 4 (F)              | Ballots for EC and Grievance committees due by 5 p.m.   |
| September 11 (F)        | <b>Studies Area: Graduate student professional development workshop (2-5 p.m., LBJ Room); drinks at Hole in the Wall to follow</b>  |
| September 14 (M)        | <b>Studies Area GSC meeting, (12-1 p.m., RTF Conference Room)</b><br><br><b>Colloquium: Bahaa Gameel (3-4:15 p.m., Belo 5.102, Happy Hour at Hole in the Wall to follow)</b><br><br>FRA/SRA application website opens (deadline October 14) |
| <b>September 21 (M)</b> | <b>Executive Committee meeting (12-1 p.m., RTF Conference Room)</b>   |
| September 25 (F)        | <b>Studies Area: Graduate Student Town Hall (12-1 p.m., LBJ Room)</b>   |

- September 28 (M) Colloquium: Shubhranshu Choudhary (3-4:15 p.m., Belo 5.102)
- October 1 (Th) Annual Reports due by 5 p.m.  
RTF Community Screening, Charles Ramirez Berg (BMC auditorium, Time TBD)
- October 5 (M) Studies Area GSC meeting (12-1 p.m., RTF Conference Room)  
Colloquium: Ned Thanhouser – screening with Q&A (3-4:15 p.m., Belo 5.102, Happy Hour at Hole in the Wall to follow)  
RTF Community Screening, Ned Thanhouser (6:30-9:00 p.m., BMC auditorium)
- October 14 (W) Deadline to apply for FRA/SRA
- October 16 (F) Special Equipment Requests due
- October 19 (M) Faculty meeting (12-1 p.m., LBJ Room)
- October 25-27 Global Fusion Conference
- November 1 (S) 50<sup>th</sup> Anniversary Showcase Event (Screening, 1-4 p.m., State Theater; Reception at Stephen F. Austin bar, 4-6:30 p.m.)
- November 2 (M) Studies Area GSC meeting, (12-1 p.m., RTF Conference Room)
- November 9 (M) Moody College of Communication Danielson Award Lecture: Michele Hilmes (location TBA)
- November 13 (F) Executive Committee meeting (Annual Report Review, time TBD, RTF Conference Room)  
Deadline for faculty to request leave for spring semester
- November 14 (W) Spring 2016 online course schedule goes live
- November 16 (M) Executive Committee meeting (Post-Tenure Review, 12-1 p.m., RTF Conference Room)
- December 3 (TH) Going-away party for Gloria (1-4, LBJ Room, come and go as you please)
- December 4 (F) Last day of classes

- December 5 (S) Moody College of Communication Graduation
- December 7 (M) Studies Area GSC meeting (12-1 p.m., RTF Conference Room)  
Colloquium: Charlotte Howell (3-4:15 p.m., BUR 128, Happy Hour at Hole in the Wall to follow) – *note different location*
- December 8-13 End-of-semester screenings
- December 13 (S) MFA thesis screenings & reception (time TBD, SAC)
- December 15 (T) Grad student applications available for viewing on EASI; distribute to committees for review
- December 18 (F) Studies Area Continuing Fellowship deadline (CV & statement due)

Happy Holidays!

**Spring Semester**

- January 11 (M) Faculty votes for Continuing Fellowship due by 5 p.m. via online form
- January 19 (T) First day of classes
- January 22 (F) First round of rankings for PhD admissions due to committee by noon
- January 25 (M) Faculty meeting (12-1 p.m., LBJ Room)
- Studies Area Continuing Fellowship meeting (3-4 p.m., RTF Conference Room)
- January 29 (F) Graduate student professional development workshop (LBJ Room, 2-5 p.m.); drinks at Hole in the Wall to follow)
- Second round of rankings for PhD admissions due to committee by noon
- PhD Admissions Committee meeting (12-1 p.m., RTF Conference Room)
- February 1 (M) Executive Committee meeting (12-1 p.m., RTF Conference Room)
- Colloquium (3-4:15 p.m., Belo 5.102, Happy Hour at Hole in the Wall to follow)
- February 5 (F) First round of rankings for MA admissions due to committee by noon
- February 8 (M) Studies Area GSC meeting (12-1 p.m., RTF Conference Room)
- February 12 (F) Second round of rankings for MA admissions due to committee by noon
- MA Admissions Committee meeting (12-1 p.m., RTF Conference Room)
- Studies Area: Graduate Student Town Hall (3-4 p.m., LBJ Room)
- February 15 (M) Send out MA & PhD admissions decisions; begin recruitment
- February 29 (M) Faculty meeting (12-1 p.m., LBJ room)
- March 3-4 (Th/F) MA & PhD Recruiting Days
- March 7 (M) Executive Committee meeting (12-1 p.m., RTF Conference Room)
- Colloquium (3-4:15 p.m., Belo 5.102, Happy Hour at Hole in the Wall to follow)

March 13 (S)	RTF SXSW party (5-8 p.m., Tamale House)
March 14-18	Spring Break
March 21 (M)	Studies Area GSC meeting (12-1 p.m., RTF Conference Room)
March 25 (F)	Deadline – nominees due for outstanding graduate student awards
March 30-April 3	SCMS (UT's SCMS party scheduled for Friday, April 1 <sup>st</sup> )
April 4 (M)	Colloquium: Annamaria Motrescu-Mayes (3-4:15 p.m., Belo 5.102, Happy Hour at Hole in the Wall to follow)
	Preferred deadline for faculty to request leave for fall semester (before registration begins)
April 5 (T)	Fall 2016 online course schedule goes live
April 25 (M)	Studies Area: Student progress review meeting (current & slow students, 12-1 p.m., RTF Conference Room)
May 2 (M)	Colloquium (3-4:15, Belo 5.102, Happy Hour at Hole in the Wall to follow)
May 6 (F)	Last day of classes
	End-of-semester party (location & time TBD)
May 9 (M)	Reception – Studies Area & Awards Ceremony (3-5 p.m., LBJ Room)
May 10-15	End-of-semester screenings
May 15 (S)	MFA thesis screening & reception (time TBD, SAC)
May 16 (M)	First-year MFA Reviews (8 a.m.-6 p.m.)
May 20-21 (F/S)	Graduation
June 9-13	ICA Conference
July 15	Final deadline for faculty to request leave for fall semester
August 1 (M)	Preferred deadline for submitting colloquium speakers for upcoming school year