

Date	Task/Event
3/14/11	Preliminary slate must be distributed by GOV for at-large seats
3/14/11	Senate meeting
3/17/11	GOV Meeting
3/21/11	Secretary solicits Council Reports and agenda items for the next SEC meeting. Agenda items should be submitted to Gail by 5:00 pm the Thursday before the mtg.
3/28/11 or 4/1/11 <sup>1</sup>	Deadline for additional at-large candidates (with 25-signature petition) to submit their names to the Senate Secretary
3/28/11	SEC Meeting
3/31/11	GOV Meeting
3/31/11	Putative deadline for faculty to submit their names for Senate service (I'd certainly accept late submissions!)
4/4/11	Secretary sends a reminder to deans who have not submitted Senator names to do so (but this year I should do it, because I'm the one who has been meeting with the deans and bugging them already so I'm more than just a name on an e-mail. I'm an annoying presence.) For the College of Arts and Sciences, contact Annis Golden (Vice-chair, CAS Faculty Council). For SOE, contact Heidi Andrade.
4/4/11	Secretary solicits Council Reports and agenda items for the next Senate meeting. Agenda items should be submitted to Gail by 5:00 pm the Thursday before Senate mtg.
4/4/11	Final slate for at-large Senate seats must be distributed to the voting faculty (Secretary does this, with help from the Recorder)
4/5/11 or thereabouts	Recorder and/or Secretary arrange with UAD/MyUAlbany folks for the online elections <sup>2</sup> for at-large seats (I'm not sure what's entailed but think this should be done earlier or at least an inquiry should be made. I can contact Jane Kadish about this)
4/6/11	Spring Faculty Meeting 2:30 pm CC Ballroom
4/8/11	Deadline for deans to get their Senator names to the Secretary for 2011-2012
4/8/11	Committee on Council Formation meets to form councils
4/11/11	Penultimate Senate meeting of the academic year. Elections for vice-chair will take place.
4/12-15/11	On-line elections take place through MyUAlbany for at-large seats
4/14/11	GOV meeting
4/16/11	Secretary can fill in blanks on Council Membership with new at-large seats
4/25/11	Secretary solicits Council Reports and agenda items for the next SEC meeting. Agenda items should be submitted to Gail by 5:00 pm the Thursday before the mtg.
4/25-5/8	2011-2012 Councils meet and elect their chairs (Vice-Chair must arrange these meetings – Susanna, I set up Doodle polls last fall to coordinate these)
4/28/11	GOV Meeting
5/2/11	Secretary solicits Council Reports and agenda items for the next Senate meeting. Agenda items should be submitted to Gail by 5:00 pm the Thursday before mtg.
5/2/11	SEC Meeting
5/9/11	Ultimate Senate meeting of the academic year. 2011-2012 Council chairs-elect should be approved/disapproved by the Senate at this meeting.
5/12/11	Final GOV meeting of the year (if necessary)

<sup>1</sup> I managed to write April 1<sup>st</sup> in the e-mail, but technically it should be 3/28. Let's go with the later date, and if someone gets upset about it, I'll wear the black hat.

<sup>2</sup> By the way, this year we don't have to conduct the UAS elections because they don't have a need for it. Next year, we should check with them again.

