

AUGUST 2022

- Aug 3-6 **New Faculty Orientation** University Level (Noel Studio)
- Aug 9 **President's Convocation** 10:00 AM (Center for the Arts)
- Aug 10 **CLASS Convocation** 2:00 PM (Gifford Theatre)
- Aug 12 **Big E Mixer** 4:45 PM (Keen Johnson) & **Big E Welcome Kickoff & Welcome Walk**
7:00 PM (Ravine)
- Aug 13 **CLASS Open House** 11:00 AM (Roark Front Lawn)
- Aug 15 **First day of fall classes**
- Aug 21 **Last day to Add/Drop for full semester classes**

SEPTEMBER 2022

- Sept 1 **P & T:** Deadline for candidates to notify Chair & Dean in writing of intent to apply
(Sept 12) Deadline for Departments to select P & T Committee
(Sept 17) Candidates submit presenter's name to Dean
(Nov 9) Department notifies Candidate of recommendations by Committee and Chair
(Nov 15) Department submits P & T materials to Dean (electronic documents)
(Nov 28 & 29) College review of Candidates
(Feb 15) Dean submits P & T recommendations and materials to the Provost
(Mar 20) Provost notifies P & T Candidates of decisions & submits report to President
(Mar 20) Last day for faculty to withdraw candidacy
(Apr 17) Dean notifies Chairs of faculty eligible for tenure in next academic year
(May 1) Chair notifies eligible candidates & provides deadlines for next AY

CLASS Faculty Development Grants: Reminder of upcoming deadline on **Oct 1**

- Sept 5 **Labor Day Holiday**
- Sept 12 **P & T:** Deadline to elect Department & College Committees for P & T, Sabbatical Leave, & Evaluation
Next Deadlines: **P & T** (Sept 17) Deadline for Candidates to submit presenter's name to Dean
- Sept 15 **Sabbatical Leave:** Deadline for faculty to submit request to Chair (for next academic year)
(Oct 14) Chair submits Departmental recommendations/rankings to Dean
(Nov 1) Dean submits College recommendations to Provost
(Dec 15) Provost submits recommendations to President
- Sept 17 **P & T:** Deadline for Candidates to submit presenter's name to Dean

Next deadline: (Nov 9) Department notifies Candidate of recommendations by Committee and Chair

Sept 23 **Assurance of Learning Day** (Classes that meet prior to 4 PM are canceled)

2nd Year Evaluation of Faculty on Tenure-track: Deadline for faculty to submit materials to Chair

(Oct 3) Chair notifies faculty of Department's recommendations

(Oct 20) Chair submits recommendations to Dean

(Nov 1) Dean notifies faculty of Dean's recommendation & submits materials to Provost

(Nov 9) Provost returns signed forms to Dean & notifies President of *non-reappointments*

(Nov 9) Dean notifies faculty & chair of Provost's recommendations

(Dec 15) President notifies faculty of *non-reappointments*

Sept 30 **Annual Evaluation of Academic Administrators (Year Three Review):** Deadline for units to establish Review Committee for the academic year in which it is to function

OCTOBER 2022

Oct 1 **P & T: CLASS College Committee:** Deadline for organizational meeting

Student Scholarship: Kenamer (fall awards) –Reminder of upcoming deadline on **Nov 1**

CLASS Faculty Development Grant Proposals (fall awards): Submission deadline

General ECU Recruitment Spotlight (Location to TBA)

Oct 3 **Midterm Grades for undergraduate students in full semester classes** – shall be submitted by instructors into ECU Direct

2nd Year Evaluation of Faculty on Tenure Track: Chair notifies faculty of Department's recommendations

Next deadline: (Oct 20) Chair submits recommendations to Dean

Oct 10 **Last day to WITHDRAW from a full semester class without a fee**

Oct 10-11 **Fall Break**

Oct 12 **Final Grades Due for 1st 8-week classes**

Oct 14 **Sabbatical Leave:** Chair submits Departmental recommendations/rankings to Dean

Next deadline: (Nov 1) Dean submits College recommendations to Provost

Oct 20 **2nd Year Evaluation of Faculty on Tenure-track:** Chair submits recommendations to Dean

Next deadline: (Nov 1) Dean notifies faculty of Dean's recommendation & submits materials to Provost

NOVEMBER 2022

Nov 1 **Student Scholarship:** Kenamer application deadline (fall awards)

2nd Year Evaluation of Faculty on Tenure Track: Dean notifies faculty of Dean's recommendation & submits materials to Provost

Next deadline: (Nov 9) Provost returns signed forms to Dean & notifies President of *non-reappointments*

Sabbatical Leave: Dean submits College recommendations to Provost

Next deadline: (Dec 15) Provost submits recommendations to President

Nov 5 **CLASS Recruitment Spotlight** (Location TBA)

Nov 6 **Last day to WITHDRAW from courses or the University with fee**

Nov 9 **P & T:** Deadline for Department to notify faculty of Department's recommendations

Next deadline: (Nov 15) Department submits P & T materials to Dean (electronic documents)

2nd Year Evaluation of Faculty on Tenure Track: Provost returns signed forms to Dean & notifies President of *non-reappointments*; Dean notifies faculty & Chair of Provost's recommendations

Next deadline: (Dec 15) President notifies faculty of *non-reappointments*

Nov 11 **3rd – 5th Year Evaluation of Faculty on Tenure-track:** Deadline for faculty to submit self-evaluation to Chair

(Jan 27) Chair notifies faculty of Department's recommendation

(Feb 6) Chair submits recommendations to Dean

(Feb 24) Dean notifies faculty of recommendations & forwards to Provost

(Mar 26) Provost returns signed evaluations to Dean

(Mar 31) Dean notifies faculty of Provost's recommendations

(May 15) President notifies faculty of *non-reappointments*

Nov 15 **P & T:** Department submits P & T materials to Dean (electronic documents)

Next deadline: (Nov 28 & 29) College review of Candidates

Nov 18 **Sabbatical Leave Reports due to Dean** (Sabbaticals completed Fall 2021 & Spring 2022)

Nov 19 **Diversity Recruitment Spotlight** (Location TBA)

Nov 23-25 **Thanksgiving Break**

Nov 28-29 **P & T:** College review of Candidates

Next deadline: (Feb 15) Dean submits P & T recommendations to Provost

Nov 28-
Dec 1 **Final Exam Week**

DECEMBER 2022

- Dec 1 **Evaluation of Full-time Faculty Not Eligible for Tenure:** Deadline for Chairs to submit to Dean a list of full-time, non-tenure-track faculty who will be evaluated for current academic year
(Feb 15) Faculty submits evaluation materials to Chair
(Mar 1) Chair provides written evaluation to faculty member
(Mar 20) Chair submits recommendation to Dean
(Apr 3) Dean submits recommendations to Provost
(Apr 10) Provost submits recommendations to Dean
(Apr 17) Dean notifies faculty members of reappointment decisions
- Dec 3 **College Graduation Convocation Ceremony** (Time TBA)
- Dec 5 **Final Grades Due**

1st Day of Winter Session Classes
- Dec 7 **Last Day to Add/Drop Winter Term Classes**
- Dec 15 **2nd Year Evaluation of Faculty on Tenure Track:** President notifies faculty of *non-reappointments*

Sabbatical Leave: Provost submits recommendations to President

JANUARY 2023

- Jan 1 **Faculty Development Grants:** Reminder of upcoming deadline on **Feb 1**

Last Day to Withdraw from Winter Term Classes
- Jan 13 **Last Day of Winter Session**
- Jan 16 **Holiday: Martin Luther King Day**
- Jan 17 **First day of spring classes**

Final grades due for Winter Session
- Jan 19 **1st Year Evaluation of Faculty on Tenure-track:** Deadline for Chair to meet with faculty & provide written evaluation feedback
(Feb 1) Chair submits recommendations to Dean
(Feb 15) Dean notifies faculty in writing of Dean's recommendations & forwards to Provost
(Mar 1) Provost returns signed evaluations to Dean
(Mar 2) Dean notifies faculty of Provost's recommendations
(Mar 2) Provost notifies President of *non-reappointments*
(Mar 10) President notifies faculty of *non-reappointments* (if no appeal has been filed)

FEBRUARY 2023

Feb 1 **Faculty Development Grant Proposals (spring awards):** Submission deadline

Student Awards: *Dean's Award of Merit* (Department nomination); *Kennamer, Layne-Wood, & John McMillan Long Scholarships* (Reminder of upcoming deadline **March 1**)

CLASS Faculty Awards: *Excellence in Research & Creative Activities* and *Outstanding Teaching & Mentoring Awards* - Reminder of upcoming application deadline on **March 1**

1st Year Evaluation of Faculty on Tenure-track: Chair submits recommendations to Dean
Next deadline: (Feb 15) Dean notifies faculty in writing of Dean's recommendations & forwards to Provost

Feb 6 **3rd—5th Year Evaluation of Faculty on Tenure-track:** Chair submits recommendations to Dean
Next deadline: (Feb 24) Dean notifies faculty of recommendations & forwards to Provost

Feb 15 **Evaluation of Full-time Faculty Not Eligible for Tenure:** Faculty submits evaluation materials to Chair

Next deadline: (Mar 1) Chair provides written evaluation to faculty member

Annual Evaluation of Academic Administrators (Year Three Review): Office of Institutional Research sends evaluation to relevant respondents for **3rd-year** administrators

(Mar 15) Review Committee summarizes results of survey for **3rd-year** administrators

(Apr 17) Supervisors hold conference for **3rd-year** administrators

(May 15) Supervisors send notifications to **3rd-year** administrators of completion of the review and any actions that resulted from the review

1st Year Evaluation of Faculty on Tenure-track: Dean notifies faculty in writing of Dean's recommendations & forwards to Provost

Next deadline: (Mar 1) Provost returns signed evaluations to Dean

Feb 24 **3rd – 5th Year Evaluation of Faculty on Tenure-track:** Dean notifies faculty of recommendations & forwards to Provost

Next deadline: (Mar 26) Provost returns signed evaluations to Dean

MARCH 2023

Mar 1 **Student Awards:** Application deadline for *Dean's Award of Merit* (Department nomination), *Kennamer Scholarship*, *Layne-Wood Scholarship*, & *John McMillan Long Scholarship* (students submit electronic applications in Slate Foundation Scholarship portal by **March 1**)

CLASS Faculty Awards application deadline: *Excellence in Research & Creative Activities* and *Outstanding Teaching & Mentoring Awards* (applications due to Associate Dean)

Evaluation of Full-time Faculty Not Eligible for Tenure: Chair provides written evaluation to faculty member

Next deadline: (Mar 20) Chair submits recommendation to Dean

1st Year Evaluation of Faculty on Tenure-track: Provost returns signed evaluations to Dean

Next deadline: (Mar 2) Dean notifies faculty of Provost's recommendations

- Annual Review of Tenured Faculty—Year Three Review:** Deadline for Chairs to meet with tenured faculty scheduled for **3rd-year** review
 (April 3) Chairs submit reports for **3rd-year** tenured faculty to Dean
 (May 1) Dean notifies faculty & chairs of Dean’s recommendations
- Mar 2 **1st Year Evaluation of Faculty on Tenure-track:** Dean notifies faculty of Provost’s recommendations; Provost notifies President of *non-reappointments*
Next deadline: (Mar 10) President notifies faculty of *non-reappointments* (if no appeal has been filed)
- Mar 6 **Midterm Grades for undergraduate students in full semester classes**
- Mar 10 **1st Year Evaluation of Faculty on Tenure-track:** President notifies faculty of *non-reappointments* (if no appeal has been filed)
- Mar 13 **Last day to WITHDRAW from a full semester class without a fee**
- Mar 13-17 **Spring Break**
- Mar 15 **Annual Evaluation of Academic Administrators (Year Three Review):** Review Committee summarizes results of survey for **3rd-year** administrators
Next deadline: (Apr 17) Supervisors hold conference with **3rd-year** administrators
- Mar 20 **Classes resume**
- Evaluation of Full-time Faculty Not Eligible for Tenure:** Chair submits recommendation to Dean
Next deadline: (Apr 3) Dean submits recommendations to Provost
- P & T:** Provost notifies P & T Candidates of decisions & submits report to President; Last day for faculty to withdraw candidacy
Next deadline: (Apr 17) Dean notifies Chairs of faculty eligible for tenure in next academic year
- Mar 22 **1st 8WK Classes—Final Grades Due**
- Mar 26 **3rd – 5th Year Evaluation of Faculty on Tenure-track:** Provost returns signed evaluations to Dean
Next deadline: (Mar 31) Dean notifies faculty of Provost’s recommendations
- Mar 31 **3rd – 5th Year Evaluation of Faculty on Tenure-track:** Dean notifies faculty of Provost’s recommendations
Next deadline: (May 15) President notifies faculty of *non-reappointments*

APRIL 2023

- Apr 1 **Annual Review of Tenured Faculty: Year Three Review** - Chair submits all Year Three Reviews to Dean
Next deadline: (May 2) Dean notifies faculty & Chairs of Dean’s recommendations

Annual Review of Tenured Faculty—Year One and Two Review: Deadline for Chairs to meet with tenured faculty scheduled for **Year One and Two** reviews and submit reports to Dean **and** each faculty member

Apr 3 **Annual Review of Tenured Faculty—Year Three Review:** Chairs submit reports for **3rd-year** tenured faculty to Dean

Next deadline: (May 1) Dean notifies faculty & chairs of Dean's recommendations

Annual Evaluation of Academic Administrators (Year One & Two Reviews): Supervisors hold conference with **1st & 2nd -year** administrators who report directly to them

Emeritus Faculty: Deadline for full-time faculty members or immediate supervisors to nominate any eligible faculty member (self-nominations are accepted)

Next deadline: (Apr 12) Chairs submit nominations to Dean

Evaluation of Full-time Faculty Not Eligible for Tenure: Dean submits recommendations to Provost

Next deadline: (Apr 10) Provost submits recommendations to Dean

Apr 9 **Last day to WITHDRAW from the University and/or last day to withdraw from a course**

Apr 10 **Evaluation of Full-time Faculty Not Eligible for Tenure:** Provost submits recommendations to Dean

Next deadline: (Apr 17) Dean notifies faculty members of reappointment decisions

Apr 12 **Emeritus Faculty:** Chairs submit nominations to Dean

Next deadline: (Apr 24) Dean submits materials to Provost

Apr 14 **Scholars Assembly 9:30 AM**

Apr 17 **P & T:** Dean notifies Chairs of faculty eligible for tenure in next academic year

Next deadline: (May 1) Chair notifies eligible candidates & provides deadlines for next AY

Annual Evaluation of Academic Administrators (Year Three Review): Supervisors hold conference with **3rd-year** administrators

Next deadline: (May 15) Supervisors send notifications to **3rd-yr administrators** of completion of the review and any actions that resulted from the review

Evaluation of Full-time Faculty Not Eligible for Tenure: Dean notifies faculty members of reappointment decisions

Apr 24 **Emeritus Faculty:** Dean submits materials to Provost

Next deadline: (May 1) Provost submits recommendation to President

MAY 2023

May 1 **P & T:** Chairs notify Candidates eligible for P & T

Faculty Evaluation Appeals Committee (FEAC): Elect committee members for 2023-2024

Annual Review of Tenured Faculty: Department performance standards and procedures shall be approved by the majority of full-time tenured faculty members & by the Dean

Annual Review of Tenured Faculty—Year Three Review: Dean notifies faculty & Chairs of Dean's recommendations

Sabbatical Leave Reports: Due to Dean (Sabbaticals completed Fall 2022)

May 3 **Annual Review of Tenured Faculty Committee:** Deadline for Departments to elect **Third-Year Review** Committee prior to the year it is to function

May 6 **General Education Narrative Reports Due**

May 8-11 **Final Exam Week**

May 12 & **College Graduation Convocation Ceremonies:** Friday & Saturday
13

May 15 **Final Grades Due**

3rd – 5th Year Evaluation of Faculty on Tenure-track: President notifies faculty of *non-reappointments*

Annual Evaluation of Academic Administrators (Year Three Review): Supervisors send notifications to **3rd-yr** administrators of completion of the review and any actions that resulted from the review

SUMMER 2023

TBD **CLASS New Student Orientation**