



## CLASS Master Calendar

\*For University calendar, registration, and add/drop deadlines, please refer to Colonel's Compass

### AUGUST 2023

- Aug 2-4      **New Faculty Orientation** University Level (Noel Studio)
- Aug 8        **President's Convocation** 10:00 a.m. (Center for the Arts)
- Aug 10      **CLASS Convocation** 10:00 a.m. (Gifford Theatre)
- Big E Welcome Tailgate for Faculty, Staff, and Families** 4:30-6:30 p.m.; **Big E Welcome Kickoff & Welcome Walk** 7:00 p.m.
- Aug 13      **CLASS Open House** 9:30-11 a.m. and 2:30-4:00 p.m. (Roark front lawn)

### SEPTEMBER 2023

- Sept 1      **P & T:** Deadline for candidates to notify Chair & Dean in writing of intent to apply  
(Sept 11) Deadline for Departments to select P & T Committee  
(Sept 18) 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 27&28) College review of Candidates  
(Jan 26) Dean submits P & T recommendations and materials to the Provost.  
(March 18) Provost notifies P & T Candidates of decisions & submits report to President  
(March 18) Last day for faculty to withdraw candidacy  
(Apr 15) Dean notifies Chairs of faculty eligible for tenure in next academic year  
(May 1) Chair notifies eligible candidates & provides deadlines for next AY
- Sabbatical Leave:** Deadline for faculty to submit request to Chair (for next academic year);  
Deadline for Departments to elect a sabbatical review committee  
(Sept 29) Chair submits Departmental recommendations/rankings to Dean  
(Oct 11) Dean submits College recommendations to Provost  
(Oct 20) Provost submits recommendations to President
- CLASS Faculty Development Grants:** Reminder of upcoming deadline on **Oct 1**
- Sept 11     **P & T:** Deadline to elect Department & College Committees for P & T, Sabbatical Leave, & Evaluation  
**Next Deadline: P & T** (Sept 18) Deadline for Candidates to submit presenter's name to Dean

- Sept 18 **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 22 **Assurance of Learning Day** (Classes that meet prior to 4 p.m. are canceled)
- 2<sup>nd</sup> 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 23 **CLASS recognition at ECU football game**
- Sept 29 **Sabbatical Leave:** Chair submits Departmental recommendations/rankings to Dean  
**Next deadline:** (Oct 11) Dean submits College recommendations to Provost

## **OCTOBER 2023**

- 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
- Oct 2 **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
- Oct 3 **2<sup>nd</sup> Year Evaluation of Faculty on Tenure Track:** Chair notifies faculty of Department's recommendations  
**Next deadline:** (Oct 20) Chair submits recommendations to Dean
- Oct 11 **Sabbatical Leave:** Dean submits College recommendations to Provost  
**Next deadline:** (Oct 20) Provost submits recommendations to President
- Oct 20 **2<sup>nd</sup> 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
- Sabbatical Leave:** Provost submits recommendations to President

## NOVEMBER 2023

- Nov 1      **Student Scholarship:** Kenamer (fall awards) application deadline
- Sabbatical Leave Reports due to Dean** (Sabbaticals completed Fall 2022 & Spring 2023)
- 2<sup>nd</sup> 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*: Dean notifies faculty & Chair of Provost's recommendations
- Nov 9      **P & T:** Deadline for Department to notify Candidate of recommendations by the Committee and Chair
- Next deadline:** (Nov 15) Department submits P & T materials to Dean (electronic documents)
- 2<sup>nd</sup> 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 10     **3<sup>rd</sup>-5<sup>th</sup> Year Evaluation of Faculty on Tenure Track:** Deadline for faculty to submit self-evaluation to Chair
- (Jan 26) Chair notifies faculty of Department's recommendation
- (Feb 6) Chair submits recommendations to Dean
- (Feb 23) Dean notifies faculty of recommendations & forwards to Provost
- (Mar 26) Provost returns signed evaluations to Dean
- (Mar 29) 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 27 & 28) College review of Candidates
- Nov 27-28   **P & T:** College review of Candidates
- Next deadline:** (Jan 26) Dean submits P & T recommendations to Provost

## DECEMBER 2023

- 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 1) Faculty submits evaluation materials to Chair
- (Feb 19) Chair provides written evaluation material to faculty member
- (Mar 4) Chair submits recommendations to Dean
- (Mar 25) Dean submits recommendations to Provost
- (Apr 10) Provost submits recommendations to Dean

(Apr 15) Dean notifies faculty members of reappointment decisions

Dec 15 **2<sup>nd</sup> Year Evaluation of Faculty on Tenure Track:** President notifies faculty of *non-reappointments*

## **JANUARY 2024**

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

Jan 18 **1<sup>st</sup> 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 1) Provost notifies President of *non-reappointments*  
(Mar 4) Dean notifies faculty of Provost's recommendations  
(Mar 8) President notifies faculty of *non-reappointments* (if no appeal has been filed)

Jan 26 **3<sup>rd</sup>-5<sup>th</sup> Year Evaluation of Faculty on Tenure-Track:** Chair notifies faculty of department's recommendation  
**Next deadline:** (Feb 6) Chair submits recommendations to Dean

**P & T:** Dean submits P & T recommendations and materials to the Provost  
**Next deadline:** (March 18) Provost notifies P & T candidates of decisions & submits report to President; Last day for faculty to withdraw candidacy

## **FEBRUARY 2024**

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, Distinguished Service, and Outstanding Teaching & Mentoring* awards – Reminder of upcoming application deadline on **March 1**

**1<sup>st</sup> 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

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

**Next deadline:** (Feb 19) Chair provides written evaluation to faculty member

- Feb 6           **3<sup>rd</sup>—5<sup>th</sup> Year Evaluation of Faculty on Tenure-track:** Chair submits recommendations to Dean  
**Next deadline:** (Feb 23) Dean notifies faculty of recommendations & forwards to Provost
- Feb 15           **Annual Evaluation of Academic Administrators (Year Three Review):** Office of Institutional Research sends evaluation to relevant respondents for **3<sup>rd</sup>-year** administrators  
(Mar 15) Review Committee summarizes results of survey for **3<sup>rd</sup>-year** administrators  
(Apr 15) Supervisors hold conference to **3<sup>rd</sup>-year** administrators  
(May 15) Supervisors send notifications to **3<sup>rd</sup>-year** administrators of completion of the review and any actions that resulted from the review
- 1<sup>st</sup> 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; Provost notifies President of *non-reappointments*
- Feb 19           **Evaluation of Full-time Faculty Not Eligible for Tenure:** Chair provides written evaluation to faculty member  
**Next deadline:** (Mar 4) Chair submits recommendations to Dean
- Feb 23           **3<sup>rd</sup>-5<sup>th</sup> 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 2024**

- 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*, *Distinguished Service*, and *Outstanding Teaching & Mentoring Awards* (applications due to Associate Dean)
- 1<sup>st</sup> Year Evaluation of Faculty on Tenure-Track:** Provost returns signed evaluations to Dean; Provost notifies President of *non-reappointments*  
**Next deadline:** (Mar 4) 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 **3<sup>rd</sup>-year** review  
(Apr 1) Chairs submit reports for **3<sup>rd</sup>-year** tenured faculty to Dean  
(May 1) Dean notifies faculty & chairs of Dean's recommendations

- Mar 4      **1st Year Evaluation of Faculty on Tenure-Track:** Dean notifies faculty of Provost's recommendations  
Next deadline: (Mar 8) President notifies faculty of *non-reappointments* (if no appeal has been filed)
- Evaluation of Full-time Faculty Not Eligible for Tenure:** Chair submits recommendations to Dean  
Next deadline: (Mar 25) Dean submits recommendations to Provost
- Mar 8      **1st Year Evaluation of Faculty on Tenure-Track:** President notifies faculty of *non-reappointments* (if no appeal has been filed)
- Mar 15     **Annual Evaluation of Academic Administrators (Year Three Review):** Review Committee summarizes results of survey for **3<sup>rd</sup>-year** administrators  
Next deadline: (Apr 15) Supervisors hold conference with **3<sup>rd</sup>-year** administrators
- Mar 18     **P & T:** Provost notifies P & T Candidates of decisions & submits report to President: Last day for faculty to withdraw candidacy  
Next deadline: (Apr 15) Dean notifies Chairs of faculty eligible for tenure in next academic year
- Mar 25     **Evaluation of Full-time Faculty Not Eligible for Tenure:** Dean submits recommendations to Provost  
Next deadline: (Apr 10) Provost submits recommendations to Dean
- Mar 26     **3<sup>rd</sup> – 5<sup>th</sup> Year Evaluation of Faculty on Tenure-track:** Provost returns signed evaluations to Dean  
Next deadline: (Mar 29) Dean notifies faculty of Provost's recommendations
- Mar 29     **3<sup>rd</sup> – 5<sup>th</sup> 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 2024

- Apr 1      **Annual Review of Tenured Faculty - Year Three Review:** Chair submits all Year Three Reviews to Dean  
Next deadline: (May 1) 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
- Annual Evaluation of Academic Administrators (Year One & Two Reviews):** Supervisors hold conferences with **1st & 2nd -year** administrators who report directly to them

- Apr 3      **Emeritus Faculty:** Deadline for full-time faculty members or immediate supervisors to nominate any eligible faculty member (self-nominations are accepted)  
 (Apr 12) Chairs submit nominations to Dean  
 (Apr 24) Dean submits materials to Provost  
 (May 1) Provost submits recommendation to President
- Apr 10      **Evaluation of Full-time Faculty Not Eligible for Tenure:** Provost submits recommendations to Dean  
**Next deadline:** (Apr 15) Dean notifies faculty members of reappointment decision
- Apr 12      **Emeritus Faculty:** Chairs submit nominations to Dean  
**Next deadline:** (Apr 24) Dean submits materials to Provost
- Apr 15      **Evaluation of Full-time Faculty Not Eligible for Tenure:** Dean notifies faculty members of reappointment decisions
- Annual Evaluation of Academic Administrators (Year Three Review):** Supervisors hold conference with 3<sup>rd</sup>-year administrators  
**Next deadline:** (May 15) Supervisors send notifications to 3<sup>rd</sup>-yr administrators of completion of the review and any actions that resulted from the review
- 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
- Apr 24      **Emeritus Faculty:** Dean submits materials to Provost  
**Next deadline:** (May 1) Provost submits recommendation to President

## MAY 2024

- May 1      **P & T:** Chairs notify Candidates eligible for P & T
- Emeritus Faculty:** Provost submits recommendation to President
- Faculty Evaluation Appeals Committee (FEAC):** Elect committee members for 2024-2025
- 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
- May 1      **Annual Review of Tenured Faculty Committee:** Deadline for Departments to elect **Third-Year Review** Committee prior to the year it is to function

**Sabbatical Leave Reports:** Due to Dean (Sabbaticals completed Fall 2023)

May 15

**3<sup>rd</sup> – 5<sup>th</sup> 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 2024**

**Orientation: May 21 & 29**

**June 4, 6, 11, 13, 18, & 20**

**July 16, 18, 23, 25, & 30**

**August 1 & 6**