



CLASS Master Calendar

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

AUGUST 2024

- Aug 6-9 **New Faculty Orientation** Faculty Center for Teaching & Learning (Library 318)
- Aug 13 **President's Convocation** 10:00 a.m. (Center for the Arts)
- Aug 15 **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 16 **CLASS Open House** 9:30 -11 a.m. and 2:30 - 4:00 p.m. (Keene Johnson)

SEPTEMBER 2024

- Sept 1 **Sabbatical Leave:** Deadline for faculty to submit request to Chair (for next academic year);
Deadline for Departments to elect a sabbatical review committee. Deadline for College to elect
Sabbatical Review Committee.
(Sept 27) Chair submits Departmental recommendations/rankings to Dean.
(Oct 11) Dean submits College recommendations to Provost.
(Oct 18) Provost submits recommendations to President.
- Sept 2 **P & T:** Deadline for candidates to notify Chair & Dean in writing of intent to apply.
(Sept 10) Deadline for Departments to select P & T Committee.
(Sept 10) Candidates submit presenter's name to Dean.
(Nov 8) Department notifies Candidate of recommendations by Committee and Chair.
(Dec 2) Department submits P & T materials to Dean (electronic documents).
(Dec 2 & 3) College review of Candidates.
(Jan 27) Dean submits P & T recommendations and materials to the Provost.
(March 15) Provost notifies P & T Candidates of decisions & submits report to President.
(March 24) Submit letter of withdrawal prior to March 24.
(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.
- Sept 10 **P & T:** Deadline to elect Department & College Committees for P & T. Candidates submit
presenter's name to Dean.

Next Deadline: P & T (Nov 8) Deadline: Department notifies Candidate of recommendations by Committee and Chair.

Sept 20 **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 21) Chair submits recommendations to Dean.
(Oct 31) Dean notifies faculty of Dean's recommendation & submits materials to Provost.
(Nov 7) Provost returns signed forms to Dean & notifies President of *non-reappointments*.
(Nov 8) Dean notifies faculty & chair of Provost's recommendations.
(Dec 15) President notifies faculty of *non-reappointments*.

Sept 27 **Sabbatical Leave:** Chair submits Departmental recommendations/rankings to Dean
Next deadline: (Oct 11) Dean submits College recommendations to Provost

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
(Feb 17) Office of Institutional Research sends evaluation to relevant respondents for **3rd-year** administrators.
(Mar 14) Review Committee summarizes results of survey for **3rd-year** administrators.
(Apr 15) Supervisors hold conference to **3rd-year** administrators.
(May 15) Supervisors send notifications to **3rd-year** administrators of completion of the review and any actions that result from the review.

OCTOBER 2024

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

Oct 3 **2nd Year Evaluation of Faculty on Tenure Track:** Chair notifies faculty of Department's Recommendations.
Next deadline: (Oct 21) Chair submits recommendations to Dean.

Oct 11 **Sabbatical Leave:** Dean submits College recommendations to Provost.
Next deadline: (Oct 18) Provost submits recommendations to President.

Oct 18 **Sabbatical Leave:** Provost submits recommendations to President.

Oct 21 **2nd Year Evaluation of Faculty on Tenure-track:** Chair submits recommendations to Dean.
Next deadline: (Oct 31) Dean notifies faculty of Dean's recommendation & submits materials to Provost.

Oct 31 **2nd Year Evaluation of Faculty on Tenure-track:** Dean notifies faculty of Dean's recommendation & submits materials to Provost.

Next deadline: (Nov 7) Provost returns signed forms to Dean & notifies President of *non-reappointments*.

NOVEMBER 2024

- Nov 1 **Sabbatical Leave Reports:** Due to Dean (Sabbaticals completed Spring 2024)
- Nov 7 **2nd Year Evaluation of Faculty on Tenure-track:** Provost returns signed forms to Dean & notifies President of *nonreappointments*.
Next deadline: (Nov 8) Dean notifies faculty & chair of Provost's recommendations.
- Nov 8 **P & T:** Deadline for Department notifies Candidate of recommendations by Committee and Chair.
Next deadline: (Dec 2) Department submits P & T materials to Dean (electronic documents).
- 2nd Year Evaluation of Faculty on Tenure Track:** Dean notifies faculty & chair of Provost's recommendations.
Next deadline: (Dec 15) President notifies faculty of *non-reappointments*.
- 3rd-5th Year Evaluation of Faculty on Tenure Track:** Deadline for faculty to submit self-evaluation to Chair.
(Jan 24) 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 28) Dean notifies faculty of Provost's recommendations.
(May 15) President notifies faculty of *non-reappointments*.
- Nov 22 **P & T:** Department submits P & T materials to Dean (electronic documents).
Next deadline: (Dec 2 & 3) College review of Candidates.

DECEMBER 2024

- Dec 2 **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 3) 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 2 & 3 **P & T:** College review of Candidates.

Next deadline: (Jan 27) Dean submits P & T recommendations and materials to the Provost.

Dec 15 **2nd Year Evaluation of Faculty on Tenure Track:** President notifies faculty of *non-reappointments*.

JANUARY 2025

Jan 22 **1st Year Evaluation of Faculty on Tenure-Track:** Deadline for Chair to meet with faculty & provide written evaluation feedback.
(Feb 3) Chair submits recommendations to Dean.
(Feb 17) Dean notifies faculty in writing of Dean's recommendations & forwards to Provost.
(Feb 27) Provost returns signed evaluations to Dean.
(Feb 28) Dean notifies faculty of Provost's recommendations.
(Mar 4) Provost notifies President of *non-reappointments*.
(Mar 14) President notifies faculty of *non-reappointments* (unless an appeal has been filed, in which case the deadline is March 28).

Jan 24 **3rd-5th Year Evaluation of Faculty on Tenure-Track:** Chair notifies faculty of department's Recommendation.
Next deadline: (Feb 6) Chair submits recommendations to Dean.

Jan 27 **P & T:** Dean submits P & T recommendations and materials to the Provost.
Next deadline: (March 15) Provost notifies P & T Candidates of decisions & submits report to President.

FEBRUARY 2025

Feb 1 **Student Awards:** *Dean's Award of Merit* (department nomination); *Layne-Wood Scholarship* (Reminder of upcoming deadline **March 1**).

CLASS Faculty Award: *Awesome Advisor* advising award, *Excellence in Research & Creative Activities*, *Distinguished Service*, and *Outstanding Teaching & Mentoring* awards – Reminder of upcoming application deadline on **March 31**.

Feb 3 **1st Year Evaluation of Faculty on Tenure-Track:** Chair submits recommendations to Dean.
Next deadline: (Feb 17) 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 **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 17 **Annual Evaluation of Academic Administrators (Year Three Review):** Office of Institutional Research sends evaluation to relevant respondents for **3rd-year** administrators.
Next deadline: (Mar 14) Review Committee summarizes results of survey for **3rd-year** administrators.
- 1st Year Evaluation of Faculty on Tenure-Track:** Dean notifies faculty in writing of Dean's recommendations & forwards to Provost.
Next deadline: (Feb 27) Provost returns signed evaluations to Dean.
- 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 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.
- Feb 27 **1st Year Evaluation of Faculty on Tenure-Track:** Provost returns signed evaluations to Dean.
Next deadline: (Feb 28) Dean notifies faculty of Provost's recommendations.
- Feb 28 **1st Year Evaluation of Faculty on Tenure-Track:** Dean notifies faculty of Provost's recommendations.
Next deadline: (Mar 4) Provost notifies President of *non-reappointments*.

MARCH 2025

- Mar 1 **Student Awards:** Application deadline for *Dean's Award of Merit* (Department nomination) and *Layne-Wood Scholarship* (students submit electronic applications in Slate Foundation Scholarship portal by **March 1**).
- Mar 3 **Annual Review of Tenured Faculty-Year Three Review:** Deadline for Chairs to meet with tenured faculty scheduled for **3rd-year** review
(Apr 1) Chairs submit reports for **3rd-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:** Provost notifies President of *non-reappointments*.
Next deadline: (Mar 14) President notifies faculty of *non-reappointments* (unless an appeal has been filed, in which case the deadline is March 28).
- Evaluation of Full-time Faculty Not Eligible for Tenure:** Chair submits recommendations to Dean.
Next deadline: (Mar 25) Dean submits recommendations to Provost.

- Mar 14 **1st Year Evaluation of Faculty on Tenure-Track:** President notifies faculty of *non-reappointments* (unless an appeal has been filed, in which case the deadline is March 28).
- Annual Evaluation of Academic Administrators (Year Three Review):** Review Committee summarizes results of survey for **3rd-year** administrators.
Next deadline: (Apr 15) Supervisors hold conference with **3rd-year** administrators.
- Mar 15 **P & T:** Provost notifies P & T Candidates of decisions & submits report to President.
Next deadline: (Mar 24) Last day for faculty to withdraw candidacy.
- Mar 24 **P&T:** 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 **3rd – 5th Year Evaluation of Faculty on Tenure-track:** Provost returns signed evaluations to Dean.
Next deadline: (Mar 28) Dean notifies faculty of Provost’s recommendations.
- Mar 28 **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*.
- Mar 31 **CLASS Faculty Award application deadline:** *Awesome Advisor* advising award, *Excellence in Research & Creative Activities*, *Distinguished Service*, and *Outstanding Teaching & Mentoring Awards* (applications due to Associate Dean).

APRIL 2025

- 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.
- Committees finalized for 2025-26 by May 1:** Committees elected by department: CLASS P&T, Curriculum, Research & Faculty Development, Strategic Planning & Budget, **AND** Committees elected by the college (departments should select nominees for

election): University Faculty Evaluation and Appeals, University Grievance, University Post-Tenure Review, University Faculty Committee on Dismissal. – Reminder sent for May 1 deadline.

- Apr 2 **Emeritus Faculty:** Deadline for full-time faculty members or immediate supervisors to nominate any eligible faculty member (self-nominations are accepted).
(Apr 9) Chairs submit nominations to Dean.
(Apr 16) Dean submits materials to Provost.
(Apr 21) Provost submits recommendation to President.
- Apr 9 **Emeritus Faculty:** Chairs submit nominations to Dean.
Next deadline: (Apr 16) Dean submits materials to Provost.
- 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 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 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.
- 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 16 **Emeritus Faculty:** Dean submits materials to Provost.
Next deadline: (Apr 21) Provost submits recommendation to President.
- Apr 21 **Emeritus Faculty:** Provost submits recommendation to President.

MAY 2025

- May 1 **P & T:** Chairs notify Candidates eligible for P & T.
- Committees finalized for 2025-26:** Committees elected by department: CLASS P&T, Curriculum, Research & Faculty Development, Strategic Planning & Budget **AND** Committees elected by the college (departments should select nominees for election): University Faculty Evaluation and Appeals, University Grievance, University Post-Tenure Review, University Faculty Committee on Dismissal.
- 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.

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 2024)

May 15 **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.

May 30 **Evaluation of Adjunct Faculty:** Within 30 days following the end of the instructional term, the evaluator will provide feedback to the adjunct faculty member and the Department Chair (if different from the evaluator).

SUMMER 2024

Orientation: May, June, July, August – dates TBD