

2024 - 2025

College of Arts & Sciences

Deadlines and Events

All dates are subject to change.

Color Key: **Office of Resources and Operations (371 Central)**
Office of Faculty Advancement/Curriculum/Graduate Studies (371 Central)
Recruiting Events
Records and Registration/University Calendar
Holidays
[BOLD indicates deadline dates]

Fall Semester August 26 – December 13, 2024 (Fifteen week classes)

AUGUST

- Week 1 Last Day of the second six-week session (8/2)
Last Day of the second eight-week session (8/2)
Last Day of the twelve-week session (8/2)
Summer Commencement (8/3)
- Week 2 **Faculty contracts begin (8/12)**
New Faculty Orientation (8/14)
- Week 3 **A&S Opening Day (8/19)**
- Week 4 First week of classes (8/26)

SEPTEMBER

- Elections: Arts & Sciences Distinguished Teaching Award Committee, A&S Staff Council, Faculty Senate, Dean's Advisory Committee on Inclusive Faculty Excellence (9/3 – 12/13)**
- Week 1 Last day to add classes without college permission (9/1)
EPRs of QRF in year 6 submitted via Faculty 180/RPT (9/3)
FIL – faculty notifies chair and college (9/3)
Last day to apply for December graduation, undergraduate (9/3)
Labor Day – University Closed (9/2)
Faculty Merit dossiers submitted through Faculty 180/RPT (9/7)
APRs of QRF in years 4-5 submit dossiers via Faculty 180/RPT (9/7)
- Week 2 **Faculty Merit dossiers submitted through Faculty 180/RPT (9/9)**
APRs of QRF in years 4-5 submit dossiers via Faculty 180/RPT (9/9)
Last day to drop/change grading option w/o college permission (9/8)
Fifteenth Day Census (9/9)
Summer Schedule Development packet emailed to departments
- Week 3 Last day to apply for December graduation, graduates (9/20)

- Week 4 Homecoming (9/28)
- Week 5 **EPRs of QRF in year 3 submit dossier via Faculty 180/RPT (9/30)**
APRs of QRF in year 2 submit dossier via Faculty 180/RPT (9/30)
Promotion and Tenure cases submit dossier via Faculty 180/RPT (9/30)

OCTOBER

- Week 1 **Scholarship applications for AY 24-25 open; FASFA opens (10/1)**
EPRs of QRF in year 6: Unit recommendations to College submitted via Faculty 180/RPT (10/1)
 Fall 2025 Schedule Development packet emailed to departments
- Week 2 Summer Schedule Development ends
FIL Application – Faculty submit through Faculty 180/RPT (10/7)
Fall Break, no classes (10/7-10/8)
A&S Fall Staff Breakfast (10/8)
- Week 3 **Mid-probation EPRs of TTF: submit dossier via Faculty 180/RPT (10/15)**
 Departments gain CSS access to data enter Fall 2025 class schedules
Falcon Family Weekend (10/18 – 10/20)
- Recruiting**
- Week 4 **Unit Merit Recommendations submitted to College (10/21)**
 Spring 2025 class enrollment begins (10/21)
University Preview Day (10/26)
- Recruiting**
- Week 5 **TF/TTF Promotion (tenure/associate and full): Unit recommendations to College submitted via Faculty 180/RPT (10/31)**
QRF Promotion: Unit recommendations to College submitted via Faculty 180/RPT (10/31)

NOVEMBER

- Week 1 Spring 2026 Schedule Development packet emailed to departments
- Week 2 *Veterans' Day –University closed (11/11)*
Adjunct contract requests for Spring semester due (11/13)
 Last day to withdraw, undergraduates w/ college permission; graduates w/ coordinator & college approval (11/15)
APRs of QRF in years 2: Unit recommendations to College submitted via Faculty 180/RPT (11/15)
EPRs of QRF in year 3: Unit recommendations to College submitted via Faculty 180/RPT (11/15)
- Week 3 Departments gain CSS access to data enter Spring 2026 class schedules
- Week 4 *Thanksgiving Break (11/27 - 11/29 University Closed)*

DECEMBER

- Week 1 **Mid-probation EPRs of TTF: Unit recommendations to College submitted via**

	Faculty 180/RPT (12/2) Summer 2025 Schedule of Classes on the web Last day of classes (12/6) ArtsX (12/7) University Preview Day (12/7)
Recruiting	
Week 2	Exam week (12/9 – 12/13)
Week 3	Graduate and Undergraduate Commencement (12/13) Undergraduate Commencement (12/14)
Week 5	<i>Christmas Break – University closed (12/24-12/31)</i>

Spring Semester: January 13 – April 25, 2025 (Fifteen week classes)

JANUARY

Elections: Undergraduate Council, A&S Council, Graduate Council, PTRC, C/D Steering, University Level Review Committee (1/13 – 4/25)
Employee Device upgrade installs (1/13 - 4/25)

Week 1	<i>New Year's Day – University Closed (1/1)</i> Call for Emeritus recommendations and Intent to Retire letters
Week 2	Spring Semester begins (1/13)
Week 3	Last day to add classes without college permission for Spring Session (1/19) <i>Martin Luther King Day – University closed (1/20)</i> APRs for QRF in year 1 submit dossier through Faculty 180/RPT (1/15) Merit notification letters to Faculty (1/15)
Week 4	Last day to apply for May graduation, <u>undergraduate</u> (1/26) Last day to drop/change grading option w/o college permission for Spring Session (1/26) Fifteenth Day Census (1/27) APRs for probationary TTF submitted through Faculty 180/RPT (1/31)

FEBRUARY

Call for the nominations for the Diversity Award
Call for nominations for Distinguished Teaching Award

Week 1	Notification of renewal letters sent to QRF in years 4-6 (from Provost by 2/1) Last Day to Apply for May Graduation, graduate students (2/7)
Week 2	Notification of faculty intent to retire at end of academic year due to the College Office (2/10) Faculty emeritus recommendations due in College office (2/10) Summer class registration begins Fall 2025 Schedule of Classes on the web
Week 3	APRs for QRF in year 1: Unit recommendations to College submitted via Faculty 180/RPT (2/17)
Recruiting	Presidents' Day Open House (2/17)

MARCH

- Week 1 Call for evaluation of Chairs and Directors (due 4/15)
Spring Break (3/3-3/7)
- Week 2 College sends summer worksheets to departments for verification (3/10)
- Week 4 **Diversity Award Nominations due**
Fall 2025 class enrollment begins
Spring 2026 Schedule of Classes on the web
Application for Distinguished Teaching Award due in College Office
Workshops to be held for faculty seeking promotion, tenure, or reappointment
Chair/Director Recommendations for TTF APRs submitted via Faculty 180 (3/31)
Finalized summer school worksheets and Project Director forms due to the College Office (3/31)

APRIL

- Week 1 **Notification of renewal sent to QRF in years 1-3 (from Provost by 4/1)**
Last day to withdraw, undergraduates w/ college permission; graduates w/ coordinator approval (4/4)
- Week 4 Last Day of classes, Spring session (4/25)
- Week 5 **Chair/Director evaluations due to College office submitted via college on-line portal (4/30)**
Exam week (4/28 – 5/3)

MAY

- Week 1 Commencement, Graduate and Undergraduates Commencement (5/2)
Undergraduate Commencement (5/3)
- Week 3 3-week summer session begins (5/19)
First 4-week summer session begins (5/19)
First 6-week summer session begins (5/19)
First 8-week summer session begins (5/19)
12-week summer session begins (5/19)
- Week 3 **Last Day to apply for August Graduation, Undergraduates (5/19)**
- Week 4 *Memorial Day – University closed (5/26)*
Last Day to apply for August Graduation, Graduates (5/29)

Summer session, 3-week session – May 19 – June 6, 2025

Summer session, 1st 4-week session – May 19 – June 13, 2025

Summer session, 1st 6-week session – May 19 – June 27, 2025

Summer session, 1st 8-week session – May 19 – July 11, 2025

Summer session, Full 12 week session – May 19 – August 8, 2025

Summer session, 2nd 4-week session – June 16 – July 11, 2025

Summer session, 2nd 8-week session – June 16 – August 8, 2025

Summer session, 2nd 6-week – June 30 – August 8, 2025

Summer session, 3rd 4-week session – July 14 – August 8, 2025

JUNE

Week 1	Last day of the three-week session (6/6)
Week 2	Last day of the first four-week session (6/13)
Week 3	Second 8-week summer session begins (6/16) Second 4-week summer session begins (6/16)
	<i>Juneteenth – University closed (6/19)</i>
Week 4	Last day of the first six-week session (6/27)
Week 5	Second 6-week summer session begins (6/30)

JULY

Week 1	<i>Independence Day – University closed (7/4)</i>
Week 2	Last Day of first eight-week session (7/11) Second 4-week summer session ends (7/11)
Week 3	Third 4-week summer session begins (7/14) Contract requests due for adjunct faculty for Fall 2025 (7/14)
Week 5	Classified/Administrative Staff annual evaluations due to Human Resources (7/31)

AUGUST

Week 1	Last Day of the third four-week session (8/8) Last Day of the second six-week session (8/8) Last Day of the second eight-week session (8/8) Last Day of the twelve-week session (8/8) Summer Commencement (8/9)
Week 2	Full-time Faculty academic year contract begins (8/11)
Week 4	Fall semester begins (8/25)