

Faculty Calendar




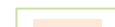






Spring 2022

January 2022

10	Mon	Orientation
17	Mon	Martin Luther King Holiday: University Closed
18	Tue	Classes Begin: Full Term, ELearn 1/1 st Session
		Fee Payment due with the Student Accounts Office by 4:30 p.m. \$75.00 Non-refundable Late Fee assessed at 4:30p.m.
20	Thur	ELearn 1/1 st Session: Last day to Add a course or Drop a course via Self-Service without receiving a "W" grade.
		ELearn 1/1 st Session: Last day to receive a full refund (100% minus non-refundable fees).
21	Fri	ELearn 1/1 st Session: All courses dropped will receive a grade of "W". Drop form required.
21	Fri	Appointment and Overload forms due to Provost
		Faculty Office Hours due to Department Chairs
24	Mon	Full Term: Last Day to Add or Drop a course via Self-Service
25	Tue	NON-Attendance Reporting Due by 4:30p.m. (Full, Elearn 1&2 session)
26	Wed	Drop for Non-Attendance (Full, Elearn 1 & 1 st Session)
28	Fri	Faculty Office Hours due to Provost
31	Mon	Full Term: Last day to add a course using an add form with instructor and advisor signatures.
		Full Term: Last day to receive a full refund (100% minus non-refundable fees).
31	Mon	Summer and Fall 2022 Class Schedules due to Provost from Deans.

February 2022











4	Fri	Full Term: Last day to drop a course without receiving a "W" grade. Drop form required.
4	Fri	CENSUS DAY
4	Fri	Summer and Fall 2022 Schedules due to Registrar from Provost
4	Fri	Endowed Professorship- Deadline for Intent to Submit
4	Fri	Faculty Awards- Deadline for nominations of faculty for Outstanding Scholarship Award, Outstanding Service Award, and Outstanding Adjunct Award.
7	Mon	Full Term: All courses dropped will receive a grade of "W". Drop form required.
7	Mon	Bolton Award- Deadline for nominees to submit documents

 Endowed Professorship	 Bolton Award	 Holidays/Ending dates	 Schedule	 Faculty Award
 Promotion/Tenure	 Graduation/Commencement	 Evaluations	 Workloads	 Faculty Plan

8	Tue	Faculty Workload reports due to Provost
14	Mon	Summer and Fall 2022 Schedule of Classes Back to Deans for Review.
15	Tue	ELearn 1/1 st Session: Last day to drop a course with a "W" grade. Drop form required. NO DROPS ALLOWED AFTER THIS DATE.
18	Fri	Changes to the Summer and Fall 2022 Schedule of Classes due back to Registrar office
25	Fri	Summer and Fall 2022 Schedule of Classes Published
28	Mon	Any changes to the Summer and Fall 2022 Schedule of Classes must be done via the Online Schedule Change form.
28	Mon	Mardi Gras Holiday: University Closed.

March 2022

1	Tue	Mardi Gras Holiday: NO Classes: Offices Open
2	Wed	Applications for Degree for Summer 2022 and Fall 2022 are due in the Registrar's Office
2	Wed	Advising Begins on Summer and Fall courses
4	Fri	Department budget report due
4	Fri	Faculty Awards- Deadline for nominees for Outstanding Scholarship Award, Outstanding Service Award, and Outstanding Adjunct Award to submit documents.
7	Mon	ELearn 1/1 st Session: Classes End_ Final Exam
7-11	Mon-Fri	Mid-Semester Examination Period
10	Thur	ELearn 1/1 st Session: Final Grades due by Noon via Self-Service
10	Thur	Endowed Professorship Presentation
14-18	Mon-Fri	Spring Break: No Classes; Office Open
16	Wed	Full Term: Mid Term grades due by Noon via Self-Service
20	Sun	Deadline for submission of portfolio summary for Instructors applying for promotion to Senior Instructor and for tenure-track faculty in their second year and beyond.
21	Mon	ELearn 2/2 nd Session: Classes Begin
		ELearn 2/2 nd Session: Fee Payment due to the Student Accounts office by 4:30pm. \$75.00 Non-refundable Late fee assessed at 4:30pm.
22	Tue	Revised Faculty Workload Reports due to Provost (Spring 2/2 nd session revisions)
23	Wed	ELearn 2/2 nd Session: Last day to receive a full refund (100% minus non-refundable fees).
		ELearn 2/2 nd Session: Last day to Add a course or Drop a course via Self-Service without receiving a "W" grade.
28	Mon	Registration for Summer 2022 and Fall 2022 begins.
28	Mon	NON-ATTENDANCE REPORTING DUE BY 4:30p.m. (ELearn 2 & 2 nd session)
29	Tue	Drop for Non-Attendance (ELearn 2 & 2 nd session)
29	Tue	Faculty/Staff Recognition Dinner, Brumfield Caffè Annex

 Endowed Professorship	 Bolton Award	 Holidays/Ending dates	 Schedule	 Faculty Award
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30	Wed	Deadline for University committee to complete third-year review of applicable tenure-track faculty.
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April 2022











4	Mon	Department budget report due.
8	Fri	Full Term: Last day to receive a "W" for a course. Drop form required. NO DROPS ALLOWED AFTER THIS DATE.
		Full Term: Last day to withdraw from the University.
5	Tue	Honors Convocation 5:30pm, Brumfield Caffey Annex
12	Tue	Deadline for Primary tenure-track progress meetings, reappointment meetings, and Instructor Promotion meetings.
15	Fri	Good Friday: University Closed
18	Mon	ELearn 2/2 nd Session: Last da to drop a course with a "W" grade. Drop form required. NO DROPS ALLOWED AFTER THIS DATE.
30	Sat	Deadline for University Committee to complete third-year review of tenure track faculty and consider Instructor Promotions.

May 2022

1	Sun	Deadline for Associate Professors to announce intent to apply for promotion to Professor in Fall.
6	Fri	Full Term: Classes End
4	Wed	Departmental Budget Report Due
8	Sun	ELearn 2/2 nd Session: Classes End- Final Exams
9-13	Mon-Fri	Final Exam Period
10	Tue	Names of five potential external reviewers submitted to provost. This list of potential reviewers will be developed jointly by the candidate and the dean.
17	Tue	All Final Grades Due via Self-Service by Noon.
17	Tue	Requests sent by Deans to potential external reviewers to review two samples of scholarly work.
19	Thur	Spring Commencement, 10:00 a.m.

June 2022

30	Thur	Endowed Professorship- Deadline for submitting reports for professorships held 2020-22 and 2021-23
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