DATES AND DEADLINES 2023-2024

AUGUST 2023

10-14	Dean's offices will send previous Spring schedules to Colleges/Departments
11	New Faculty Orientation (new full-time)
15	Promotion & Tenure materials due to Director, Faculty self-evaluations are due to Director
14	Open Faculty Workshop
14-18	New Student Welcome Week
21	Fall 2023 Term 16 Week Courses Begin Course syllabi due to Deans office
27	Last day to add/drop 16-week course Last day to add/drop 1st 8-week course
31	Final Schedule of Spring 2024 schedules due January Immersion 2024 submissions due

September 2023

4	Labor Day- Campus Closed
15	Chair forwards a summary of Departmental recommendation on approval/denial of Promotion/Tenure case to Dean
22	Response (if any) from applicant to Director regarding Promotion/Tenure letter Dean's office entry of Spring 2024 schedule, complete and released to campus and Akademos
25	Director evaluations of Faculty due to Dean
29	Faculty may begin book adoption with Akademos Last Day for P/F option Last Day to Withdraw from 1st 8-week course
29-1	Homecoming

October 2023

29-1	Homecoming
9	Campus Visit Day
13	Faculty book adoptions due to Akademos End of 1st 8-week courses Deadline for Winter Immersion Proposals
14	Spring and Summer Incomplete Grades Due
15	Dean submits their recommendation to approve/deny candidate's P & T along with candidate's portfolio to the Provost
16	2nd 8-week courses begin
19-22	Fall Break- No classes
21	Mid-term grades due 1st 8-week course grades due by 5pm
22	Response (if any) from applicant on Dean's letter on Promotion/Tenure Last day to add/drop 2nd 8-week course
25	Deans' evaluations of Faculty due to Provost
29	Provost convenes the Advisory Committee on P&T and forwards to the committee the recommendations from the Director and the candidate's portfolio

November 2023

3	Last day for P/F option for 2nd 8-week course
7	Scheduling Day
8	Early Registration for January Immersion & Spring 2024
14	Last Day to withdraw from 16-week course
18	Campus Visit Day
20-26	Thanksgiving Recess- No classes
27	Classes Resume Last day to withdraw from 2nd 8-week course

December 2023

1	Academic leave requests due to Deans
8	Last day of classes
10	December Commencement
11-15	Final Exams
15	Promotion & Tenure Committee forwards recommendations to Provost Academic leave recommendations from Deans due to Provost
18	Winter Immersion Courses may begin
20	All Grades are Due for Fall 2023 by 5pm
22	Response (if any) from applicant on Committee's letter on Promotion/Tenure

Winter Immersion: December 18- January 19

DATES AND DEADLINES 2023-2024

January 2024

2-5	Dean's offices will send previous Fall schedules to Colleges/Departments
15	Provost forwards recommendation to President on promotion/tenure
	Visit Day (MLK day)
22	January Immersion grades due
	Spring 2024 16 Week Courses Begin
	Course syllabi due to Dean's Office
	3 Yr. growth plans of 1st Year faculty due
28	Last day to add/drop 16-week course

February 2024

2	Final Schedule of Fall 2024 & 2024 Summer Immersion submissions due
9	Last day for P/F option for 1st 8-week course
10	Scholarship Interview Day
15	President approves or denies the promotion/tenure applications and submits to BOT
23	Dean's office entry of Fall 2024 schedule complete and released to campus and Akademos
24	Campus Visit Day
After BOT Mtg	President notifies applicants of recommendation for promotion/tenure and sabbatical leaves are announced

March 2024

1	Faculty may begin book adoptions with Akademos
3	Last Day for P/F option for 16-week course
15	1st 8-week courses end
16-24	Spring Break- No classes
22	Faculty book adoptions due to Akademos
17	Fall Incomplete grades due
25	Mid-Term Grades Due
	1st 8-week courses grades due by 5pm
	2nd 8-week courses begin
29	Easter holiday- No classes
	Last day to add/drop 2nd 8-week course
31	Classes resume

April 2024

1	Deadline of ISBN numbers for Fall 2024 textbooks
6	Admitted Student Day
9	Scheduling Day
10	Early Registration for Summer and Fall 24
12	Last day for P/F option – 2nd 8-weeks
16	Last day to Withdraw from 16-week course
20	Campus Visit Day
25	Honors Convocation
26	Celebration of Scholarship Day
	Research Poster Symposium
	Last day to Withdraw from 2nd 8-week course
27	Honors Showcase

May 2024

10	Last Day of Class
13-17	Final Exams
19	Commencement
20	Summer Immersion Begins
22	All Grades are Due for Spring 2024 by 5pm

Summer Immersion: May 20-August 16