

College of Arts and Sciences Calendar 2018 - 2019

Dates are subject to change. If you know of any date changes, please inform the CAS Office at 8-5669.

JULY [AUGUST](#) [SEPTEMBER](#) [OCTOBER](#) [NOVEMBER](#) [DECEMBER](#) [JANUARY](#) [FEBRUARY](#) [MARCH](#) [APRIL](#) [MAY](#) [JUNE](#)

- 1 URG award funds available for expenditure, pending release of funds
- 4 Independence Day holiday - University offices closed

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- 1 URG guidelines and application materials available on CAS website
- 1 Deadline for awarding Tuition Waivers for summer 2018
- 1 Requests for Summer FY19 courses and Summer Base FY20 courses due to CAS Office
- 8 Academic Affairs Administrators Retreat, Alumni Center 118
- 13 CTLT New Faculty Orientation, Old Main Room, Bone Student Center
- 14 Chairs/Directors Retreat, Stevenson 401, 11:30am to 4pm
- 15-19 New Student Orientation (Welcome Week)
- 20 Fall semester classes begin
- 27 Departments/Schools submit graduate theses and letters to the CAS Office for the James L. Fisher Outstanding Thesis Competition
- 28 Sabbatical leave reports for those on leave the previous spring semester or academic year due to the Dean and Chair/Director
- 31 Outside Employment Annual Report Forms due to the Provost

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- 3 Labor Day - University offices closed
- 4 CAS Office calls for nominations for the Shaw Teaching Fellowship Award
- 4 Applications for Outstanding University Teacher, Outstanding College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the Chair/Director
- 4 Applications for Outstanding University Researcher, Outstanding College Researcher, and Research Initiative Awards are due to the Chair/Director
- 4 Applications for Outstanding University Service, Service Initiative, and Outstanding College Service Awards are due to the Chair/Director
- 10 Proposals for new/deleted minors, sequences requiring Academic Senate approval for 2019-2020 to the Undergrad Catalog due to UCC
- 10 CAS judging for Fisher Thesis competition completed
- 11 Sabbatical and leave requests due to the Chair/Director
- 14 Theses and supporting letters due from the CAS Office to RSP for the James L. Fisher Outstanding Thesis Competition
- 18 Applications for Outstanding University Teacher, Outstanding College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the CAS Office in **electronic format** – submit to CAS@ilstu.edu
- 18 Applications for Outstanding University Researcher, Outstanding College Researcher, Research Initiative, Creative Activity Initiative, and University Outstanding Creative Activity Awards are due to the CAS Office in **electronic format** – submit to CAS@ilstu.edu
- 18 Applications for Outstanding University Service, Service Initiative, and Outstanding College Service Awards are due to the CAS Office in **electronic format** – submit to CAS@ilstu.edu
- 20 Shaw Fellowship nominations due to the CAS Office
- TBD CAS Fall Address,

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- 1 Material fee forms for summer semester due to Provost Office
- 1 Nominations for Distinguished Professor appointment due to the CAS Office – submit as 1 PDF file to CAS@ilstu.edu
- 1 Sabbatical and leave requests (signed by Chair/Director) due to the CAS Office
- 1 New/Deleted 100-, 200-, & 300-level course proposals for 2018-2019 Undergrad & Grad Catalog due to UCC
- 1 Revised Program proposals (Major, Minor, Sequences)
- 1 Applications for Outstanding University Service and Service Initiative Awards are due to the Provost
- 5 Applications for Outstanding University Researcher, Outstanding College Researcher, Research Initiative, Creative Activity Initiative, and University Outstanding Creative Activity Awards are due to the Provost
- 5 Applicants submit Outstanding Team Research materials to RSP
- 8-13 Homecoming Week!
- 11 Professional Outcome Forms for 2017-2018 (FY18) URGs and Follow-Up reports for URGs beginning 7/1/16 to 6/30/17 (FY17) due to the CAS Office via Digital Measures
- 12 Sabbatical and leave requests due to the Provost
- 12 Applications for World Wide Campus Opportunity Student Fund due to the CAS Office
- 12 Nominations for Distinguished Professor appointment due to the Provost
- 15 Applications for the fall cycle of the Faculty International Travel Grant Program due to the CAS Office (accepted at any time after as funding allows)
- 15 Chairs/Directors must notify CAS Office of Tenure & Promotion candidates
- 15 Portfolios for University Professor due to the Provost Review Committee
- 16 Applications for Outstanding University Teacher, Teaching Initiative, and Graduate Teaching Awards due to CTLT
- 26 Shaw Fellowship nominations due to the CAS Office

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- 1 Departments/Schools must submit any changes to DFSC/SFSC guidelines for CFSC approval for next calendar year
- 1 Candidates for promotion and tenure must file application materials
- 2 PFIG applications due to the Departments/Schools
- 2 NFIG applications due to the Departments/Schools
- 2 SFF and FRA applications due to the Departments/Schools
- 5 Revised 100, 200, or 300 Course Proposals due
- 17-25 Thanksgiving holiday - University offices closed on 22 & 23 only
- 26 Any changes to catalog requested/approved through Editorial Request
- TBD CAS Distinguished Lecturer, Dan Leichty

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- 1 Deadline for awarding Graduate Tuition Waivers for Fall semester
- 1 Interdisciplinary Initiative Grant Proposals due to CAS office.
- 7 Proposals, Department/School rankings and justification for NFIG, PFIG, SFF, and FRA to be uploaded in Digital Measures Workflow by 11:59pm
- 14 Last day of fall semester classes
- 14 DFSC/SFSC recommendations for promotion and tenure reported to candidates and CFSC
- 15 Commencement, Redbird Arena, 9:00 am
- 18 Grades submitted into the system by noon
- 24 - 01/01/19 Christmas holiday - University offices closed

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- 4 Faculty submit files in support of their request for performance evaluation adjustments
- 4 Post-tenure review faculty members must submit materials
- 7 CAS Office calls for nominations for Academic Senate, University Review Committee (URC), and Faculty Review Committee (FRC)
- 14 Submissions for the Scott M. Elliott Cross-Disciplinary Pilot Grant Program (due to Department of Economics)
- 14 CAS Office calls for nominations for CAS Distinguished Lecturer for 2019 - 2020 academic year
- 14 Spring semester classes begin
- 21 Martin Luther King, Jr. Day - University offices closed
- TBD CAS 3MT Competition
- TBA University-Wide Teaching & Learning Symposium
- Freshman Information Nights (January through mid-March)

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- 1 Notification of non-reappointment by Provost to second-year candidates
- 1 DFSC/SFSC notifies candidates of intended recommendations for performance evaluations to allow 10 working days before submitting recommendations to CFSC to allow candidate to meet with the Committee
- 1 CFSC notifies candidates of intended recommendations and provides opportunity for candidate to meet with Committee
- 1 Applications for CAS Excellence Awards are due to Chairs/Directors
- 1 Material fee forms for fall and spring semesters due to Provost Office
- 1 CAS Office announces recipients of NFIG and PFIG awards for FY20
- 8 Departments/Schools submit Planning and Budget Document to the CAS Office
- 11 Nominations for Academic Senate Academic Senators, FRC, and URC members due to the CAS Office
- 14 DFSC/SFSC transmits final recommendation for performance evaluation review to faculty member and CFSC
- 14 DFSC/SFSC must inform faculty member of cumulative post-tenure review evaluation and plan for remediation
- 20-22 Election of College Academic Senators, FRC, and URC members the last week of February. Senators seated at May Senate meeting.
- 24 Last day for faculty member to request meeting with DFSC/SFSC to consider review and/or remediation plan
- 25 CAS Office sends out information about Annual Chairs Evaluation Survey to departments to distribute
- 25 CAS Office calls for nominations for CFSC and College Council members
- 27 Chair/Director makes portfolios available to Department/School (Annual Chair/Director evaluations)
- TBD Departments/Schools Planning and Budget Presentations, STV 401

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- 1 Notification of non-reappointment by Provost to first-year candidates
- 1 Faculty member must file with CFSC any appeal of the DFSC/SFSC performance-evaluation recommendation
- 1 CFSC recommendations for promotion and tenure reported to Provost, DFSC/SFSC, and candidate
- 4 Chair/Director Annual Evaluation Survey Opens at 8:00 am
- 7 DFSC/SFSC gives final outcome of review and /or remediation plan to faculty member
- 8 Budget for funded URG projects due to RSP office
- 8 List of URG faculty awards due to Research & Sponsored Programs
- 9 Candidate with a negative recommendation for promotion and tenure by CFSC must notify Faculty Review Committee (FRC) Chairperson of intent to appeal
- 9-17 Spring Break – University offices open
- 13 Budget Documents due to the Provost
- 14 Candidate with a negative recommendation for promotion and tenure by CFSC must file an appeal with the Faculty Review Committee (FRC)
- 15 Applications for the spring cycle of the Faculty International Travel Grant Program due to the CAS Office (accepted at any time after as funding allows)
- 15 University Professor nominations due to the CAS Office
- 15 Nominations for CFSC and College Council members due to CAS Office
- 20 Provost's recommendations for promotion and tenure to the President, CFSC, DFSC/SFSC, and candidate
- 21 Faculty member notifies CFSC in writing of intention to appeal cumulative post-tenure review
- 29 Nominations for CAS Excellence Awards are due to the CAS Office
- 29 Scott M. Elliott award applications due to CAS office
- 29 Annual Chair/Director Evaluation Survey closes at 4:30 pm
- 31 All appeals to CFSC of performance evaluation recommendations must be completed and reported to the Provost and candidate
- TBD CAS Distinguished Lecturer, Alison Bailey

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TBD Academic Affairs Budget Presentations, Alumni Center 118

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- 1 Sabbatical leave reports for those on leave the previous semester due to the Dean and Chair/Director
- 1 Dean forwards no more than two University Professor nominations to the Provost
- 1-3 Election for CFSC and College Council members before April 15
- 8 Nominations for faculty/student members of College Curriculum Committee, College Teaching Award Committee, College Service Award Committee, Research Proposal Review Committee, and College Elections Committee due to the College Council – submit to CAS@ilstu.edu
- 15 FRC completes review of promotion and tenure appeals and reports to President, Provost, CFSC, DFSC/SFSC, and candidate
- 14 CFSC submits to faculty member and DFSC/SFSC a written report describing the disposition of the cumulative post-tenure review appeal
- 14 Deadline for electing URC, FRC & CFSC
- 22 Chair/Director Portfolios due to CAS Office – submit to CAS@ilstu.edu
- 23 University Outstanding Teaching Award nominee names due to the CTLT from Departments/Schools
- 30 Provost's decision for appealed cases must be reported to the President, candidate, DFSC/SFSC, and CFSC
- TBD Dean's Spring Address & CAS Awards Ceremony, 3:30 pm, Old Main Room, BSC

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- 1 Deadline for electing DFSCs/SFSCs
- 1 Deadline for awarding Tuition Waivers for spring semester
- 1 CFSC submits an annual report to the College Council and URC. CFSC shall submit an annual report to the URC and Provost of all cumulative post-tenure review appeals and describes their disposition.
- 10 Spring semester ends
- 10 Commencement, Redbird Arena, 7:00 pm
- 14 Notification of non-reappointment by Provost for third-year and subsequent year candidates
- 14 President notifies candidate, CFSC, DFSC/SFSC, and Provost of promotion and tenure decisions
- 14 Submit potential Distinguished Professor candidate names to the CAS Office
- 14 Grades submitted into the system by noon
- 20 Leadership Initiative applications are due to the CAS Office
- 27 Memorial Day - University offices closed
- 31 Dean communicates overall outcome of the Annual Chair/Director Evaluation in a letter

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- 1 Dean submits potential Distinguished Professor candidate names to the Provost
- 2 Leadership Initiative applications due to the Provost
- 4 Preview begins
- 18 Leadership Initiative eligible applicant portfolios due to the Provost
- TBA Supplemental IC Requests due to CAS Office

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