

College of Arts and Sciences Calendar 2019 – 2020

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 2019
- 1 Requests for Summer FY20 courses and Summer Base FY21 courses due to CAS Office
- 7 Academic Affairs Administrators Retreat, Alumni Center 118
- 12-16 New Student Orientation (Welcome Week)
- 12 CTLT New Faculty Orientation, Old Main Room, Bone Student Center
- 14 Chairs/Directors Retreat, Stevenson 401, 11:30am to 4pm
- 19 Fall semester classes begin
- 30 Outside Employment Annual Report Forms due to the Provost

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- 1 Sage Fund Requests due to Office of the Provost
- 2 Labor Day - University offices closed
- 3 Sabbatical leave reports for those on leave the previous spring semester or academic year due to the Dean and Chair/Director
- 3 Applications for Outstanding University Teacher, Outstanding College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the Chair/Director
- 5 3:30 pm Fall Dean's Address, Old Main Room, Bone Student Center
- 6 Graduate Directors submit Fisher Thesis nominations to CAS Office
- 6 3:30 pm Faculty Professional Development Series in Stevenson 132, *College of Arts and Sciences: College Resources You Should Know About*
- 13 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 (2nd Friday)
- 13 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 (2nd Friday)
- 13 Shaw Fellowship nominations due to the CAS Office
- 15 Sabbatical and leave requests due to the Chair/Director
- 16 Proposals for new/deleted minors, sequences requiring Academic Senate approval for 2020-2021 to the Undergrad Catalog due to UCC
- 17 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 (3rd Tuesday)
- 27 Theses and supporting letters due from the CAS Office to RSP for the James L. Fisher Outstanding Thesis Competition

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- 1 Material fee forms for summer semester due to Provost Office
- 1 Portfolios 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 Applications for Outstanding University Service and Service Initiative Awards are due to the Provost
- 1 Chairs/Directors must notify CAS Office of Tenure & Promotion candidates
- 4 Applications for Outstanding University Researcher, Outstanding College Researcher, Research Initiative, Creative Activity Initiative, and University Outstanding Creative Activity Awards are due to the Provost
- 4 Applicants submit Outstanding Team Research materials to RSP
- 4 3:30 pm Faculty Professional Development Series in Stevenson 132, *Welcoming International Students into the ISU Learning Community*
- 11 Professional Outcome Forms for 2018-2019 (FY19) URGs and Follow-Up reports for URGs beginning 7/1/17 to 6/30/18 (FY18) due to the CAS Office via Digital Measures
- 11 Applications for World Wide Campus Opportunity Student Fund due to the CAS Office
- 11 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 Sabbatical and leave requests due to the Provost
- 15 Nominations for Distinguished Professor appointment due to the Provost
- 15 Portfolios for University Professor due to the Provost Review Committee
- 15 Applications for Outstanding University Teacher, Teaching Initiative, and Graduate Teaching Awards due to CTLT
- 21-27 Homecoming Week!
- 28 New/Deleted 100-, 200-, & 300-level course proposals for 2020-2021 Undergrad & Grad Catalog due to UCC
- 28 Revised Program proposals (Major, Minor, Sequences)
- 30 Distinguished Professor Lecture, Dave Malone, Geography, Geology, & the Environment, 7 pm, Bone Student Center

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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 to DFSC/SFSC
- 1 PFIG applications due to the Departments/Schools
- 1 NFIG applications due to the Departments/Schools
- 1 SFF and FRA applications due to the Departments/Schools
- 1 3:30 pm Faculty Professional Development Series in Stevenson 132, *Balancing Accommodations with Academic Freedom: Partnering with Student Access and Accommodations Office*
- 12 CAS Fall Lecture, Rajeev Goel, Economics
- 18 Revised 100, 200, or 300 Course Proposals due
- 23-12/01/19 Fall Break - University offices closed on 28 & 29 only
- 25 Any changes to catalog requested/approved through Editorial Request

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- 1 Deadline for awarding Graduate Tuition Waivers for Fall semester
- 6 Interdisciplinary Initiative Grant Proposals due to CAS office.
- 6 Proposals, Department/School rankings and justification for NFIG, PFIG, SFF, and FRA to be uploaded in Digital Measures Workflow by 11:59pm
- 13 Last day of fall semester
- 14 Commencement, Redbird Arena, 9:00 am
- 17 Grades submitted into the system by noon
- 17 DFSC/SFSC recommendations for promotion and tenure reported to candidates and CFSC
- 18-20 CAS-IT Maintenance Window
- 23 - 01/01/19 Winter Break - University offices closed

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- 3 Faculty submit files in support of their request for performance evaluation adjustments
- 3 Post-tenure review faculty members must submit materials
- 6 CAS Office calls for nominations for Academic Senate, University Review Committee (URC), and Faculty Review Committee (FRC)
- 8 University-Wide Teaching & Learning Symposium
- 13 Submissions for the Scott M. Elliott Cross-Disciplinary Pilot Grant Program (due to Department of Economics)
- 13 CAS Office calls for nominations for CAS Distinguished Lecturer for 2019 - 2020 academic year
- 13 Spring semester classes begin
- 17 CAS 3MT Competition
- 20 Martin Luther King, Jr. Day - University offices closed
- 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 Material fee forms for fall and spring semesters due to Provost Office
- 1 CAS Office announces recipients of NFIG and PFIG awards for FY20
- 7 3:30 pm Faculty Professional Development Series in Stevenson 132, *Partnering for Success When Mental Health Issues Arise*
- 10 Nominations for Academic Senate Academic Senators, FRC, and URC members due to the CAS Office
- 14 3:30 pm Faculty Professional Development Series in Stevenson 132, *Expectations for Promotion to Full Professor*
- 15 DFSC/SFSC transmits final recommendation for performance evaluation review to faculty member and CFSC
- 15 DFSC/SFSC must inform faculty member of cumulative post-tenure review evaluation and plan for remediation
- 24-26 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
- 24 CAS Office sends out information about Annual Chairs Evaluation Survey to departments to distribute
- 24 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
- TBD Departments/Schools submit Planning and Budget Document to the CAS Office

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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
- 2 Chair/Director Annual Evaluation Survey Opens at 8:00 am
- 6 CAS Office announces recipients of SFF and FRA awards for FY20
- 6 Budget for funded URG projects due to RSP office
- 6 3:30 pm Faculty Professional Development Series in Stevenson 132, *Serving Neuro-Diverse Students from the Autism Spectrum to ADHD and Beyond*
- 8 DFSC/SFSC gives final outcome of review and /or remediation plan to faculty member
- 7-15 Spring Break – University offices open
- 13 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)
- 13 Nominations for CFSC and College Council members due to CAS Office
- 13 Nominations for CAS Distinguished Lecturer due to CAS office
- 15 University Professor nominations due to the CAS Office
- 15 Candidate with a negative recommendation for promotion and tenure by CFSC must file an appeal with the Faculty Review Committee (FRC)
- 21 Provost's recommendations for promotion and tenure to the President, CFSC, DFSC/SFSC, and candidate
- 22 Faculty member notifies CFSC in writing of intention to appeal cumulative post-tenure review
- 27 Nominations for CAS Excellence Awards and Scott M. Elliot award applications are due to the CAS Office
- 27 Annual Chair/Director Evaluation Survey closes at 4:30 pm
- TBD Budget Documents due to the Provost
- TBD CAS Distinguished Lecturer, Lisa Szczepura, Chemistry
- 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
- 2 All appeals to CFSC of performance evaluation recommendations must be completed and reported to the Provost and candidate
- 10 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
- 15 CFSC submits to faculty member and DFSC/SFSC a written report describing the disposition of the cumulative post-tenure review appeal
- 16 Deadline for electing URC, FRC & CFSC
- 17 3:30 pm Faculty Professional Development Series in Stevenson 132, *The Nuts and Bolts of Tenure and Promotion*
- 24 Chair/Director Portfolios due to CAS Office – submit to CAS@ilstu.edu
- 28 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
- TBD Distinguished Professor Lecture, Ali Riaz, Politics and Government

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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.
- 8 Spring semester ends
- 8 Commencement, Redbird Arena, 7:00 pm
- 12 Grades submitted into the system by noon
- 15 Notification of non-reappointment by Provost for third-year and subsequent year candidates
- 15 President notifies candidate, CFSC, DFSC/SFSC, and Provost of promotion and tenure decisions
- 15 Submit potential Distinguished Professor candidate names to the CAS Office
- 22 Leadership Initiative applications are due to the CAS Office
- 25 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
- 1 Leadership Initiative applications due to the Provost
- 18 Leadership Initiative eligible applicant portfolios due to the Provost
- TBA Supplemental IC Requests due to CAS Office
- TBA Preview begins