

# College of Arts and Sciences Calendar 2020 – 2021

*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
- 3 Independence Day holiday - University offices closed

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

- 1 URG guidelines and application materials available on CAS website
- 1 Deadline for awarding Tuition Waivers for summer 2020
- 3 Course Planning System opens for Summer 2021
- 10-14 New Student Orientation (Welcome Week)
- 12 Chairs/Directors Retreat, Stevenson 401, 11:30 am to 4 pm
- 17 Fall semester classes begin
- 24 Request for Summer 2021 courses due to CAS Office
- 30 Outside Employment Annual Report Forms due to the Provost
- TBD Academic Affairs Administrators Retreat, Alumni Center 118
- TBD CTLT New Faculty Orientation, Old Main Room, Bone Student Center

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- 1 Sage Fund Requests due to Office of the Provost
- 3 CAS Fall Lecture, Lisa Szczepura, Chemistry, Bone Student Center - Old Main Room
- 7 Labor Day - University offices closed
- 11 Summer 2021 – Course schedules due in Department Course Planner System  
<https://registrar.illinoisstate.edu/resources/academic-scheduling/>
- 11 3:30 pm Faculty Professional Development Series, *College of Arts and Sciences: College Resources You Should Know About*, Location TBD
- 11 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](mailto:CAS@ilstu.edu) (2<sup>nd</sup> Friday)
- 11 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](mailto:CAS@ilstu.edu) (2<sup>nd</sup> Friday)
- 11 Applications for Outstanding University Teacher, Outstanding College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the Chair/Director – submit to [CAS@ilstu.edu](mailto:CAS@ilstu.edu) (2<sup>nd</sup> Friday)
- 11 Fisher Thesis entries due to CAS Office
- 11 Shaw Fellowship nominations due to the CAS Office (2<sup>nd</sup> Friday)
- 15 Sabbatical and leave requests due to the Chair/Director
- 15 Sabbatical leave reports for those on leave the previous spring semester or academic year due to the Dean and Chair/Director
- 29 3:30 pm Fall Dean’s Address, Prairie Room, Bone Student Center

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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](mailto: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
- 2 Applications for Outstanding University Researcher, Outstanding College Researcher, Research Initiative, Creative Activity Initiative, and University Outstanding Creative Activity Awards are due to the Provost
- 2 Applicants submit Outstanding Team Research materials to RSP
- 9 Professional Outcome Forms for 2019-2020 (FY20) URGs and Follow-Up reports for URGs beginning 7/1/18 to 6/30/19 (FY19) due to the CAS Office via Digital Measures (2<sup>nd</sup> Friday)
- 9 Applications for World Wide Campus Opportunity Student Fund due to the CAS Office (2<sup>nd</sup> Friday)
- 12 Revised Program proposals (Major, Minor, Sequences)
- 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
- 18-24 Homecoming Week!
- 19 Proposals for new/deleted minors, sequences requiring Academic Senate approval for 2021-2022 to the Undergrad Catalog due to UCC
- TBD 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) (2<sup>nd</sup> Friday)
- TBD Distinguished Professor Lecture, Bone Student Center

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- 2 Departments/Schools must submit any changes to DFSC/SFSC guidelines for CFSC approval for next calendar year
- 2 Candidates for promotion and tenure must file application materials to DFSC/SFSC
- 6 University Research Grants (URG) due to Departments/Schools (1<sup>st</sup> Friday)
- 6 PFIG applications due to the Departments/Schools
- 6 NFIG applications due to the Departments/Schools
- 6 FRA applications due to the Departments/Schools
- 21-29 Fall Break - University offices closed on 26 & 27 only

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- 1 Deadline for awarding Graduate Tuition Waivers for Fall semester
- 4 University Research Grants (URG) due to CAS Office (1<sup>st</sup> Friday)
- 4 Interdisciplinary Initiative Grant due to CAS Tenure-Line Faculty (1<sup>st</sup> Friday)
- 4 Proposals, Department/School rankings and justification for NFIG, PFIG, and FRA to be uploaded in Digital Measures Workflow by 11:59pm
- 11 Last day of fall semester
- 11 Commencement, Redbird Arena, 7:00 pm
- 15 Grades submitted into the system by noon
- 15 DFSC/SFSC recommendations for promotion and tenure reported to candidates and CFSC
- 16-18 CAS-IT Maintenance Window
- 24 - 01/01/19 Winter Break - University offices closed

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- 4 CAS Office calls for nominations for Academic Senate, University Review Committee (URC), and Faculty Review Committee (FRC)
- 5 Faculty submit files in support of their request for performance evaluation adjustments
- 5 Post-tenure review faculty members must submit materials
- 6 University-Wide Teaching & Learning Symposium
- 11 Submissions for the Scott M. Elliott Cross-Disciplinary Pilot Grant Program (due to Department of Economics)
- 11 CAS Office calls for nominations for CAS Distinguished Lecturer for 2019 - 2020 academic year
- 11 Spring semester classes begin
- 15 CAS 3MT Competition
- 18 Martin Luther King, Jr. Day - University offices closed
- 25 Revised 100, 200, or 300 Course Proposals due
- 25 Any changes to catalog requested/approved through Editorial Request

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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
- 5 CAS Office announces recipients of NFIG and PFIG awards for FY22
- 10 Nominations for Academic Senate Academic Senators, FRC, and URC members due to the CAS Office
- 12 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
- 22-24 Election of College Academic Senators, FRC, and URC members the last week of February. Senators seated at May Senate meeting.
- 26 Last day for faculty member to request meeting with DFSC/SFSC to consider review and/or remediation plan
- 26 CAS Office sends out information about Annual Chairs Evaluation Survey to departments to distribute
- 26 CAS Office calls for nominations for CFSC and College Council members
- 26 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
- 5 CAS Office announces recipients of FRA awards for FY22
- 6 Budget for funded URG projects due to RSP office
- 8 DFSC/SFSC gives final outcome of review and /or remediation plan to faculty member
- 6-14 Spring Break – University offices open
- 13 Nominations for CFSC and College Council members 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
- 26 Nominations for CAS Neulib Award due to CAS Office (last Friday)
- 26 Nominations for CAS Excellence Research Pre-Tenure due to CAS Office (last Friday)
- 26 Nominations for CAS Dossey Award due to CAS Office (last Friday)
- 26 Nominations for CAS Excellence Teaching Pre-Tenured due to CAS Office (last Friday)
- 26 Nominations for CAS Excellence Teaching AP due to CAS Office (last Friday)
- 26 Nominations for CAS Excellence Staff AP due to CAS Office (last Friday)
- 26 Nominations for CAS Elliott Award for CS due to CAS Office (last Friday)
- 26 Nominations for CAS Distinguished Lecturer due to CAS Office (lasts Friday)

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March Continued:

- 26 Annual Chair/Director Evaluation Survey closes at 4:30 pm (last Friday)
- TBD 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)
- TBD Budget Documents due to the Provost
- TBD Academic Affairs Budget Presentations, Alumni Center 118
- TBD Nominations for Distinguished Professor due to CAS Office



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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](mailto: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](mailto: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 awarding Tuition Waivers for spring semester
- 3 Deadline for electing DFSCs/SFSCs
- 3 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.
- 7 Spring semester ends
- 7 Commencement, Redbird Arena, 7:00 pm
- 11 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
- 31 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
- TBD Supplemental IC Requests due to CAS Office
- TBD Preview begins