

College of Arts and Sciences Calendar 2021 – 2022

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
- 5 Independence Day holiday - University offices closed

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- 2 URG guidelines and application materials available on CAS website
- 2 Deadline for awarding Tuition Waivers for summer 2021
- 4 Course Planning System opens for Summer 2022
- 4 Administrative Retreat, Brown Ballroom, BSC
- 9-15 New Student Orientation (Welcome Week)
- 11 Chairs/Directors Retreat
- 16 Fall semester classes begin
- 24 Request for Summer 2022 courses due to CAS Office
- 30 Outside Employment Annual Report Forms due to the Provost
- 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
- 2 CAS Fall Lecture, Lisa Szczepura, Chemistry, Bone Student Center - Old Main Room
- 6 Labor Day - University offices closed
- 7 Applications for Outstanding University Teacher, Outstanding College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the Chair/Director (1st Tuesday)
- 8 Summer 2022 – Course schedules due in Department Course Planner System
<https://registrar.illinoisstate.edu/resources/academic-scheduling/>
- 10 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)
- 10 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)
- 10 Shaw Fellowship Nominations Due (2nd Friday)
- 10 Fisher Thesis entries due to CAS Office (2nd 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
- 21 Applications for Outstanding University Teacher, College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the College Office email - submit to CAS@ilstu.edu (3rd Tuesday)
- TBD 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
- 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
- 1 Applications for Outstanding University Researcher, Outstanding College Researcher, Research Initiative, Creative Activity Initiative, and University Outstanding Creative Activity Awards are due to the Provost (1st Friday)
- 1 Applicants submit Outstanding Team Research materials to RSP
- 8 Professional Outcome Forms for 2020-2021 (FY21) URGs and Follow-Up reports for URGs beginning 7/1/19 to 6/30/20 (FY20) due to the CAS Office via Digital Measures (2nd Friday)
- 8 Applications for World-Wide Campus Opportunity Student Fund due to the CAS Office (2nd Friday)
- 8 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) (2nd Friday)
- 15 Nominations for Distinguished Professor appointment due to the Provost
- 15 Portfolios for University Professor due to the Provost Review Committee
- 15 Sabbatical and leave requests due to the Provost
- 11-17 Homecoming Week!
- 19 Applications for Outstanding University Teacher, Teaching Initiative, and Graduate Teaching Awards are due to CTLT (3rd Tuesday)
- 19 Proposals for new/deleted minors, sequences requiring Academic Senate approval for 2021-2022 to the Undergrad Catalog due to UCC
- 19 Applications for Outstanding University Teacher, Teaching Initiative, and Graduate Teaching Awards due to CTLT (3rd Tuesday)
- TBD Distinguished Professor Lecture, 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
- 5 University Research Grants (URG) due to Departments/Schools (1st Friday)
- 5 PFIG applications due to the Departments/Schools
- 5 NFIG applications due to the Departments/Schools
- 5 FRA applications due to the Departments/Schools
- 12 Revised Program proposals (Major, Minor, Sequences)
- 20-28 Fall Break - University offices closed on 25 & 26 only

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- 1 Deadline for awarding Graduate Tuition Waivers for Fall semester
- 1 DFSC/SFSC initial recommendations for promotion and tenure reported to candidates
- 3 University Research Grants (URG) due to CAS Office (1st Friday)
- 3 Interdisciplinary Initiative Grant due to CAS Tenure-Line Faculty (1st Friday)
- 3 Proposals, Department/School rankings and justification for NFIG, PFIG, and FRA to be uploaded in Digital Measures Workflow by 11:59pm
- 10 Last day of fall semester
- 11 Commencement, Redbird Arena
- 14 Grades submitted into the system by noon
- 15 DFSC/SFSC final recommendations for promotion and tenure reported to candidates and CFSC
- 15-17 Annual December CAS-IT Services Maintenance Window
- 23 - 01/02/22 Winter Break - University offices closed

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- 3 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
- 10 Submissions for the Scott M. Elliott Cross-Disciplinary Pilot Grant Program (due to Department of Economics)
- 10 CAS Office calls for nominations for CAS Distinguished Lecturer for the academic year
- 10 Spring semester classes begin
- 14 CAS 3MT Competition
- 17 Martin Luther King, Jr. Day - University offices closed
- 24 Revised 100, 200, or 300 Course Proposals due
- 24 Any changes to catalog requested/approved through Editorial Request
- TBD University-Wide Teaching & Learning Symposium

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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 for the candidate to meet with the committee.
- 1 CFSC notifies tenure and promotion 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
- 4 CAS Office announces recipients of NFIG and PFIG awards for FY23
- 9 Nominations for Academic Senate Academic Senators, FRC, and URC members due to the CAS Office
- 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
- 21-28 Election of College Academic Senators, FRC, and URC members the last week of February. Senators seated at May Senate meeting.
- 25 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
- 25 Chair/Director makes portfolios available to Department/School (Annual Chair/Director evaluations)
- TBD Departments/Schools Planning and Budget Presentations, Via Zoom
- 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
- 4 CAS Office announces recipients of FRA awards for FY23
- 5 Budget for funded URG projects due to RSP office
- 8 DFSC/SFSC gives final outcome of review and /or remediation plan to faculty member
- 7-11 Spring Break – University offices open
- 11 Nominations for CFSC and College Council members due to CAS Office
- 14 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)
- 18 Faculty Professional Development – Expectations for Promotion to Full Professor
- 21 Provost's recommendations for non-appealed cases of 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
- 25 Nominations for CAS Neuleib Award due to CAS Office (last Friday)
- 25 Nominations for CAS Excellence Research Pre-Tenure due to CAS Office (last Friday)
- 25 Nominations for CAS Dossey Award due to CAS Office (last Friday)
- 25 Nominations for CAS Excellence Teaching Pre-Tenured due to CAS Office (last Friday)
- 25 Nominations for CAS Excellence Teaching AP due to CAS Office (last Friday)
- 25 Nominations for CAS Excellence Staff AP due to CAS Office (last Friday)
- 25 Nominations for CAS Elliott Award for CS due to CAS Office (last Friday)
- 25 Nominations for CAS Distinguished Lecturer due to CAS Office (lasts Friday)

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March Continued:

- 25 Annual Chair/Director Evaluation Survey closes at 4:30 pm (last Friday)
- 31 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 Dean forwards no more than two University Professor nominations to the Provost
- 1 All appeals to CFSC of performance evaluation recommendations must be completed and reported to the Provost and candidate
- 4-11 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 Faculty Professional Development – The Nuts and Bolts of Tenure and Promotion
- 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
- 15 Deadline for electing URC, FRC & CFSC
- 15 Sabbatical leave reports for those on leave the previous semester due to the Dean and Chair/Director
- 22 Chair/Director Portfolios due to CAS Office – submit to CAS@ilstu.edu
- 26 University Outstanding Teaching Award nominee names due to the CTLT from Departments/Schools (last Tues in April)
- 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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- 2 Provost's recommendations for appealed cases must be reported to the President, candidate, DFSC/SFSC, and CFSC.
- 2 Deadline for awarding Tuition Waivers for spring semester
- 2 Deadline for electing DFSCs/SFSCs
- 2 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.
- 6 Spring semester ends
- 6-7 Commencement, Redbird Arena
- 10 Grades submitted into the system by noon
- 11-12 Annual May CAS-IT Services Maintenance Window
- 13 Notification of non-reappointment by Provost for third-year and subsequent year candidates
- 13 President notifies candidate, CFSC, DFSC/SFSC, and Provost of promotion and tenure decisions
- 13 Submit potential Distinguished Professor candidate names to the CAS Office
- 20 Leadership Initiative applications are due to the CAS Office
- 30 Memorial Day - University offices closed
- 30 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
- 17 Leadership Initiative eligible applicant portfolios due to the Provost
- TBD Supplemental IC Requests due to CAS Office
- TBD Preview begins