

College of Arts and Sciences Calendar 2022 – 2023

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

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

- 1 Deadline for awarding Tuition Waivers for summer 2022
- 3 Course Planning System opens for Summer 2023
- 3 Administrators Symposium
- 16 URG applications available in Watermark Faculty Success.
- 15-19 Center for Integrated Professional Development New Faculty Orientation
- 15-21 New Student Orientation (Welcome Week)
- 22 Fall semester classes begin
- 23 Request for Summer 2023 courses due to CAS Office
- 31 Outside Employment Annual Report Forms due to the Provost
- TBD (17 or 18) Chairs/Directors Retreat

College of Arts and Sciences Calendar 2022 – 2023

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

- 1 Sage Fund Requests due to Office of the Provost
- 5 Labor Day - University offices closed
- 6 Applications for Outstanding University Teacher, Outstanding College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the Chair/Director (1st Tuesday)
- 9 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)
- 9 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)
- 9 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 through Watermark Faculty Success
- 20 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)
- 20 Shaw Fellowship Nominations Due (3rd Tuesday)
- 21 Summer 2023 – Course schedules due in Department Course Planner System
<https://registrar.illinoisstate.edu/resources/academic-scheduling/>
- TBD Fall Dean’s Address, Prairie Room, Bone Student Center
- TBD CAS Fall Lecture

College of Arts and Sciences Calendar 2022 – 2023

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

- 1 Material fee forms for spring semester due to Provost Office
 - 3 Portfolios for Distinguished Professor appointment due to the CAS Office – submit as 1 PDF file to CAS@ilstu.edu
 - 3 Sabbatical and leave requests (signed by Chair/Director) due to the CAS Office
 - 3 Applications for Outstanding University Service and Service Initiative Awards are due to the Provost
 - 3 Chairs/Directors must notify CAS Office of Tenure & Promotion candidates
 - 3 Applicants submit Outstanding Team Research materials to RSP
 - 3 Supplemental summer course requests due to CAS
 - 7 Professional Outcome reports for awards in previous fiscal year (2021-2022 – FY22) are due in **Watermark Faculty Success Workflow**.
 - 7 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)
 - 10-16 Homecoming Week!
 - 14 Professional Outcome Forms for 2021-2022 (FY22) URGs and Follow-Up reports for URGs beginning 7/1/19 to 6/30/20 (FY20) due to the CAS Office via Watermark Faculty Success (2nd Friday)
 - 14 Applications for World-Wide Campus Opportunity Student Fund due to the CAS Office (2nd Friday)
 - 14 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)
 - 14 Portfolios for University Professor due to the Provost Review Committee
 - 17 Nominations and electronic portfolios for Distinguished Professor appointment due to the Provost
 - 17 Sabbatical and leave requests due to the Provost
 - 18 Applications for Outstanding University Teacher, Teaching Initiative, and Graduate Teaching Awards are due to Center for Integrated Professional Development (3rd Tuesday)
 - 18 Proposals for new/deleted minors, sequences requiring Academic Senate approval for 2023-2024 to the Undergrad Catalog due to UCC/GCC
 - TBD Distinguished Professor Lecture, Bone Student Center
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College of Arts and Sciences Calendar 2022 – 2023

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

- 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
- 4 **In order to ensure that departments have adequate time to review proposals, it is mandatory that NFIG, PFIG, and FRA applications be uploaded in Watermark Faculty Success Workflow by this date, 11:59pm.**
- 4 University Research Grants (URG) due to Departments/Schools (1st Friday)
- 4 PFIG applications due to the Departments/Schools
- 4 NFIG applications due to the Departments/Schools
- 4 FRA applications due to the Departments/Schools
- 11 Revised Program proposals (Major, Minor, Sequences) due to UCC/GCC
- 19-27 Fall Break - University offices closed on 24 & 25 only

College of Arts and Sciences Calendar 2022 – 2023

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

- 1 Material fee requests for summer session due to Provost Office
- 1 Deadline for awarding Graduate Tuition Waivers for Fall semester
- 1 DFSC/SFSC intended recommendations for promotion and tenure reported to candidates
- 2 Proposals, department rankings and ranking justifications for NFIG, PFIG, and FRA applications **must** be uploaded at **in Watermark Faculty Success Workflow** by 11:59 p.m.
- 2 University Research Grants (URG) due to CAS Office (1st Friday)
- 2 Interdisciplinary Initiative Grant due to CAS Tenure-Line Faculty (1st Friday) ***Program on hiatus for 22/23**
- 2 Proposals, Department/School rankings and justification for NFIG, PFIG, and FRA to be uploaded in Digital Measures Workflow by 11:59pm
- 15 DFSC/SFSC final recommendations for promotion and tenure reported to candidates and CFSC
- 16 Fall semester ends
- 17 Commencement, Redbird Arena
- 17 Winter session begins
- 18-20 Annual December CAS-IT Services Maintenance Window “A list of future CAS-IT scheduled maintenance windows is available at <https://cas.illinoisstate.edu/downloads/CAS-IT%20Scheduled%20Maintenance%20Dates.pdf>”?
- 19 Grades submitted into the system by noon
- 23 - 01/03/22 Winter Break - University offices closed

College of Arts and Sciences Calendar 2022 – 2023

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

- 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
- 9 Submissions for the Scott M. Elliott Cross-Disciplinary Pilot Grant Program (due to Department of Economics)
- 9 CAS Office calls for nominations for CAS Distinguished Lecturer for the academic year
- 13 CAS 3MT Competition
- 15 Winter session ends
- 16 Martin Luther King, Jr. Day - University offices closed
- 17 Spring semester classes begin
- 20 New degree programs due to UCC/GCC for 2024-2025 catalog
- 24 Course revisions and editorial requests due to UCC/GCC for 2023-2024 catalog
- 24 Any changes to catalog requested/approved through Editorial Request
- TBD University-Wide Teaching & Learning Symposium

College of Arts and Sciences Calendar 2022 – 2023

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

- 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 semester due to Provost Office
- 3 CAS Office announces recipients of NFIG and PFIG awards for FY24
- 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
- 20-28 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
- 24 Chair/Director makes portfolios available to Department/School (Annual Chair/Director evaluations)
- TBD Commencement Speaker nominations due to CAS

College of Arts and Sciences Calendar 2022 – 2023

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

- 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
- 1 Chair/Director Annual Evaluation Survey Opens at 8:00 am
- 3 CAS Office announces recipients of FRA awards for FY24
- 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
- 10 Nominations for CFSC and College Council members due to CAS Office
- 11-19 Spring Break – University offices open
- 13 University Professor nominations due to the CAS Office
- 15 Candidate who wishes to appeal a negative recommendation for promotion and tenure by CFSC must file the appeal with the Faculty Review Committee (FRC)
- 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
- 31 Nominations for CAS Neuleib Award due to CAS Office (last Friday)
- 31 Nominations for CAS Excellence Research Pre-Tenure due to CAS Office (last Friday)
- 31 Nominations for CAS Dossey Award due to CAS Office (last Friday)
- 31 Nominations for CAS Excellence Teaching Pre-Tenured due to CAS Office (last Friday)
- 31 Nominations for CAS Excellence Teaching AP due to CAS Office (last Friday)
- 31 Nominations for CAS Excellence Staff AP due to CAS Office (last Friday)
- 31 Nominations for CAS Elliott Award for CS due to CAS Office (last Friday)
- 31 Nominations for CAS Distinguished Lecturer due to CAS Office (lasts Friday)

College of Arts and Sciences Calendar 2022 – 2023

March Continued:

- 31 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)
- 31 Deleted course proposals due to UCC/GCC for deletion in 2023-2024 catalog
- TBD Budget Documents due to the Provost
- TBD Academic Affairs Budget Presentations
- TBD Nominations for Distinguished Professor due to CAS Office
- TBD Departments/Schools Planning and Budget Presentations
- TBD Departments/Schools submit Planning and Budget Document to the CAS Office

College of Arts and Sciences Calendar 2022 – 2023

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

- 1 All appeals to CFSC of performance evaluation recommendations must be completed and reported to the Provost and candidate
- 1 Nominations for University Professor due to the Dean
- 3-7 Election for CFSC and College Council members before April 15
- 7 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
- 14 Deadline for electing URC, FRC & CFSC
- 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 Dean forwards no more than two University Professor nominations to the Provost
- 17 Sabbatical leave reports for those on leave the previous semester due to the Dean and Chair/Director
- 21 Chair/Director Portfolios due to CAS Office – submit to CAS@ilstu.edu
- 25 University Outstanding Teaching Award nominee names due to the Center for Integrated Professional Development from Departments/Schools (last Tues in April)
- TBD Dean's Spring Address & CAS Awards Ceremony
- TBD Distinguished Professor Lecture

College of Arts and Sciences Calendar 2022 – 2023

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

- 1 Provost's recommendations for appealed cases must be reported to the President, candidate, DFSC/SFSC, and CFSC.
- 1 Deadline for awarding Tuition Waivers for spring semester
- 1 Deadline for electing DFSCs/SFSCs
- 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.
- 12 Spring semester ends
- 12 Submit potential Distinguished Professor candidate names to the CAS Office
- 12-13 Commencement
- 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
- 15-16 Annual May CAS-IT Services Maintenance Window “A list of future CAS-IT scheduled maintenance windows is available at <https://cas.illinoisstate.edu/downloads/CAS-IT%20Scheduled%20Maintenance%20Dates.pdf>”
- 16 Grades submitted into the system by noon
- 29 Memorial Day - University offices closed
- 30 Dean communicates overall outcome of the Annual Chair/Director Evaluation in a letter

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

- 1 Dean submits potential Distinguished Professor candidate names to the Provost
- TBD Preview begins