

# College of Arts and Sciences Calendar 2023 – 2024

*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 Deadline for awarding Tuition Waivers for summer 2023
- 2 Course Planning System opens for Summer 2024
- 2 Administrators Symposium
- 3 CAS Chairs/Directors Retreat 8:30 – 12:00
- 14 Center for Integrated Professional Development New Faculty Orientation, Bone Student Center
- 16 URG applications available in Watermark Faculty Success
- 14-20 New Student Orientation (Welcome Week)
- 21 Fall semester classes begin
- 25 Request for Summer 2024 courses due to CAS Office
- 31 Outside Employment Annual Report Forms due to the Provost

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- 1 Reports due in Watermark Faculty Success for fall 2022 sabbaticals
- 1 Sage Fund Requests due to Office of the Provost (spring cycle)
- 4 Labor Day - University offices closed
- 5 Applications for Outstanding University Teacher, Outstanding College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the Chair/Director (1<sup>st</sup> Tuesday)
- 6 Supplemental summer course requests due to CAS
- 8 Departments/Schools submit applications for Outstanding University Researcher, Outstanding College Researcher, Research Initiative, University Outstanding Creative Activity, Outstanding College Creative Activity and Creative Activity Initiative Awards to the CAS Office in **electronic format** – submit to [CAS@ilstu.edu](mailto:CAS@ilstu.edu) (2<sup>nd</sup> Friday)
- 8 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)
- 8 Departments/Schools submit  Fisher Thesis entries to CAS Office (2<sup>nd</sup> Friday)
- 12 Summer courses scheduled in Campus Solutions
- 15 Sabbatical and leave requests due to the Chair/Director
- 19 Applications for Outstanding University Teacher, College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the College Office - submit to [CAS@ilstu.edu](mailto:CAS@ilstu.edu) (3<sup>rd</sup> Tuesday)
- 19 Shaw Fellowship Nominations Due (3<sup>rd</sup> Tuesday)
- 21 Summer 2023 – Course schedules due in Department Course Planner System  
<https://registrar.illinoisstate.edu/resources/academic-scheduling/>
- TBD Fall Dean’s Address & Awards Ceremony
- TBD CAS Fall Lecture

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- 1 Material fee forms for spring semester due to Provost Office
- 1 Sabbatical and leave requests (signed by Chair/Director) due to the CAS Office
- 1 Chairs/Directors must notify CAS Office of Tenure & Promotion candidates
- 2 Portfolios for Distinguished Professor appointment due to the CAS Office – submit as 1 PDF file to [CAS@ilstu.edu](mailto:CAS@ilstu.edu)
- 2 Applications for Outstanding University Service and Service Initiative Awards are due to the Provost
- 6 CAS submits applications for Outstanding University Researcher, Research Initiative, Creative Activity Initiative, and University Outstanding Creative Activity Awards to the Provost (1<sup>st</sup> Friday)
- 7 Applicants submit Outstanding Team Research materials to RSP directly
- 9-15 Homecoming Week!
- 13 Professional Outcome Forms for 2022-2023 (FY23) URGs and Follow-Up outcome forms for 2021-2022 (FY22) URGs due to the CAS Office via Watermark Faculty Success (2<sup>nd</sup> Friday)
- 13 Applications for World-Wide Campus Opportunity Student Fund due to the CAS Office (2<sup>nd</sup> Friday)
- 13 Portfolios for University Professor due to the Provost Review Committee
- 15 Sabbatical and leave requests due to the Provost
- 17 Applications for Outstanding University Teacher, Teaching Initiative, and Graduate Teaching Awards are due to Center for Integrated Professional Development (3<sup>rd</sup> Tuesday)
- TBD Distinguished Professor Lecture, Bone Student Center
- TBD Nominations and electronic portfolios for Distinguished Professor appointment due to the Provost

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- 1 Candidates for promotion and tenure must file application materials to DFSC/SFSC
- 3 Faculty submit University Research Grants (URG) to Departments/Schools (1<sup>st</sup> Friday). **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.**
- 18-26 Fall Break - University offices closed on 23 & 24 only
- 30 Revised Program proposals (Major, Minor, Sequences) due to UCC/GCC
- 30 Proposals for new/deleted minors, sequences requiring Academic Senate approval for 2024-2025 to the Undergrad Catalog due to UCC/GCC
- 30 New/Deleted sequences, minors, and certificates due to UCC/GCC

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## 2023 – 2024

- 1 Deadline for awarding Graduate Tuition Waivers for Fall semester
- 1 Departments/Schools submit University Research Grants (URG) to CAS Office (1<sup>st</sup> Friday). Proposals, Department/School rankings and justification for NFIG, PFIG, and FRA to be uploaded in Digital Measures Workflow by 11:59pm
- 1 DFSC/SFSC intended recommendations for promotion and tenure reported to candidates
- 15 DFSC/SFSC final recommendations for promotion and tenure reported to candidates and CFSC
- 15 Fall semester ends
- 16 Commencement, Redbird Arena
- 16 Winter session begins
- 18 Grades submitted into the system by noon
- 19-21 Annual December CAS-IT Services Maintenance Window <https://cas.illinoisstate.edu/downloads/CAS-IT%20Scheduled%20Maintenance%20Dates.pdf>
- 22 - 01/01/22 Winter Break - University offices closed
- TBD Material fee requests for summer session due to Provost Office

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- 2 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
- 14 Winter session ends
- 15 Martin Luther King, Jr. Day - University offices closed
- 16 Spring semester classes begin
- 19 CAS 3MT Competition
- 20 New degree programs due to UCC/GCC for 2025-2026 catalog
- 30 Course revisions and editorial requests due to UCC/GCC for 2024-2025 catalog
- 30 Any changes to catalog requested/approved through Editorial Request
- TBD University-Wide Teaching & Learning Symposium
- TBD CAS Office calls for nominations for CAS Distinguished Lecturer for the academic year

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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
- 3 CAS Office announces recipients of NFIG and PFIG awards for FY25
- 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
- 16 Sabbatical leave reports for those on leave the previous spring semester (2023) or academic year (2022-2023) due to the Dean and Chair/Director through Watermark Faculty Success
- 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
- 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
- 29 Chair/Director makes portfolios available to Department/School (Annual Chair/Director evaluations)

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- 1 Notification of non-reappointment by Provost to first-year candidates
- 1 CFSC recommendations for promotion and tenure reported to Provost, DFSC/SFSC, and candidate
- 1 CAS Office announces recipients of FRA awards for FY25
- 4 Chair/Director Annual Evaluation Survey Opens at 8:00 am
- 8 DFSC/SFSC gives final outcome of review and /or remediation plan to faculty member
- 9-17 Spring Break – University offices open
- 11 Nominations for CFSC and College Council members due to CAS Office
- 15 Faculty member must file with CFSC any appeal of the DFSC/SFSC performance-evaluation recommendation
- 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)
- 16 Nominations for University Professor due to the Dean
- 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
- 29 Nominations for CAS Neuleib Award due to CAS Office (last Friday)
- 29 Nominations for CAS Excellence Research Pre-Tenure due to CAS Office (last Friday)
- 29 Nominations for CAS Dossey Award due to CAS Office (last Friday)
- 29 Nominations for CAS Excellence Teaching Pre-Tenured due to CAS Office (last Friday)
- 29 Nominations for CAS Excellence Teaching AP due to CAS Office (last Friday)
- 29 Nominations for CAS Excellence Staff AP due to CAS Office (last Friday)

March Continued:

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## 2023 – 2024

- 29 Nominations for CAS Elliott Award for CS due to CAS Office (last Friday)
- 29 Annual Chair/Director Evaluation Survey closes at 4:30 pm (last Friday)
- 31 Deleted course proposals due to UCC/GCC for deletion in 2024-2025 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

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- 1 All appeals to CFSC of performance evaluation recommendations must be completed and reported to the Provost and candidate
- 1 Dean forwards no more than two University Professor nominations to the Provost
- 1 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)
- 4-10 Election for CFSC and College Council members before April 15
- 12 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
- 23 University Outstanding Teaching Award nominee names due to the Center for Integrated Professional Development from Departments/Schools (last Tues in April)
- 30 Chair/Director Portfolios due to CAS Office – submit to [CAS@ilstu.edu](mailto:CAS@ilstu.edu)
- 30 Provost's recommendations for appealed cases must be reported to the President, candidate, DFSC/SFSC, and CFSC.
- TBD Dean's Spring Address & CAS Awards Ceremony
- TBD Distinguished Professor Lecture

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- 1 Departments/Schools must submit any changes to DFSC/SFSC guidelines for CFSC approval for next calendar year
- 1 Fall Sage Fund requests due to the Office of the Provost
- 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.
- 1 Submit potential Distinguished Professor candidate names to the CAS Office
- 10 Spring semester ends
- 10-11 Commencement
- 14 Grades submitted into the system by noon
- 15 President notifies candidate, CFSC, DFSC/SFSC, and Provost of promotion and tenure decisions
- 15 Notification of non-reappointment by Provost for third year and subsequent year candidates
- 15-16 Annual May CAS-IT Services Maintenance Window <https://cas.illinoisstate.edu/downloads/CAS-IT%20Scheduled%20Maintenance%20Dates.pdf>
- 27 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
- 19 Juneteenth – University offices closed
- TBD Preview begins