

College of Arts and Sciences Calendar 2016-2017

Dates are subject to change. If you know of any date changes, please inform the College 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 College web site
- 1 Deadline for awarding Tuition Waivers for summer 2016
- 10 Academic Affairs Administrators Retreat, Alumni Center 118
- 12 Chairs' Retreat, Stevenson 401, 10am to 2pm
- 15 CTLT New Faculty Orientation, Old Main Room, Bone Student Center
- 17-21 New Student Orientation (Welcome Week)
- 19 Call for nominations for Distinguished Professor appointments (due to the College by 10/3/16)
- 22 Fall semester classes begin
- 29 Departments/Schools submit graduate theses and letters to the College for the James L. Fisher Outstanding Thesis Competition
- 30 Sabbatical leave reports for those on leave the previous spring semester or academic year due to the Dean and Chair/Director
- 31 Outside Employment Annual Report Forms due to the Provost
- 31 Applications for Outstanding University Researcher, Outstanding College Researcher, and Research Initiative Awards are due to the Chair/Director

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- 2 Scott M. Elliott award applications due to CAS office
- 5 Labor Day - University offices closed
- 5 PFIG applications due to departments
- 5 College calls for nominations for CAS Distinguished Lecturer for 2017 - 2018 academic year
- 6 College calls for nominations for the Shaw Teaching Fellowship Award (due to the College 9/20/16)
- 6 Applications for Outstanding University Teacher, Outstanding College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the Chair/Director
- 9 Applications for Outstanding University Service, Service Initiative, and Outstanding College Service Awards are due to the College
- 12 Applications for Outstanding University Researcher, Outstanding College Researcher, Research Initiative, Creative Activity Initiative, and University Outstanding Creative Activity Awards are due to the College
- 12 Proposals for new minors, sequences requiring Academic Senate approval for 2017-2018 to the Undergrad Catalog due on-line
- 13 Sabbatical and leave requests due to the Chair/Director
- 13 CAS Fall Address, Old Main Room, BSC, 3:30 PM
- 16 Theses and supporting letters due from the College to RSP for the James L. Fisher Outstanding Thesis Competition
- 20 Shaw Fellowship nominations due to the College
- 20 Applications for Outstanding University Teacher, Outstanding College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the College

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- 1 Material fee forms for summer semester due to Provost Office
- 3 Sabbatical and leave requests (signed by Chair/Director) due to the College
- 3 SFF and FRA applications due to the Departments/Schools
- 3 Nominations for Distinguished Professor appointment due to the College – submit as 1 PDF file to CAS@ilstu.edu
- 3 Applications for Outstanding University Researcher and Research Initiative Awards are due to the RSP
- 3 Applicants submit Outstanding Team Research materials to RSP
- 3 New/Deleted 100-, 200-, & 300-level course proposals for 2017-2018 Undergrad & Grad Catalog due on-line
- 3 Revised Program proposals (Major, Minor, Sequences)
- 3 Applications for Outstanding University Service and Service Initiative Awards are due to the Provost
- 10 Professional Outcome Forms for 2015-2016 URGs and Follow-Up reports for URGs beginning 7/1/14 to 6/30/15 due to the College
- 15 Portfolios for University Professor due to the Provost Review Committee
- 15 Nominations for Distinguished Professor appointment due to the Provost
- 18 Applications for Outstanding University Teacher, Teaching Initiative, and Graduate Teaching Awards are due to CTLT
- 31 Nominations for CAS Distinguished Lecturer due to College
- TBD Sabbatical and leave requests due to the Provost

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- 1 Departments/Schools must submit any changes to DFSC/SFSC guidelines for CFSC approval for next calendar year
- 1 Proposals, Department/School rankings and justification for PFIG, SFF, and FRA to be uploaded on College website by 4:00 pm
- 1 NFIG applications due to the Departments/Schools
- 1 Candidates for promotion and tenure must file application materials
- 7 Revised 100, 200, or 300 Course Proposals due
- 10 Arts and Sciences Distinguished Lecturer, Alan Lessoff, 7:00 pm, Old Main Room, BSC
- 19-28 Thanksgiving holiday - University offices closed on 24 & 25 only

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- 1 Deadline for awarding Graduate Tuition Waivers for Fall semester
- 5 Proposals and evaluations for NFIGs to be uploaded on College website by 4:00 pm
- 10 Last day of fall semester classes
- 15 DFSC/SFSC recommendations for promotion and tenure reported to candidates and CFSC
- 17 Commencement, Redbird Arena, 9:00 am
- 20 Grades submitted into the system by noon
- 23 - 01/03/16 Christmas holiday - University offices closed

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- 5 Faculty submit files in support of their request for performance evaluation adjustments
- 5 Post-tenure review faculty members must submit materials
- TBD Submissions for the Scott M. Elliott Cross-Disciplinary Pilot Grant Program due to the College
- 10 College calls for nominations for Academic Senate, University Review Committee (URC), and Faculty Review Committee (FRC)
- 12 University-Wide Teaching & Learning Symposium
- 16 Martin Luther King, Jr. Day - University offices closed
- 17 Spring semester classes begin
- 26 List of URG faculty awards due to Research & Sponsored Programs
- 26 Budget for funded URG projects due to RSP office

- 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 Applications for CAS Excellence Awards for Outstanding Scholarly Achievement and Outstanding Teaching are due to the DFSC/SFSC (due to the College 3/28/15)
- 1 Applications for the spring cycle of the Faculty International Travel Grant Program due to the College Office (accepted at any time after as funding allows)
- 1 Material fee forms for fall and spring semesters due to Provost Office
- 3 Nominations for Academic Senate Academic Senators, FRC, and URC members due to College
- 10 Departments/Schools submit Planning and Budget Document to the College
- 13 College announces recipients of URGs for FY2017
- 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.
- 23 Departments/Schools Planning and Budget Presentations, STV 401
- 24 Last day for faculty member to request meeting with DFSC/SFSC to consider review and/or remediation plan
- 27 College sends out information about Annual Chairs Evaluation Survey to departments to distribute
- 28 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 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 College calls for nominations for CFSC and College Council members
- 6 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
- 13-17 Spring Break – University offices open
- 15 Candidate with a negative recommendation for promotion and tenure by CFSC must file a request for a review by the Faculty Review Committee (FRC)
- 15 University Professor nominations due to the College
- 21 CAS Distinguished Lecturer, David Malone, Old Main Room, BSC, 7:00 pm
- TBD Budget Documents due to the Provost
- 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
- TBD Applications/nominations for the Shaw Teaching Fellowship Award are due to the College
- 28-29 Academic Affairs Budget Presentations, Alumni Center 118
- 31 All appeals to CFSC of performance evaluation recommendations must be completed and reported to the Provost and candidate
- 31 Nominations for CAS Excellence Awards are due to the College
- 31 Nominations for CFSC and College Council members due to College
- 31 Annual Chair/Director Evaluation Survey closes at 4:30 pm
- 31 Dean forwards no more than two nominations for University Professor to Provost Review Committee

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- 3 Sabbatical leave reports for those on leave the previous semester due to the Dean and Chair/Director
- 3 University Professor nominations due to the Provost
- 5 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
- 11 Dean's Spring Address & CAS Awards Ceremony, 3:30 pm, Old Main Room, Bone Student Center
- 11-13 Election for CFSC and College Council members before April 15
- 14 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
- 24 Chair/Director Portfolios due – submit to CAS@ilstu.edu
- 25 University Outstanding Teaching Award nominee names due to the CTLT from Departments/Schools
- 28 Provost's decision for appealed cases must be reported to the President, candidate, DFSC/SFSC, and CFSC

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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.
- 12 Leadership Initiative applications are due to the College
- 12 Commencement, Redbird Arena, 7:00 pm
- 12 Spring semester ends
- 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 Potential Distinguished Professor candidates submit names to Dean
- 16 Grades submitted into the system by noon
- 29 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 Provost
- 2 Leadership Initiative applications are due the Provost
- 5 Preview begins
- 9 SBC Change forms due to the College Office
- 16 SBC Change forms due to the Provost

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- 1 URG award funds available for expenditure
- 4 Independence Day holiday - University offices closed
- Summative reports (as part of Academic Plan) to BOT