College of Arts and Sciences Calendar
2017 - 2018

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  URG guidelines and application materials available on CAS website
1  Deadline for awarding Tuition Waivers for summer 2016
1  Requests for Summer FY18 courses and Summer Base FY19 courses due to CAS Office
9  Academic Affairs Administrators Retreat, Alumni Center 118
14  CTLT New Faculty Orientation, Old Main Room, Bone Student Center
15  Chairs/Directors Retreat, Stevenson 401, 10am to 2pm
16-20  New Student Orientation (Welcome Week)
21  Fall semester classes begin
28  Departments/Schools submit graduate theses and letters to the CAS Office for the James L. Fisher Outstanding Thesis Competition
29  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
College of Arts and Sciences Calendar
2017 - 2018

AUGUST  SEPTEMBER  OCTOBER  NOVEMBER  DECEMBER  JANUARY  FEBRUARY  MARCH  APRIL  MAY  JUNE  JULY

4  Labor Day - University offices closed
4  CAS Office calls for nominations for CAS Distinguished Lecturer for 2018 - 2019 academic year
5  CAS Office calls for nominations for the Shaw Teaching Fellowship Award
5  Applications for Outstanding University Teacher, Outstanding College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the Chair/Director
5  Applications for Outstanding University Researcher, Outstanding College Researcher, and Research Initiative Awards are due to the Chair/Director
5  Applications for Outstanding University Service, Service Initiative, and Outstanding College Service Awards are due to the Chair/Director
8  PFIG applications due to departments
11  Proposals for new/deleted minors, sequences requiring Academic Senate approval for 2018-2019 to the Undergrad Catalog due to UCC
11  CAS judging for Fisher Thesis competition completed
12  CAS Fall Address, Old Main Room, BSC, 3:30 PM
12  Sabbatical and leave requests due to the Chair/Director
15  Theses and supporting letters due from the CAS Office to RSP for the James L. Fisher Outstanding Thesis Competition
19  Applications for Outstanding University Teacher, Outstanding College Teacher, Teaching Initiative, and Graduate Teaching Awards are due to the CAS Office in electronic format – submit to CAS@ilstu.edu
19  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
19  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
21  Shaw Fellowship nominations due to the CAS Office (deadline extended to October 27)
AUGUST

1. Material fee forms for summer semester due to Provost Office

SEPTEMBER

2. Nominations for Distinguished Professor appointment due to the CAS Office – submit as 1 PDF file to CAS@ilstu.edu

2. SFF and FRA applications due to the Departments/Schools

2. Sabbatical and leave requests (signed by Chair/Director) due to the CAS Office

2. New/Deleted 100-, 200-, & 300-level course proposals for 2018-2019 Undergrad & Grad Catalog due to UCC

2. Revised Program proposals (Major, Minor, Sequences)

2. Applications for Outstanding University Service and Service Initiative Awards are due to the Provost

OCTOBER

6. Applications for Outstanding University Researcher, Outstanding College Researcher, Research Initiative, Creative Activity Initiative, and University Outstanding Creative Activity Awards are due to the Provost

6. Applicants submit Outstanding Team Research materials to RSP

12. Professional Outcome Forms for 2016-2017 (FY17) URGs and Follow-Up reports for URGs beginning 7/1/15 to 6/30/16 (FY16) due to the CAS Office

13. Sabbatical and leave requests due to the Provost

13. Applications for World Wide Campus Opportunity Student Fund due to the CAS Office

15. Nominations for Distinguished Professor appointment due to the Provost

15. 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)

15. Chairs/Directors must notify CAS Office of Tenure & Promotion candidates

16. Portfolios for University Professor due to the Provost Review Committee

16-22. Homecoming Week!

17. Applications for Outstanding University Teacher, Teaching Initiative, and Graduate Teaching Awards due to CTLT

27. Shaw Fellowship nominations due to the CAS Office

29. Nominations for CAS Distinguished Lecturer due to the CAS Office

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Page 3
## College of Arts and Sciences Calendar 2017 - 2018

### AUGUST
1. Departments/Schools must submit any changes to DFSC/SFSC guidelines for CFSC approval for next calendar year.

### SEPTEMBER
1. Proposals, Department/School rankings and justification for PFIG, SFF, and FRA to be uploaded on CAS website by 11:59pm.

### OCTOBER
1. NFIG applications due to the Departments/Schools.

### NOVEMBER
1. Candidates for promotion and tenure must file application materials.

### DECEMBER
1. Revised 100, 200, or 300 Course Proposals due.

### JANUARY
1. CAS Distinguished Lecturer, Maria Smith, 7:00 pm, Old Main Room, BSC.

### FEBRUARY
18-26 Thanksgiving holiday - University offices closed on 23 & 24 only.

### MARCH
27. Any changes to catalog requested/approved through Editorial Request.

### AUGUST
1. Deadline for awarding Graduate Tuition Waivers for Fall semester.

### SEPTEMBER
1. Proposals and evaluations for NFIGs to be uploaded on CAS website by 11:59 pm.

### OCTOBER
1. Interdisciplinary Initiative Grant Proposals due to CAS office.

### NOVEMBER
9. Last day of fall semester classes.

### DECEMBER
15. DFSC/SFSC recommendations for promotion and tenure reported to candidates and CFSC.

### JANUARY
16. Commencement, Redbird Arena, 9:00 am.

### FEBRUARY
19. Grades submitted into the system by noon.

### MARCH
22 - 01/02/18 Christmas holiday - University offices closed.
5  Faculty submit files in support of their request for performance evaluation adjustments
5  Post-tenure review faculty members must submit materials
8  CAS Office calls for nominations for Academic Senate, University Review Committee (URC), and Faculty Review Committee (FRC)
TBA University-Wide Teaching & Learning Symposium
15  Submissions for the Scott M. Elliott Cross-Disciplinary Pilot Grant Program (due to Department of Economics)
15  Martin Luther King, Jr. Day - University offices closed
16  Spring semester classes begin
25  List of URG faculty awards due to Research & Sponsored Programs
25  Budget for funded URG projects due to RSP office
---  Freshman Information Nights (January through mid-March)
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 are due to Chairs/Directors
1 Material fee forms for fall and spring semesters due to Provost Office
9 Departments/Schools submit Planning and Budget Document to the CAS Office
12 Nominations for Academic Senate Academic Senators, FRC, and URC members due to the CAS Office
12 CAS Office announces recipients of URGs for FY2019
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
15 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)
21-23 Election of College Academic Senators, FRC, and URC members the last week of February. Senators seated at May Senate meeting.
TBA Departments/Schools Planning and Budget Presentations, STV 401
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
28 Chair/Director makes portfolios available to Department/School (Annual Chair/Director evaluations)


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<td>Faculty member must file with CFSC any appeal of the DFSC/SFSC performance-evaluation recommendation</td>
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<td>DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member</td>
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<td>Scott M. Elliott award applications due to CAS office</td>
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<td>Sabbatical leave reports for those on leave the previous semester due to the Dean and Chair/Director</td>
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<td>Dean forwards no more than two nominations to the Provost</td>
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<td>Election for CFSC and College Council members before April 15</td>
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<td>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 <a href="mailto:CAS@ilstu.edu">CAS@ilstu.edu</a></td>
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<td>Dean’s Spring Address &amp; CAS Awards Ceremony, 3:30 pm, Old Main Room, BSC</td>
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<td>FRC completes review of promotion and tenure appeals and reports to President, Provost, CFSC, DFSC/SFSC, and candidate</td>
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<td>CFSC submits to faculty member and DFSC/SFSC a written report describing the disposition of the cumulative post-tenure review appeal</td>
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<td>Deadline for electing URC, FRC &amp; CFSC</td>
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<td>Chair/Director Portfolios due to CAS Office – submit to <a href="mailto:CAS@ilstu.edu">CAS@ilstu.edu</a></td>
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<td>University Outstanding Teaching Award nominee names due to the CTLT from Departments/Schools</td>
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<td>Provost’s decision for appealed cases must be reported to the President, candidate, DFSC/SFSC, and CFSC</td>
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College of Arts and Sciences Calendar
2017 - 2018

AUGUST  SEPTEMBER  OCTOBER  NOVEMBER  DECEMBER  JANUARY  FEBRUARY  MARCH  APRIL  MAY  JUNE  JULY

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.
11  Commencement, Redbird Arena, 7:00 pm
11  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  Submit potential Distinguished Professor candidate names to the CAS Office
15  Grades submitted into the system by noon
21  Leadership Initiative applications are due to the CAS Office
28  Memorial Day - University offices closed
31  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
2  Leadership Initiative applications due to the Provost
4  Preview begins
18  Leadership Initiative eligible applicant portfolios due to the Provost
TBA  Supplemental IC Requests due to CAS Office

AUGUST  SEPTEMBER  OCTOBER  NOVEMBER  DECEMBER  JANUARY  FEBRUARY  MARCH  APRIL  MAY  JUNE  JULY

1  URG award funds available for expenditure
4  Independence Day holiday - University offices closed