

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
- 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

College of Arts and Sciences Calendar 2017 - 2018

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

- 1 Material fee forms for summer semester due to Provost Office
- 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
- 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
- 13 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
- 29 Nominations for CAS Distinguished Lecturer due to the CAS Office

College of Arts and Sciences Calendar 2017 - 2018

[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 Proposals, Department/School rankings and justification for PFIG, SFF, and FRA to be uploaded on CAS website by 11:59pm
- 1 NFIG applications due to the Departments/Schools
- 1 Candidates for promotion and tenure must file application materials
- 6 Revised 100, 200, or 300 Course Proposals due
- 7 CAS Distinguished Lecturer, Maria Smith, 7:00 pm, Old Main Room, BSC
- 18-26 Thanksgiving holiday - University offices closed on 23 & 24 only
- 27 Any changes to catalog requested/approved through Editorial Request

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

- 1 Deadline for awarding Graduate Tuition Waivers for Fall semester
- 1 Proposals and evaluations for NFIGs to be uploaded on CAS website by 11:59 pm
- 9 Last day of fall semester classes
- 15 DFSC/SFSC recommendations for promotion and tenure reported to candidates and CFSC
- 16 Commencement, Redbird Arena, 9:00 am
- 19 Grades submitted into the system by noon
- 22 - 01/02/18 Christmas holiday - University offices closed

College of Arts and Sciences Calendar 2017 - 2018

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

- 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)

College of Arts and Sciences Calendar 2017 - 2018

[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 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)

College of Arts and Sciences Calendar 2017 - 2018

[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
- 5 Chair/Director Annual Evaluation Survey Opens at 8:00 am
- 6 CAS Distinguished Lecturer, Laura Vogel, Old Main Room, BSC, 7:00 pm
- 8 DFSC/SFSC gives final outcome of review and /or remediation plan to faculty member
- 10 Candidate with a negative recommendation for promotion and tenure by CFSC must notify Faculty Review Committee (FRC) Chairperson of intent to appeal
- 12-16 Spring Break – University offices open
- 14 Budget Documents due to the Provost
- 15 Candidate with a negative recommendation for promotion and tenure by CFSC must file an appeal with the Faculty Review Committee (FRC)
- 16 University Professor nominations due to the CAS Office
- 16 Nominations for CFSC and College Council members due to CAS Office
- 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
- TBA Academic Affairs Budget Presentations, Alumni Center 118
- 30 Nominations for CAS Excellence Awards are due to the CAS Office
- 30 Scott M. Elliott award applications due to CAS office
- 30 Annual Chair/Director Evaluation Survey closes at 4:30 pm
- 31 All appeals to CFSC of performance evaluation recommendations must be completed and reported to the Provost and candidate

College of Arts and Sciences Calendar 2017 - 2018

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

- 2 Sabbatical leave reports for those on leave the previous semester due to the Dean and Chair/Director
- 2 Dean forwards no more than two nominations to the Provost
- 2-4 Election for CFSC and College Council members before April 15
- 9 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
- 10 Dean's Spring Address & CAS Awards Ceremony, 3:30 pm, Old Main Room, BSC
- 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
- 23 Chair/Director Portfolios due to CAS Office – submit to CAS@ilstu.edu
- 24 University Outstanding Teaching Award nominee names due to the CTLT from Departments/Schools
- 30 Provost's decision for appealed cases must be reported to the President, candidate, DFSC/SFSC, and CFSC

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