

FALL 2024–SPRING 2025, SUMMER 2025

last revision 9.3.24

AUGUST 2024

By August 1	Initiate ePAFs for Adjuncts, except MAAA (Dept AAs), VPAS (Dean’s Office Admin)
Thursday, August 8	Transfer Summer Orientation Session E
Monday, August 12, 10AM	President’s Welcome Back Opening Address – Richardson Ballroom
Tuesday, August 13, 1-3:30PM	CVPA Faculty Staff Assembly Meeting – Barnes Recital Hall
Wed-Thursday, August 14-15	Freshmen Summer Orientation
Friday, August 16	Transfer Summer Orientation Advising/ Registration
Friday, August 16, 2pm	Faculty Conference – Whitton Auditorium
Friday-Sunday, August 16-25	Welcome Week
Monday, August 19	Deadline for Department AAs to update FT & PT Faculty, New Student Email List Serves, Website
Monday, August 19, 11-11:30AM	Convocation – West Center Gym Courts
Monday, August 19, 11:30AM-1:30PM	Blue Line to University Picnic – Margaret Nance & Front Lawn (West Center if it rains)
Monday, August 19, 2-3:30PM	CVPA New Student Assembly – Barnes Recital Hall, followed by Breakout Rooms
Monday, August 19, 5PM	Classes begin
by August 20	Chairs finalize committees for tenure and promotion reviews
by August 20	Deans provide list of tenure and promotion committees to Academic Affairs
by August 20	Dean’s Offices update all cases in Interfolio to include committees, committee chairs
Friday, August 23	Faculty CVs and Course Syllabi PDFs due Faculty to Chairs (including Adjuncts), <i>(AAs review all for accurate content w/naming)</i> <i>See CVPA Syllabus Policy* and Winthrop University Syllabus Policy for guidelines.</i> <i>Kindly use the current MASTER</i> PDF syllabi files must be named in the following format: Course_Section_Term_Username.pdf MATH261_001_24F_SmithJ.pdf PDF CV files must be named in the following format: Username_Term_CV RustWardC_24F_CV
August 27, 11-11:45AM	New Faculty Mentoring Session (Managed by Provost Office)
Thursday, August 29, 3-5PM	CVPA Dean’s Council Meeting – 116 McLaurin [discuss Kinard Award Nominees (Due to Provost Office 1 st Monday in October)]
by Friday, August 30	Dean’s Office Opens Faculty Annual Reports in Faculty 180
by Friday, August 30	Faculty CVs and Course Syllabi due from Chairs to Dean’s Office – AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive must be 100%-no stragglers)
Friday, August 30	Outside Employment/ Consulting Form Due from Chairs to Dean’s Office https://www.winthrop.edu/uploadedFiles/academics/ConsultingOutsideEmployment.pdf

SEPTEMBER 2024

by September 1, 11:59PM	Tenure/ promotion portfolios due in Interfolio, Chairs Forward to Departmental committees checking for omissions, errors AND candidate has corrected these
Monday, September 2	Labor Day, no classes, offices closed
Friday, September 6, 5PM	Curriculum action proposals due to Department Committees
September 10, 11-11:45AM	New Faculty Mentoring Session (Managed by Provost Office)
Thursday, September 12, 3-5PM	CVPA Dean’s Council Meeting – 116 McLaurin
by September 15	Pre-tenure notice is given to Faculty by Chair
Thursday, September 19, 11AM-12:15PM	CVPA Tenure and Promotion Workshop w/info Sessions – 119 Rutledge
Thursday, September 19, 5-7PM	The Paradigm Shift: A CVPA Social Event – Slow Play
September 24, 11-11:45AM	New Faculty Mentoring Session (Managed by Provost Office)
Tuesday, September 24, 5PM	Curriculum action proposals due to CVPA Committee
September 26	Faculty meet with Chair to discuss sabbatical intentions
Thursday, September 26, 3-5PM	CVPA Dean’s Council Meeting – 116 McLaurin
Friday, September 27	Annual Recruitment Trip (Fine Arts Center College Day)–all CVPA programs need representation
Saturday, September 28	Annual Recruitment Trip (Governor’s School College Day)–all CVPA programs need representation

OCTOBER 2024

by October 1	Dept tenure/promotion committees' Chairs upload letters (forward to College Personnel Comm)
by October 1	Dean's Office forwards letters to candidates in Interfolio); Candidate optional response due within 3 days in Interfolio
by October 1	Sabbatical Applications due from Faculty to Chairs (letter of intent to apply via email) www.winthrop.edu/cvpa/default.aspx?id=25379 Also see: Winthrop Sabbatical Leave Policy
by October 2	Chair reviews and submits Sabbatical applications via email to Dean's Office
by October 3	Dean's Office creates Sabbatical Cases in Interfolio
Friday, October 4, 2PM	Faculty Conference
by October 5	Deans receive updates on promotion/ tenure case recommendations from Academic Affairs
Saturday, October 5	Winthrop Family Day
Tuesday, October 8, 11-11:45AM	New Faculty Mentoring Session (Managed by Provost Office)
Tuesday, October 8, 11AM	CVPA Curriculum meeting – discussion and vote – 116 McLaurin
Thursday, October 10, 3-5PM	CVPA Dean's Council Meeting – 116 McLaurin
Thursday, October 11–14	Fall Break, no classes, offices open
October 15-17	NAST Accreditation site visit (Theatre)
by October 15	Chairs promotion/ tenure letters due in Interfolip (forward to College Personnel Committee)
by October 15	Sabbatical Applications due from Faculty in Interfolio
Friday, October 18, 2PM	CVPA Faculty Assembly/ Vote on Curriculum – TBD
Friday, October 18, 4-6PM	The Paradigm Shift: A CVPA Social Event – Slow Play
Tuesday, October 22, 11-11:45AM	New Faculty Mentoring Session (Managed by Provost Office)
Thursday, October 24, 3-5PM	CVPA Dean's Council Meeting – 116 McLaurin
by October 31	Faculty submit post-tenure review committee recommendations to Chair

NOVEMBER 2024

TBD November	Invitation sent to Faculty to apply for Thompson Scholarship Award. Application: application
by November 1	Chairs Submit Sabbatical Support Letters in Interfolio
by November 2	Dean forwards Sabbatical materials to Provost
Tuesday, November 5	Election Day, no classes, offices open
Wednesday, November 6	Registration for Spring 2024 Begins
Thursday, November 7, 3-5PM	CVPA Dean's Council Meeting – 116 McLaurin
Friday, November 8, 5PM	Curriculum action proposals due to Department Committees
Monday, November 11	Veterans Day
Monday, November 11-25	Department AAs Disseminate Course Evaluations for Semester
Friday, November 15	Spring Orientation for Transfers
by November 15	CVPA Personnel Committee promotion/ tenure letters due in Interfolio (forwarded to Dean)
by November 15	Dean's Office forwards promotion/ tenure letters in Interfolio with Candidates;
by November 15	Candidate optional response due within 3 business days in Interfolio
by November 15	Chairs forward post-tenure review committee to Dean & notifies faculty of committee members
by Tuesday, November 15	Provost Council Reviews Sabbatical Applications then makes Recommendations to Provost
Tuesday, November 19, 5PM	Curriculum action proposals due to CVPA Committee
Thursday, November 21, 3-5PM	CVPA Dean's Council Meeting – 116 McLaurin
Thursday, November 21, 5-7PM	The Paradigm Shift: A CVPA Social Event – TBD
Friday, November 22, 2PM	Faculty Conference
by November 25	Final day for faculty to appeal post-tenure review committee members
November 27-29	Thanksgiving Break, no classes, offices closed November 28 & 29
Friday, November 29	HEADS Data Report (Music/ Theatre and Dance/ Art & Design)

DECEMBER 2024

by December 1	Provost Notifies Dean of Sabbatical Awards, Dean informs Chairs, Chairs inform Faculty
Monday, December 2	Last day of Fall semester classes/ Student Course Evaluations Close
Tuesday, December 3	Study Day - no required student activities
Tuesday December 3	Chairs solicit faculty interest for summer classes (submission date TBD)

Friday, December 6, 5:30-7:30PM
 Wednesday-Tuesday December 4-10
 Thursday, December 5, 3-5PM
 Tuesday, December 10, 11AM
 Wednesday, December 11
 December 11-January 12
 Thursday, December 12
 Friday, December 13, 5PM
 Saturday, December 14, 11AM
 by December 15
 by December 15

CVPA Holiday Gathering – TBD
 Final Exams
 CVPA Dean’s Council Meeting – 116 McLaurin
 CVPA Curriculum meeting – discussion and vote – 116 McLaurin
 Graduate Degree grades due
 Holiday Break (offices closed Dec 23-Jan 1)
 Senior Grades due from Faculty
 All grades due from Faculty
 Undergraduate & Graduate Commencement – Coliseum
 Dean’s promotion/ tenure letters due in Interfolio (forward to Faculty Personnel Committee)
 Dean’s Office forwards promotion/ tenure letters in Interfolio with Candidates;
 Candidate optional response due within 3 business days in Interfolio
 CVPA Dean’s Council Meeting (last for Fall ’24) – 116 McLaurin

Thursday, December 19, 3-5PM

JANUARY 2025

Thursday, January 2, 3-5PM

CVPA Dean’s Council Meeting – 116 McLaurin (Discuss Distinguished Prof and Outstanding Junior Prof, LaRoche Graduate Fac- due to Provost Office by Feb 15)

Friday, January 3

Outside Employment/ Consulting Form Due from Chairs to Dean’s Office
<https://www.winthrop.edu/uploadedFiles/academics/ConsultingOutsideEmployment.pdf>

Monday, January 13

Classes Begin

Friday, January 10

Post-tenure Portfolio Submission Due 11:59PM

Friday, January 10

Spring Orientation for Freshmen and Transfers

Friday, January 10

Course Syllabi PDFs due from Faculty to Chairs (AAs review all for accurate content w/naming)

Thursday, January 16, 3-5PM

CVPA Dean’s Council Meeting – 116 McLaurin

Friday January 17, 2PM

CVPA Faculty Assembly/ Vote on Curriculum – TBD

by Friday, January 17

Course Syllabi due from Chairs to Dean’s Office –

AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive must be 100%-no stragglers)

See [CVPA Syllabus Policy*](#) and [Winthrop University Syllabus Policy](#) for guidelines

Thursday, January 16

Thompson Scholar Application Due to Dean’s Office for review

Friday, January 17

Thompson Scholar Application Due to Provost Office

Monday, January 20

MLK Day, no classes, offices closed

Friday, January 24, 5PM

Curriculum action proposals due to Department Committees

Thursday, January 30, 3-5PM

CVPA Dean’s Council Meeting – 116 McLaurin

Thursday, January 30, 5-7PM

The Paradigm Shift: A CVPA Social Event – TBD

FEBRUARY 2025

by February 1

Post-tenure Committee Submits Review, Fac & Chair have access to Committee Review Letter

by February 1

Faculty Personnel Committee uploads **tenure** recommendations in Interfolio, shared w/Candidates;

Candidates optional response due within 3 business days in Interfolio

Friday, February 7

Letters Distinguished Prof & Outstanding Junior Prof, LaRoche Graduate Fac due to Dean’s Office

Tuesday, February 11, 5PM

Curriculum action proposals due to CVPA Committee

Thursday, February 13, 3-5PM

CVPA Dean’s Council Meeting – 116 McLaurin

by February 15

Distinguished Prof and Outstanding Junior Prof, LaRoche Graduate Fac due to Provost Office

by February 15

Post-tenure Faculty have option to respond to review letter

by February 15

Faculty Personnel Committee uploads **promotion** recommendations in Interfolio, shared w/Candidates;

Candidates optional response due within 3 business days in Interfolio

by February 15

Pre-tenure Deadline for Department Committee Review, from Faculty to Chair to Committee

by February 20

Dean receives promotion/ tenure Faculty Personnel Committee updates from Academic Affairs

by February 22

Academic Affairs shares promotion/ tenure recommendations with President- No letters generated

by February 22

Academic Affairs sends list of faculty expected to stand for tenure next academic year to Dean

Tuesday, February 25, 11AM

CVPA Curriculum meeting – discussion and vote – 116 McLaurin

Thursday, February 27, 3-5PM

CVPA Dean’s Council Meeting – 116 McLaurin

Friday, February 28, 2PM

Faculty Conference

MARCH 2025

by March 1	Pending BOT approval, President notifies Candidates, Chairs, Deans of promotion/ tenure decisions via email, letter
by March 1	Post-tenure Deadline for Chair to Add Written State & Forward to Dean's Office
Friday, March 7, 2PM	CVPA Faculty Assembly/ Vote on Curriculum – TBD
Friday, March 7, 4-6PM	The Paradigm Shift: A CVPA Social Event – TBD
by March 8	Candidates appeal tenure decisions, due to Committee on Academic Freedom, Tenure, Promo
Thursday, March 13, 3-5PM	CVPA Dean's Council Meeting – 116 McLaurin
by March 15	Post-tenure Deadline for Dean to Add Written State & Forward to Provost
by March 15	Pre-tenure Committee reports due to Chairs
Monday, March 17-21	Spring Break, no classes, offices open
Thursday, March 27, 3-5PM	CVPA Dean's Council Meeting – 116 McLaurin
by March 30	Post-tenure Deadline for Dean to forward "satisfactory" rating to Provost
by March 31	Post-tenure Deadline for Provost report
by March 31	Pre-tenure recommendations shared with Faculty member

APRIL 2025

by April 1	AFTP Committee sends report on tenure decision appeal requests to Candidate, Provost, Pres
by April 1	Dean confirms with Academic Affairs the Faculty that will stand for tenure next academic year
by April 6	Appeal "unsatisfactory" rating of post-tenure to Provost
Wednesday, April 9, 5-7PM	The Paradigm Shift: A CVPA Social Event – TBD
Thursday, April 10, 3-5PM	CVPA Dean's Council Meeting – 116 McLaurin
by April 15	Pre-tenure recommendations forwarded to Dean
Monday, April 14-28	Department AAs Disseminate Course Evaluations for Semester
by April 15	President notifies AFTP Committee, Candidates, Chairs, Dean of denial of tenure appeals
by April 15	Dean notifies faculty who are scheduled for tenure for the upcoming academic year
by April 15	Dean provides promotion intention forms to eligible faculty <i>(faculty who intend to apply meet w/ chair to discuss/review candidacy first. If chair agrees the faculty member is ready for promotion, they sign/approve promotion intention form, prior to submit Dean's Office May 1)</i>
by April 20	Academic Freedom, Tenure, Promotion Committee forwards response to Faculty, Provost, Pres
Thursday, April 24, 3-5PM	CVPA Dean's Council Meeting – 116 McLaurin
Friday, April 25	Faculty Conference
Monday, April 28	Last Day of Class
Tuesday, April 29	Study Day
Tuesday, April 29	Faculty, Staff, Retirees Awards Ceremony
Wednesday, April 30- May 6	Final Exams

MAY 2025

by May 1	Pre-tenure review discussed by Dean, Chair with Faculty Member
by May 1	Academic Affairs updates Tenure case templates needed for next year's reviews
Thursday, May 1	Dean's Office begins to create Tenure cases in Interfolio for Promotion Cases
Thursday, May 1	Academic Affairs gives Dean list of post-tenure Faculty for the next year
Friday, May 2, 5:30-8:30PM	CVPA Celebratory Gathering – TBD
by May 5	Post-tenure decision from President to be returned to Faculty, Provost, Dean
Wednesday, May 7, 3PM	Graduate Grades Due
Thursday, May 8, 3-5PM	CVPA Dean's Council Meeting (last for Spr '25) – 116 McLaurin
Thursday May 8	Chairs review summer A enrolments <i>(Cancel low enrolment courses, or if running, provide justification and ensure faculty agrees with pay structure if under-enrolled)</i>
Thursday, May 8, 9AM	Senior Grades Due
Thursday, May 8, 7PM	Graduate Commencement – Coliseum
Friday, May 9, 5PM	All Grades Due
Friday, May 9, 5:30-7PM	CVPA Graduation Reception, Awards Ceremony (Seniors & Faculty to attend) – Johnson Hall

Saturday, May 10, 10AM, 3PM

Thursday, May 15

Thursday, May 15

Thursday, May 15

by May 15

by May 15

by May 15

By May 15

May 19-June 6

Wednesday, May 21

Friday, May 23

Monday, May 26

Thursday, May 30

Thursday, May 30

Friday, May 31

Undergraduate Commencements – Coliseum

Faculty, Chairs, Directors Annual Reports Due (Interfolio)

Department Committee Reports Due to Chairs (needed for Dept Reports)

Faculty Course Evaluations (pdf) Due to Chairs (Chairs archive for Fac reviews, awards)

Faculty members return promotion intention forms to Chairs/ Chairs sign and return to Dean

Chairs submit committees for tenure and/or promotion to Dean/ Associate Dean

Unit Assessment Plans & Continuous Assessment Reports Due in OARS, for review by Associate

Dean by June 15

Dean's Office notifies Faculty, Chairs of Faculty up for post-tenure the next year

Summer School Session **A**

Course Syllabi PDFs due from Faculty to Chairs

Course Syllabi due from Chairs to Dean's Office –

AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive (must be 100%-no stragglers)

Memorial Day, no classes, offices closed

Adjunct Teaching Reflection Due (Interfolio)

Chairs review summer **B** enrolments (**Cancel low enrolment courses, or if running, provide justification and ensure faculty agrees with pay structure if under-enrolled**)

Deans provide tenure and promotion list, committee members to Academic Affairs

JUNE 2025

June 9-August 8

Wednesday, June 11

Friday, June 13

June 3-July 9

Wednesday, June 4

Friday, June 6

by June 15

by June 15

by June 15

by June 15

Summer School Session **B**

Course Syllabi PDFs due from Faculty to Chairs

Course Syllabi due from Chairs to Dean's Office –

AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive (must be 100%-no stragglers)

Summer School Session **C**

Course Syllabi PDFs due from Faculty to Chairs

Course Syllabi due from Chairs to Dean's Office –

AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive (must be 100%-no stragglers)

Initiate ePAFs for Associate Dean & Chairs (Dean's Office Admin)

Chairs' Department Reports Due to the Dean

Chairs' Review of Faculty Due (Interfolio), with a pdf to Dean

Chairs Ensure all Assessment Plans are in OARS, with a pdf to Dean

JULY 2025

Friday, July 4

July 14-August 13

by July 15

by July 15

Wednesday, July 16

Friday, July 18

Independence Day, no classes, offices closed

Summer School Sessions **D**

Dean Submits CVPA Faculty Evaluations in Interfolio

Dean Submits CVPA Annual Report to Provost

Course Syllabi PDFs due from Faculty to Chairs

Course Syllabi due from Chairs to Dean's Office –

AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive (must be 100%-no stragglers)