

FALL 2024–SPRING 2025, SUMMER 2025

last revision 8.8.24

## AUGUST 2024

By August 1	Initiate ePAFs for Adjuncts, except MAAA (Dept AAs), VPAS (Dean's Office Admin)
Thursday, August 1	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),
(AAs review all for accurate content w/naming)	
PDF CV files must be named in the following format: Username_Term_CV RustWardC_24F_CV	
See <a href="#">CVPA Syllabus Policy*</a> and <a href="#">Winthrop University Syllabus Policy</a> for guidelines. Kindly use the current <a href="#">MASTER</a>	
PDF syllabi files must be named in the following format: Course_Section_Term_Username.pdf MATH261_001_24F_SmithJ.pdf	
Thursday, August 29, 3-5PM	CVPA Dean's Council Meeting – 116 McLaurin [discuss Kinard Award Nominees
(Due to Provost Office 1 <sup>st</sup> 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)	
See <a href="#">CVPA Syllabus Policy*</a> and <a href="#">Winthrop University Syllabus Policy</a> for guidelines	
Friday, August 30	Outside Employment/ Consulting Form Due from Chairs to Dean's Office
<a href="https://www.winthrop.edu/uploadedFiles/academics/ConsultingOutsideEmployment.pdf">https://www.winthrop.edu/uploadedFiles/academics/ConsultingOutsideEmployment.pdf</a>	

## SEPTEMBER 2024

by September 1, 11:59PM	Tenure/ promotion portfolios due in Interfolio, Chairs Forward to Departmental committees after 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
Friday, September 6	Chairs submit spring schedule in Course Dog
Thursday, September 12, 3-5PM	CVPA Dean's Council Meeting – 116 McLaurin
Thursday, September 14, 11AM-12:15PM	CVPA Tenure and Promotion Workshop w/info Sessions – 119 Rutledge
by September 15	Pre-tenure notice is given to Faculty by Chair
Tuesday, September 24, 5PM	Curriculum action proposals due to CVPA Committee
by 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	Sabbatical Applications due from Faculty to Chairs (letter of intent to apply via email)

[www.winthrop.edu/cvpa/default.aspx?id=25379](http://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
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	Dean's Office forwards letters to candidates in Interfolio); Candidate optional response due
within 3 business days in Interfolio	
by October 15	Sabbatical Applications due from Faculty in Interfolio
Friday, October 18, 2PM	CVPA Faculty Assembly/ Vote on Curriculum – TBD
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: <a href="#">application</a>
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; 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
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

### **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
<b>Tuesday December 5</b>	<b>Chairs solicit faculty interest for summer classes (submission date TBD)</b>
<b>TBD Wednesday, December 4, 5-7PM</b>	<b>CVPA Holiday Gathering – TBD</b>
Wednesday-Tuesday December 4-10	Final Exams
Thursday, December 5, 3-5PM	CVPA Dean's Council Meeting – 116 McLaurin
Tuesday, December 10, 11AM	CVPA Curriculum meeting – discussion and vote – 116 McLaurin
Wednesday, December 11	Graduate Degree grades due
December 11-January 12	Holiday Break (offices closed Dec 23-Jan 1)
Thursday, December 12	Senior Grades due from Faculty
Friday, December 13, 5PM	All grades due from Faculty
Saturday, December 14, 11AM	Undergraduate & Graduate Commencement – Coliseum

by December 15  
by December 15  
optional response due within 3 business days in Interfolio  
Thursday, December 19, 3-5PM

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  
CVPA Dean's Council Meeting (last for Fall '24) – 116 McLaurin

### **JANUARY 2025**

Thursday, January 2, 3-5PM  
Junior Prof, LaRoche Graduate Fac- due to Provost Office by Feb 15)  
Friday, January 3  
<https://www.winthrop.edu/uploadedFiles/academics/ConsultingOutsideEmployment.pdf>  
Monday, January 13  
Friday, January 10  
Friday, January 10  
Friday, January 10  
**Friday, January 10**  
Thursday, January 16, 3-5PM  
Friday January 17, 2PM  
by Friday, January 17  
**See CVPA Syllabus Policy\* and Winthrop University Syllabus Policy for guidelines**  
**Thursday, January 18**  
**Friday, January 19**  
Monday, January 20  
Friday, January 24, 5PM  
Thursday, January 30, 3-5PM  
**Tuesday, January 30**

CVPA Dean's Council Meeting – 116 McLaurin (Discuss Distinguished Prof and Outstanding  
Outside Employment/ Consulting Form Due from Chairs to Dean's Office  
Classes Begin  
Post-tenure Portfolio Submission Due 11:59PM  
Spring Orientation for Freshmen and Transfers  
Course Syllabi PDFs due from Faculty to Chairs (AAs review all for accurate content w/naming)  
**Summer School Proposals Due to Chairs (course & summer session)**  
CVPA Dean's Council Meeting – 116 McLaurin  
CVPA Faculty Assembly/ Vote on Curriculum – TBD  
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)**  
Thompson Scholar Application Due to Dean's Office for review  
Thompson Scholar Application Due to Provost Office  
MLK Day, no classes, offices closed  
Curriculum action proposals due to Department Committees  
CVPA Dean's Council Meeting – 116 McLaurin  
**HEADS Data Report (Music/ Theatre and Dance/ Art & Design)**

### **FEBRUARY 2025**

**Thursday February 1**  
by February 1  
by February 1  
w/Candidates; Candidates optional response due within 3 business days in Interfolio  
Friday, February 7  
Tuesday, February 11, 5PM  
Thursday, February 13, 3-5PM  
by February 15  
by February 15  
by February 15  
w/Candidates; Candidates optional response due within 3 business days in Interfolio  
by February 15  
by February 20  
by February 22  
  
Tuesday, February 25, 11AM  
Thursday, February 27, 3-5PM  
Friday, February 28, 2PM

**Chair's Budget Due to Dean for AY 26**  
Post-tenure Committee Submits Review, Fac & Chair have access to Committee Review Letter  
Faculty Personnel Committee uploads **tenure** recommendations in Interfolio, shared  
Letters Distinguished Prof & Outstanding Junior Prof, LaRoche Graduate Fac due to Dean's Office  
Curriculum action proposals due to CVPA Committee  
CVPA Dean's Council Meeting – 116 McLaurin  
Distinguished Prof and Outstanding Junior Prof, LaRoche Graduate Fac due to Provost Office  
Post-tenure Faculty have option to respond to review letter  
Faculty Personnel Committee uploads **promotion** recommendations in Interfolio, shared  
Pre-tenure Deadline for Department Committee Review, from Faculty to Chair to Committee  
Dean receives promotion/ tenure Faculty Personnel Committee updates from Academic Affairs  
Academic Affairs shares promotion/ tenure recommendations with President  
Academic Affairs sends list of faculty expected to stand for tenure next academic year to Dean  
CVPA Curriculum meeting – discussion and vote – 116 McLaurin  
CVPA Dean's Council Meeting – 116 McLaurin  
Faculty Conference

### **MARCH 2025**

by March 1  
by March 1  
Friday, March 7, 2PM  
by March 8  
Thursday, March 13, 3-5PM

President notifies Candidates, Chairs, Deans of promotion/ tenure decisions via email, letter  
Post-tenure Deadline for Chair to Add Written State & Forward to Dean's Office  
CVPA Faculty Assembly/ Vote on Curriculum – TBD  
Candidates appeal tenure decisions, due to Committee on Academic Freedom, Tenure, Promo  
CVPA Dean's Council Meeting – 116 McLaurin

by March 15  
by March 15  
Monday, March 17-21  
Thursday, March 27, 3-5PM  
by March 30  
by March 31  
by March 31

Post-tenure Deadline for Dean to Add Written State & Forward to Provost  
Pre-tenure Committee reports due to Chairs  
Spring Break, no classes, offices open  
CVPA Dean's Council Meeting – 116 McLaurin  
Post-tenure Deadline for Dean to forward "satisfactory" rating to Provost  
Post-tenure Deadline for Provost report  
Pre-tenure recommendations shared with Faculty member

#### **APRIL 2025**

by April 1  
by April 1  
by April 6  
Thursday, April 10, 3-5PM  
by April 15  
Monday, April 14-28  
by April 15  
by April 15  
by April 15  
by April 15  
by April 20  
Thursday, April 24, 3-5PM  
Friday, April 25  
Monday, April 28  
Tuesday, April 29  
Tuesday, April 29  
Wednesday, April 30- May 6

AFTP Committee sends report on tenure decision appeal requests to Candidate, Provost, Pres  
Dean confirms with Academic Affairs the Faculty that will stand for tenure next academic year  
Appeal "unsatisfactory" rating of post-tenure to Provost  
CVPA Dean's Council Meeting – 116 McLaurin  
Pre-tenure recommendations forwarded to Dean  
Department AAs Disseminate Course Evaluations for Semester  
President notifies AFTP Committee, Candidates, Chairs, Dean of denial of tenure appeals  
Dean notifies faculty who are scheduled for tenure for the upcoming academic year  
Dean provides promotion intention forms to eligible faculty (**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 submitting to Dean's Office May 1**)  
Academic Freedom, Tenure, Promotion Committee forwards response to Faculty, Provost, Pres  
CVPA Dean's Council Meeting – 116 McLaurin  
Faculty Conference  
Last Day of Class  
Study Day  
Faculty, Staff, Retirees Awards Ceremony  
Final Exams

#### **MAY 2025**

by May 1  
by May 1  
Thursday, May 1  
Thursday, May 1  
by May 5  
Wednesday, May 7, 3PM  
Thursday, May 8, 3-5PM  
Thursday May 8  
**justification and ensure faculty agrees with pay structure if under-enrolled)**  
Thursday, May 8, 9AM  
Thursday, May 8, 7PM  
Friday, May 9, 5PM  
Friday, May 9, 5:30-7PM  
Saturday, May 10, 10AM, 3PM  
**Wednesday, May 14 OR May 15 OR May 16, 5:30-8:30PM**  
Thursday, May 15  
Thursday, May 15  
Thursday, May 15  
by May 15  
by May 15  
by May 15  
Dean by June 15  
By May 15  
May 19-June 6

Pre-tenure review discussed by Dean, Chair with Faculty Member  
Academic Affairs updates Tenure case templates needed for next year's reviews  
Dean's Office begins to create Tenure cases in Interfolio for Promotion Cases  
Academic Affairs gives Dean list of post-tenure Faculty for the next year  
Post-tenure decision from President to be returned to Faculty, Provost, Dean  
Graduate Grades Due  
CVPA Dean's Council Meeting (last for Spr '25) – 116 McLaurin  
Chairs review summer **A** enrolments (**Cancel low enrolment courses, or if running, provide**  
**Senior Grades Due**  
**Graduate Commencement – Coliseum**  
**All Grades Due**  
**CVPA Graduation Reception, Awards Ceremony (Seniors & Faculty to attend) – Johnson Hall**  
**Undergraduate Commencements – Coliseum**  
**CVPA End of Year Gathering – TBD**  
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's Office notifies Faculty, Chairs of Faculty up for post-tenure the next year  
Summer School Session **A**

Wednesday, May 21	Course Syllabi PDFs due from Faculty to Chairs
Friday, May 23	Course Syllabi due from Chairs to Dean's Office – <b>AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive</b> (must be 100%-no stragglers)
Monday, May 26	Memorial Day, no classes, offices closed
Thursday, May 30	Adjunct Teaching Reflection Due (Interfolio)
Thursday, May 30	Chairs review summer <b>B</b> enrolments ( <b>Cancel low enrolment courses, or if running, provide justification and ensure faculty agrees with pay structure if under-enrolled</b> )
Friday, May 31	Deans provide tenure and promotion list, committee members to Academic Affairs

**JUNE 2025**

June 9-August 8	Summer School Session <b>B</b>
Wednesday, June 11	Course Syllabi PDFs due from Faculty to Chairs
Friday, June 13	Course Syllabi due from Chairs to Dean's Office – <b>AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive</b> (must be 100%-no stragglers)
June 3-July 9	Summer School Session <b>C</b>
Wednesday, June 4	Course Syllabi PDFs due from Faculty to Chairs
Friday, June 6	Course Syllabi due from Chairs to Dean's Office – <b>AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive</b> (must be 100%-no stragglers)
by June 15	Initiate ePAFs for Associate Dean & Chairs (Dean's Office Admin)
by June 15	Chairs' Department Reports Due to the Dean
by June 15	Chairs' Review of Faculty Due (Interfolio), with a pdf to Dean
by June 15	Chairs Ensure all Assessment Plans are in OARS, with a pdf to Dean

**JULY 2025**

Friday, July 4	Independence Day, no classes, offices closed
July 14-August 13	Summer School Sessions <b>D</b>
by July 15	Dean Submits CVPA Faculty Evaluations in Interfolio
by July 15	Dean Submits CVPA Annual Report to Provost
Wednesday, July 16	Course Syllabi PDFs due from Faculty to Chairs
Friday, July 18	Course Syllabi due from Chairs to Dean's Office – <b>AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive</b> (must be 100%-no stragglers)