

AUGUST 2025	
by August 1	Initiate ePAFs for Adjuncts, except MAAA (Dept AAs), VPAS (Dean Admin)
August 7	Transfer Summer Orientation Session E
August 14, 1-3PM HOLD	Just in Case CVPA Dean's Council Meeting – 116 McLaurin
August 18, 10AM	President's Welcome Back Opening Address – Richardson Ballroom
August 19, 1-3:30PM	CVPA Faculty Staff Assembly Meeting – Barnes Recital Hall
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
August 20, 2-3PM	CVPA Arts Education Advisory Meeting – 116 McLaurin
August 21	Freshmen Summer Orientation
August 21, 11AM-12:15PM	CVPA Tenure and Promotion Workshop – 119 Rutledge -Provost Office provides Kickoff by Aug end
August 22	Transfer Summer Orientation Advising/ Registration
August 22, 9AM-12PM	New Faculty Orientation – Carroll Hall- Capital Markets Training/ Trading Center *required
August 22, 2PM	Faculty Conference - Whitton Aud in Carroll Hall
August 22-31	Welcome Week
August 25	Deadline for Department AAs to update FT & PT Faculty, New Student Email List Serves, Website
August 25, 11-11:30AM	Convocation – Byrnes Auditorium
August 25, 12-1:30PM	Blue Line to University Picnic – Margaret Nance & Front Lawn (West Center if it rains)
August 25, 2-2:20PM	CVPA New Student Assembly – Dina's Place in DiGs (Chairs & Designees)
August 25, 2:20-4PM	CVPA New Student Assembly – Breakout Rms FA-119Rut/D-Dina's/ThD-JohnsonStudio/M-Barnes(All Faculty)
August 25, 5PM	Classes begin
August 26, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
August 29, 5PM	Faculty CVs and Course Syllabi PDFs due from Faculty to Chairs (including Adjuncts), (AAs review all for accurate content w/naming) <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 29, 5PM	Outside Employment/ Consulting Form Due from Chairs to Dean's Office https://www.winthrop.edu/uploadedFiles/academics/ConsultingOutsideEmployment.pdf
by August 29	Dean's Office Opens Faculty Annual Reports and Adjunct Self Reflections in Faculty 180
SEPTEMBER 2025	
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
September 1	Labor Day, no classes, offices closed
September 2, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
September 4, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin discuss Kinard Award Nominees (Due to ProvostOct1)
September 5, 5PM	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)
September 5, 5PM	Curriculum action proposals due to Department Committees
September 9, 5-7PM	The Paradigm Shift: A CVPA Social Event – Slow Play
by September 15	Pre-tenure upcoming review for the year notice is given to Faculty by Chair, Dean and Dept notified
September 16, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
September 18, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
September 23, 5PM	Curriculum action proposals due to CVPA Committee
by September 26	Faculty meet with Chair to discuss sabbatical intentions

FALL 2025–SPRING 2026, SUMMER 2026

last revision 8.7.25

September 26	Annual Recruitment Trip (Fine Arts Center College Day)—all CVPA programs need representation
September 27	Annual Recruitment Trip (Governor's School College Day)—all CVPA programs need representation
September 30, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
OCTOBER 2025	
October 1	Kinard Award Nominees due to Provost Office
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-business days in Interfolio
by October 1	Sabbatical Applications due from Faculty to Chairs (letter of intent to apply via email)
	https://www.winthrop.edu/uploadedFiles/cvpa/BlankSabbaticalRequestFormwithLogorev4.pdf
	Also see: Winthrop Sabbatical Leave Policy
October 2, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
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
October 3, 2PM	Faculty Conference
October 4	Winthrop Family Day
by October 5	Deans receive updates on promotion/ tenure case recommendations from Academic Affairs
October 9, 5pm	Interim Grades are due
October 13-14	Fall Break, no classes, offices open
October 14, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
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
October 15	Advising for Spring 2026 begins
October 16, 11AM	CVPA Curriculum meeting – discussion and vote – 116 McLaurin
October 16, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
October 17, 2PM	Faculty Conference
October 18, 9AM-12:30PM	Fall Open House – West Center
October 21, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
October 24, 2PM	CVPA Faculty Assembly/ Vote on Curriculum – TBD
October 28, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
October 30, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
by October 31	Faculty submit post-tenure review committee recommendations to Chair
by October 31	Chairs Submit Sabbatical Support Letters in Interfolio
NOVEMBER 2025	
TBD November	Invitation sent to Faculty to apply for Thompson Scholarship Award. Application: application
November 1	HEADS Data Survey for Report launched (Music/ Theatre and Dance/ Art & Design)
by November 1	Dean forwards Sabbatical materials to Provost
November 5	Registration for Spring 2026 Begins
November 13, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
November 7, 5PM	Curriculum action proposals due to Department Committees
November 11	Veterans Day
November 12	Career Outcomes Data Forms Class of '25 Due from Chairs to Maria Linn
November 14	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;

FALL 2025–SPRING 2026, SUMMER 2026

last revision 8.7.25

	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 November 17	Department AAs Disseminate Course Evaluations for Semester
November 18, 5PM	Curriculum action proposals due to CVPA Committee
November 21, 10:30-11:30AM	Fall First Look Friday -Mock Class
by November 25	Final day for faculty to appeal post-tenure review committee members
November 26-30	Thanksgiving Break, no classes, offices closed November 27-28
by November 30	Provost Council Reviews Sabbatical Applications then makes Recommendations to President
<u>DECEMBER 2025</u>	
by December 1	Provost Notifies Dean of Sabbatical Awards, Dean informs Chairs, Chairs inform Faculty
December 5, 2PM	Faculty Conference
December 8	Last day of Fall semester classes/ Student Course Evaluations Close
December 9	Study Day - no required student activities
December 9, 2-3PM	CVPA Arts Education Advisory Meeting – 116 McLaurin
December 2	Chairs solicit faculty interest for summer classes (submission date TBD)
December 10-16	Final Exams
December 9, 11AM	CVPA Curriculum meeting – discussion and vote – 116 McLaurin
December 11, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
December 12, 5-7PM	The Paradigm Shift: A CVPA Social Event – Slow Play
by December 15	Dean's promotion/ tenure letters due in Interfolio (forward to Faculty Personnel Committee)
by December 15	Dean's Office forwards promotion/ tenure letters in Interfolio with Candidates; Candidate optional response due within 3 business days in Interfolio
December 16-January 10	Holiday Break (offices closed Dec 24-Jan 2)
December 17	Graduate Degree grades due
December 18	Senior Grades due from Faculty
December 19, 5PM	All grades due from Faculty
December 20, 11AM	Undergraduate & Graduate Commencement – Coliseum
<u>JANUARY 2026</u>	
January 5	Offices Reopen
January 8, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin (Discuss Distinguished Prof and Outstanding Junior Prof, LaRoche Graduate Fac- due to Provost Office by Feb 15)
January 9	Spring Orientation for Freshmen and Transfers
January 9, 2-3PM	CVPA Arts Education Advisory – 116 McLaurin
Friday, January 10	Post-tenure Portfolio Submission Due 11:59PM
January 12	Classes Begin
January 14	Thompson Scholar Application Due to Dean's Office for review
January 16	Thompson Scholar Application Due to Provost Office
January 16	Outside Employment/ Consulting Form Due from Chairs to Dean's Office https://www.winthrop.edu/uploadedFiles/academics/ConsultingOutsideEmployment.pdf
January 16, 2PM	CVPA Faculty Assembly/ Vote on Curriculum – TBD
Friday, January 16, 5-7:30PM	CVPA New Year Celebration – Tuttle Dining Room
January 16, 5PM	Course Syllabi due from Faculty to Chairs – (AAs review all for accurate content w/naming) See CVPA Syllabus Policy* and Winthrop University Syllabus Policy for guidelines
January 19	MLK Day, no classes, offices closed
January 20, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
January 22, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
January 23, 5PM	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)

FALL 2025–SPRING 2026, SUMMER 2026

last revision 8.7.25

January 23, 5PM	Curriculum action proposals due to Department Committees
January 27, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
by January 31	HEADS Data Survey for Report due (Music/ Theatre and Dance/ Art & Design)
<u>FEBRUARY 2026</u>	
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
by February 1	Promotion to Senior Instructor materials due (Interfolio)
February 3, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
February 5, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
February 6	Letters Distinguished Prof & Outstanding Junior Prof, LaRoche Graduate Fac due to Dean's Office
February 10, 5PM	Curriculum action proposals due to CVPA Committee
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 20	Dept review of Senior Instructor Promotion materis due (Interfolio)
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
February 19, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
February 24, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
February 24, 11AM	CVPA Curriculum meeting – discussion and vote – 116 McLaurin
February 26, 5PM	Interim Grades Due
February 27, 2PM	Faculty Conference
<u>MARCH 2026</u>	
by March 1	Pending BOT approval, President notifies Candidates, Chairs, Deans of promotion/ tenure decisions via email, letter will be issued for negative decisions only
by March 1	Post-tenure Deadline for Chair to Add Written State & Forward to Dean's Office
March 3, 11AM-12PM	New Faculty Mentoring Session (Managed by Provost Office) *required
March 5, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
March 6, 2PM	CVPA Faculty Assembly/ Vote on Curriculum – TBD
March 7, 9AM-12:30PM	Spring Open House – West Center
by March 8	Candidates appeal tenure decisions, due to Committee on Academic Freedom, Tenure, Promo
by March 10	Chair Promotion Review of Senior Instructor Due (Interfolio)
by March 15	Post-tenure Deadline for Dean's Review returned to the faculty member and copies of letters provided to depart chair, post-tenure review committee, Dean's office, if unsatisfactory- Provost
by March 15	Pre-tenure Committee reports due to Chairs
March 16-20	Spring Break, no classes, offices open
March 19, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
March 25	Advising for Fall 2026 begins
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
<u>APRIL 2026</u>	

FALL 2025–SPRING 2026, SUMMER 2026

last revision 8.7.25

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 1	Dean's Review of Senior Instructor Due (Interfolio)
April 2, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
by April 6	Appeal "unsatisfactory" rating of post-tenure to Provost
by April 6	Department AAs Disseminate Course Evaluations for Semester
April 8	Registration for Fall 2026 begins
April 11, 9:35-10:30AM	Winthrop Day
by April 15	Pre-tenure recommendations forwarded to Dean from the Committee
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 via email
	(faculty who intend to apply meet w/ chair to discuss/review candidacy first. If chair agrees the faculty member is promotion ready, they sign/approve promotion intention form, prior to submission)
April 16, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
by April 20	Academic Freedom, Tenure, Promotion Committee forwards response to Faculty, Provost, Pres
April 24, 10:30-11:30AM	Spring First Look Friday
April 24, 2PM	Faculty Conference
April 27	Last Day of Class
April 28	Study Day
April 28	Faculty, Staff, Retirees Awards Ceremony
April 29-May 5	Final Exams
April 30, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
<u>MAY 2026</u>	
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
by May 1	Academic Affairs gives Dean list of post-tenure Faculty for the next year
May 1	Dean's Office begins to create Tenure cases in Interfolio for Promotion Cases
May 1, 5:30-8:00PM	CVPA Celebratory Gathering – The Shack
by May 5	Post-tenure decision from President to be returned to Faculty, Provost, Dean
May 5, 2-3PM	CVPA Arts Education Advisory Mtg – 116 McLaurin
May 6, 3PM	Graduate Grades Due
May 8	Chairs review summer A enrollments (Cancel low enrolment courses, provide justification if running)
May 7, 9AM	Senior Grades Due
May 7, 7PM	Graduate Commencement – Coliseum
May 8, 5PM	All Grades Due
May 8, 5:30-7PM	CVPA Graduation Reception, Awards Ceremony (Seniors & Faculty to attend) – Johnson Hall
May 9, 10AM, 3PM	Undergraduate Commencements – Coliseum
May 14, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
May 15	Faculty, Chairs, Directors Annual Reports Due (Interfolio)
May 15	Department Committee Reports Due to Chairs (needed for Dept Reports)
May 15	Faculty Course Evaluations (pdf) Due to Chairs (Chairs archive for Fac reviews, awards)
by May 15	Faculty members return promotion intention forms to Chairs/ Chairs sign and return to Dean
by May 15	Chairs submit committees for tenure and/or promotion to Dean/ Associate Dean
by May 15	Unit Assessment Plans & Continuous Assessment Reports Due in OARS, for review by Associate Dean by June 15
by May 15	Dean's Office notifies Faculty, Chairs of Faculty up for post-tenure the next year
May 18-June 5	Summer School Session A
May 20	Course Syllabi PDFs due from Faculty to Chairs

FALL 2025–SPRING 2026, SUMMER 2026

last revision 8.7.25

May 22	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)
May 25	Memorial Day, no classes, offices closed
May 29	Chairs review summer B enrollments (Cancel low enrolment courses, provide justification if running)
May 31	Adjunct Teaching Reflection Due (Interfolio)
<u>JUNE 2026</u>	
June 8-August 7	Summer School Session B
June 10	Course Syllabi PDFs due from Faculty to Chairs
June 12	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)
June 8-July 8	Summer School Session C
June 10	Course Syllabi PDFs due from Faculty to Chairs
June 12	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)
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 and Adjuncts Due (Interfolio), with a pdf to Dean
by June 15	Chairs Ensure all Assessment Plans are in OARS, with a pdf to Dean
<u>JULY 2026</u>	
July 4	Independence Day, no classes, offices closed
July 13-August 12	Summer School Sessions D
by July 15	Dean Submits CVPA Faculty Evaluations in Interfolio
by July 15	Dean Submits CVPA Annual Report to Provost
July 15	Course Syllabi PDFs due from Faculty to Chairs
July 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)