

<b>AUGUST 2025</b>	
<b>by August 1</b>	Initiate ePAFs for Adjuncts, except MAAA (Dept AAs), VPAS (Dean Admin)
<b>August 7</b>	Transfer Summer Orientation Session E
<b>August 14, 1-3PM HOLD</b>	Just in Case CVPA Dean's Council Meeting – 116 McLaurin
<b>August 18, 10AM</b>	President's Welcome Back Opening Address – Richardson Ballroom
<b>August 19, 1-3:30PM</b>	CVPA Faculty Staff Assembly Meeting – Barnes Recital Hall
<b>by August 20</b>	Chairs finalize committees for tenure and promotion reviews
<b>by August 20</b>	Deans provide list of tenure and promotion committees to Academic Affairs
<b>by August 20</b>	Dean's Offices update all cases in Interfolio to include committees, committee chairs
<b>August 20, 2-3PM</b>	CVPA Arts Education Advisory Meeting – 116 McLaurin
<b>August 21</b>	Freshmen Summer Orientation
<b>August 21, 11AM-12:15PM</b>	CVPA Tenure and Promotion Workshop (Dept & College Committee ONLY) – 119 Rutledge -Provost Office provides Kickoff by Aug end
<b>August 22</b>	Transfer Summer Orientation Advising/ Registration
<b>August 22, 9AM-12PM</b>	New Faculty Orientation – Carroll Hall- Capital Markets Training/ Trading Center *required
<b>August 22, 2PM</b>	Faculty Conference - Whitton Aud in Carroll Hall
<b>August 22-31</b>	Welcome Week
<b>August 25</b>	Deadline for Department AAs to update FT & PT Faculty, New Student Email List Serves, Website
<b>August 25, 11-11:30AM</b>	Convocation – Byrnes Auditorium
<b>August 25, 12-1:30PM</b>	Blue Line to University Picnic – Margaret Nance & Front Lawn (West Center if it rains)
<b>August 25, 2-2:20PM</b>	CVPA New Student Assembly – Dina's Place in DiGs (Chairs & Designees)
<b>August 25, 2:20-4PM</b>	CVPA New Student Assembly – Breakout Rms D-Dina's/FA-119Rut/M-Barnes/ThD-JohnsonStudio(All Faculty)
<b>August 25, 5PM</b>	Classes begin
<b>August 26, 11AM-12PM</b>	New Faculty Mentoring Session (Managed by Provost Office) *required
<b>August 29, 5PM</b>	Faculty CVs and Course Syllabi PDFs due from <b>Faculty to Chairs</b> (including Adjuncts), (AAs review all for accurate content w/naming) <i>See <a href="#">CVPA Syllabus Policy*</a> and <a href="#">Winthrop University Syllabus Policy</a> for guidelines.</i> <i>Kindly use the current <a href="#">MASTER</a></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
<b>August 29, 5PM</b>	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>
<b>by August 29</b>	Dean's Office Opens Faculty Annual Reports and Adjunct Self Reflections in Faculty 180
<b>SEPTEMBER 2025</b>	
<b>by September 1, 11:59PM</b>	Tenure/ promotion portfolios due in Interfolio, Chairs Forward to Departmental committees checking for omissions, errors AND candidate has corrected these
<b>September 1</b>	Labor Day, no classes, offices closed
<b>September 2, 11AM-12PM</b>	New Faculty Mentoring Session (Managed by Provost Office) *required
<b>September 4, 1-3PM</b>	CVPA Dean's Council Meeting – 116 McLaurin discuss Kinard Award Nominees (Due to ProvostOct1)
<b>September 5, 5PM</b>	Faculty CVs and Course Syllabi due from <b>Chairs to Dean's Office</b> – AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive must be 100% no stragglers)
<b>September 5, 5PM</b>	Curriculum action proposals due to Department Committees
<b>September 9, 5-7PM</b>	The Paradigm Shift: A CVPA Social Event – Slow Play
<b>by September 15</b>	Pre-tenure upcoming review for the year notice is given to Faculty by Chair, Dean and Dept notified
<b>September 16, 11AM-12PM</b>	New Faculty Mentoring Session (Managed by Provost Office) *required
<b>September 18, 1-3PM</b>	CVPA Dean's Council Meeting – 116 McLaurin
<b>September 23, 5PM</b>	Curriculum action proposals due to CVPA Committee

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

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

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<b>January 22, 1-3PM</b>	CVPA Dean's Council Meeting – 116 McLaurin
<b>January 23, 5PM</b>	Course Syllabi due from <b>Chairs to Dean's Office</b> –
	<b>AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive must be 100%-no stragglers)</b>
<b>January 23, 5PM</b>	Curriculum action proposals due to Department Committees
<b>January 27, 11AM-12PM</b>	New Faculty Mentoring Session (Managed by Provost Office) *required
<b>January 30, 2-3:30PM</b>	CVPA Tenure and Promotion Workshop II – Dina's Place-DiGs
<b>by January 31</b>	HEADS Data Survey for Report due (Music/ Theatre and Dance/ Art & Design)
<b><u>FEBRUARY 2026</u></b>	
<b>by February 1</b>	Post-tenure Committee Submits Review, Fac & Chair have access to Committee Review Letter
<b>by February 1</b>	Faculty Personnel Committee uploads <b>tenure</b> recommendations in Interfolio, shared w/Candidates;
	Candidates optional response due within 3 business days in Interfolio
<b>by February 1</b>	Promotion to Senior Instructor materials due (Interfolio)
<b>February 3, 11AM-12PM</b>	New Faculty Mentoring Session (Managed by Provost Office) *required
<b>February 5, 1-3PM</b>	CVPA Dean's Council Meeting – 116 McLaurin
<b>February 6</b>	Letters Distinguished Prof & Outstanding Junior Prof, LaRoche Graduate Fac due to Dean's Office
<b>February 10, 5PM</b>	Curriculum action proposals due to CVPA Committee
<b>by February 15</b>	Distinguished Prof and Outstanding Junior Prof, LaRoche Graduate Fac due to Provost Office
<b>by February 15</b>	Post-tenure Faculty have option to respond to review letter
<b>by February 15</b>	Faculty Personnel Committee uploads <b>promotion</b> recommendations in Interfolio, shared w/Candidates;
	Candidates optional response due within 3 business days in Interfolio
<b>by February 15</b>	Pre-tenure Deadline for Department Committee Review, from Faculty to Chair to Committee
<b>by February 20</b>	Dean receives promotion/ tenure Faculty Personnel Committee updates from Academic Affairs
<b>by February 20</b>	Dept review of Senior Instructor Promotion materis due (Interfolio)
<b>by February 22</b>	Academic Affairs shares promotion/ tenure recommendations with President- No letters generated
<b>by February 22</b>	Academic Affairs sends list of faculty expected to stand for tenure next academic year to Dean
<b>February 19, 1-3PM</b>	CVPA Dean's Council Meeting – 116 McLaurin
<b>February 24, 11AM-12PM</b>	New Faculty Mentoring Session (Managed by Provost Office) *required
<b>February 24, 11AM</b>	CVPA Curriculum meeting – discussion and vote – 116 McLaurin
<b>February 26, 5PM</b>	Interim Grades Due
<b>February 27, 2PM</b>	Faculty Conference
<b><u>MARCH 2026</u></b>	
<b>by March 1</b>	Pending BOT approval, President notifies Candidates, Chairs, Deans of promotion/ tenure decisions via email, letter will be issued for negative decisions only
<b>by March 1</b>	Post-tenure Deadline for Chair to Add Written State & Forward to Dean's Office
<b>March 3, 11AM-12PM</b>	New Faculty Mentoring Session (Managed by Provost Office) *required
<b>March 5, 1-3PM</b>	CVPA Dean's Council Meeting – 116 McLaurin
<b>March 6, 2PM</b>	CVPA Faculty Assembly/ Vote on Curriculum – Barnes Recital Hall
<b>March 7, 9AM-12:30PM</b>	Spring Open House – West Center
<b>by March 8</b>	Candidates appeal tenure decisions, due to Committee on Academic Freedom, Tenure, Promo
<b>by March 10</b>	Chair Promotion Review of Senior Instructor Due (Interfolio)
<b>by March 15</b>	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
<b>by March 15</b>	Pre-tenure Committee reports due to Chairs
<b>March 16-20</b>	Spring Break, no classes, offices open
<b>March 19, 1-3PM</b>	CVPA Dean's Council Meeting – 116 McLaurin
<b>March 25</b>	Advising for Fall 2026 begins
<b>March 27, 2-3:30PM</b>	CVPA Tenure and Promotion Workshop III – Dina's Place-DiGs

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<b>by March 30</b>	Post-tenure Deadline for Dean to forward “satisfactory” rating to Provost
<b>by March 31</b>	Post-tenure Deadline for Provost report
<b>by March 31</b>	Pre-tenure recommendations shared with Faculty member
<b><u>APRIL 2026</u></b>	
<b>by April 1</b>	AFTP Committee sends report on tenure decision appeal requests to Candidate, Provost, Pres
<b>by April 1</b>	Dean confirms with Academic Affairs the Faculty that will stand for tenure next academic year
<b>by April 1</b>	Dean’s Review of Senior Instructor Due (Interfolio)
<b>April 2, 1-3PM</b>	CVPA Dean’s Council Meeting – 116 McLaurin
<b>by April 6</b>	Appeal “unsatisfactory” rating of post-tenure to Provost
<b>by April 6</b>	Department AAs Disseminate Course Evaluations for Semester
<b>April 8</b>	Registration for Fall 2026 begins
<b>April 11, 9:35-10:30AM</b>	Winthrop Day
<b>by April 15</b>	Pre-tenure recommendations forwarded to Dean from the Committee
<b>by April 15</b>	President notifies AFTP Committee, Candidates, Chairs, Dean of denial of tenure appeals
<b>by April 15</b>	Dean notifies faculty who are scheduled for tenure for the upcoming academic year
<b>by April 15</b>	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)
<b>April 16, 1-3PM</b>	CVPA Dean’s Council Meeting – 116 McLaurin
<b>by April 20</b>	Academic Freedom, Tenure, Promotion Committee forwards response to Faculty, Provost, Pres
<b>April 24, 10:30-11:30AM</b>	Spring First Look Friday
<b>April 24, 2PM</b>	Faculty Conference
<b>April 27</b>	Last Day of Class
<b>April 28</b>	Study Day
<b>April 28</b>	Faculty, Staff, Retirees Awards Ceremony
<b>April 29-May 5</b>	Final Exams
<b>April 30, 1-3PM</b>	CVPA Dean’s Council Meeting – 116 McLaurin
<b><u>MAY 2026</u></b>	
<b>by May 1</b>	Pre-tenure review discussed by Dean, Chair with Faculty Member
<b>by May 1</b>	Academic Affairs updates Tenure case templates needed for next year’s reviews
<b>by May 1</b>	Academic Affairs gives Dean list of post-tenure Faculty for the next year
<b>May 1</b>	Dean’s Office begins to create Tenure cases in Interfolio for Promotion Cases
<b>May 1, 5:30-8:00PM</b>	CVPA Celebratory Gathering – The Shack
<b>by May 5</b>	Post-tenure decision from President to be returned to Faculty, Provost, Dean
<b>May 5, 2-3PM</b>	CVPA Arts Education Advisory Mtg – 116 McLaurin
<b>May 6, 3PM</b>	Graduate Grades Due
<b>May 7, 9AM</b>	Senior Grades Due
<b>May 7, 7PM</b>	Graduate Commencement – Coliseum
<b>May 8</b>	Chairs review summer A enrollments (Cancel low enrolment courses, provide justification if running)
<b>May 8, 5PM</b>	All Grades Due
<b>May 8, 5:30-7PM</b>	CVPA Graduation Reception, Awards Ceremony (Seniors & Faculty to attend) – Johnson Hall
<b>May 9, 10AM, 3PM</b>	Undergraduate Commencements – Coliseum
<b>May 14, 1-3PM</b>	CVPA Dean’s Council Meeting – 116 McLaurin
<b>May 15</b>	Faculty, Chairs, Directors Annual Reports Due (Interfolio)
<b>May 15</b>	Department Committee Reports Due to Chairs (needed for Dept Reports)
<b>May 15</b>	Faculty Course Evaluations (pdf) Due to Chairs (Chairs archive for Fac reviews, awards)
<b>by May 15</b>	Faculty members return promotion intention forms to Chairs/ Chairs sign and return to Dean
<b>by May 15</b>	Chairs submit committees for tenure and/or promotion to Dean/ Associate Dean



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<b>by May 15</b>	Unit Assessment Plans & Continuous Assessment Reports Due in OARS, for review by Associate Dean by June 15
<b>by May 15</b>	Dean's Office notifies Faculty, Chairs of Faculty up for post-tenure the next year
<b>May 18-June 5</b>	Summer School Session <b>A</b>
<b>May 20</b>	Course Syllabi PDFs due from Faculty to Chairs
<b>May 22</b>	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)
<b>May 25</b>	Memorial Day, no classes, offices closed
<b>May 29</b>	Chairs review summer <b>B</b> enrollments ( <b>Cancel low enrolment courses, provide justification if running</b> )
<b>May 31</b>	Adjunct Teaching Reflection Due (Interfolio)
<b><u>JUNE 2026</u></b>	
<b>June 8-August 7</b>	Summer School Session <b>B</b>
<b>June 10</b>	Course Syllabi PDFs due from Faculty to Chairs
<b>June 12</b>	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)
<b>June 8-July 8</b>	Summer School Session <b>C</b>
<b>June 10</b>	Course Syllabi PDFs due from Faculty to Chairs
<b>June 12</b>	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)
<b>by June 15</b>	Initiate ePAFs for Associate Dean & Chairs (Dean's Office Admin)
<b>by June 15</b>	Chairs' Department Reports Due to the Dean
<b>by June 15</b>	Chairs' Review of Faculty and Adjuncts Due (Interfolio), with a pdf to Dean
<b>by June 15</b>	Chairs Ensure all Assessment Plans are in OARS, with a pdf to Dean
<b><u>JULY 2026</u></b>	
<b>July 4</b>	Independence Day, no classes, offices closed
<b>July 13-August 12</b>	Summer School Sessions <b>D</b>
<b>by July 15</b>	Dean Submits CVPA Faculty Evaluations in Interfolio
<b>by July 15</b>	Dean Submits CVPA Annual Report to Provost
<b>July 15</b>	Course Syllabi PDFs due from Faculty to Chairs
<b>July 17</b>	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)