

FALL 2025–SPRING 2026, SUMMER 2026

last revision 7.24.25

AUGUST 2025

by August 1

August 7

August 14, 1-3PM HOLD

August 18, 10AM

August 19, 1-3:30PM

by August 20

by August 20

by August 20

August 20, 2-3PM

August 21

August 21, 11AM-12:15PM

August 22

August 22, 9AM-12PM

August 22, 2PM

August 22-31

August 25

August 25, 11-11:30AM

August 25, 12-1:30PM

August 25, 2-3:30PM

August 25, 5PM

August 26, 11AM-12PM

August 29, 5PM

Initiate ePAFs for Adjuncts, except MAAA (Dept AAs), VPAS (Dean Admin)

Transfer Summer Orientation Session E

Just in Case CVPA Dean's Council Meeting – 116 McLaurin

President's Welcome Back Opening Address – Richardson Ballroom

CVPA Faculty Staff Assembly Meeting – Barnes Recital Hall

Chairs finalize committees for tenure and promotion reviews

Deans provide list of tenure and promotion committees to Academic Affairs

Dean's Offices update all cases in Interfolio to include committees, committee chairs

CVPA Arts Education Advisory Meeting – 116 McLaurin

Freshmen Summer Orientation

CVPA Tenure and Promotion Workshop – 119 Rutledge -Provost Office provides Kickoff by Aug end

Transfer Summer Orientation Advising/ Registration

New Faculty Orientation – Carroll Hall- Capital Markets Training/ Trading Center *required

Faculty Conference

Welcome Week

Deadline for Department AAs to update FT & PT Faculty, New Student Email List Serves, Website

Convocation – Byrnes Auditorium

Blue Line to University Picnic – Margaret Nance & Front Lawn (West Center if it rains)

CVPA New Student Assembly – Byrnes Aud, followed by Breakout Rms TBD

Classes begin

New Faculty Mentoring Session (Managed by Provost Office) *required

Faculty CVs and Course Syllabi PDFs due from **Faculty to Chairs** (including Adjuncts),

(AAs review all for accurate content w/naming)

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

Kindly use the current [MASTER](#)

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

Outside Employment/ Consulting Form Due from Chairs to Dean's Office

<https://www.winthrop.edu/uploadedFiles/academics/ConsultingOutsideEmployment.pdf>

Dean's Office Opens Faculty Annual Reports and Adjunct Self Reflections in Faculty 180

August 29, 5PM

by August 29

SEPTEMBER 2025

by September 1, 11:59PM

September 1

September 2, 11AM-12PM

September 4, 1-3PM

September 5, 5PM

Tenure/ promotion portfolios due in Interfolio, Chairs Forward to Departmental committees

checking for omissions, errors AND candidate has corrected these

Labor Day, no classes, offices closed

New Faculty Mentoring Session (Managed by Provost Office) *required

CVPA Dean's Council Meeting – 116 McLaurin discuss Kinard Award Nominees (Due to Provost Oct1)

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)

Curriculum action proposals due to Department Committees

The Paradigm Shift: A CVPA Social Event – Slow Play

Pre-tenure upcoming review for the year notice is given to Faculty by Chair, Dean and Dept notified

New Faculty Mentoring Session (Managed by Provost Office) *required

CVPA Dean's Council Meeting – 116 McLaurin

Curriculum action proposals due to CVPA Committee

Faculty meet with Chair to discuss sabbatical intentions

Annual Recruitment Trip (Fine Arts Center College Day)–all CVPA programs need representation

Annual Recruitment Trip (Governor's School College Day)–all CVPA programs need representation

September 5, 5PM

September 9, 5-7PM

by September 15

September 16, 11AM-12PM

September 18, 1-3PM

September 23, 5PM

by September 26

September 26

September 27

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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 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 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;

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

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DECEMBER 2025

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

JANUARY 2026

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)
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)

FEBRUARY 2026

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

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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

MARCH 2026

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
by March 15	Spring Break, no classes, offices open
March 16-20	CVPA Dean's Council Meeting – 116 McLaurin
March 19, 1-3PM	Post-tenure Deadline for Dean to forward "satisfactory" rating to Provost
by March 30	Post-tenure Deadline for Provost report
by March 31	Pre-tenure recommendations shared with Faculty member

APRIL 2026

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 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

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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
May 22	Course Syllabi due from Chairs to Dean's Office –
May 25	AAs upload Faculty CVs and Course Syllabi to Syllabi Shared Drive (must be 100%-no stragglers)
May 29	Memorial Day, no classes, offices closed
May 31	Chairs review summer B enrollments (Cancel low enrolment courses, provide justification if running)
	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

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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

JULY 2026

NA

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)