

FALL 2024–SPRING 2025, SUMMER 2025

last revision 7.25.24

AUGUST 2024

By August 1 Initiate ePAFs for Adjuncts, except MAAA (Dept AAs), VPAS (Dean's Office Admin)
 Thursday, August 8 Transfer Summer Orientation
 Monday, August 12, 10AM President's Welcome Back Opening Address – Richardson Ballroom
 Tuesday, August 13, 1-3:30PM CVPA Faculty Staff Assembly Meeting – Johnson Theatre or Barnes Recital Hall
 Wed-Thursday, August 14-15 Freshmen Summer Orientation
 Friday, August 16 Transfer Summer Orientation Advising/ Registration
 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 TBD
 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 – Johnson Theatre, 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),
 PDF CV files must be named in the following format: Username_Term_CV RustWardC_24F_CV
 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
 (AAs review all for accurate content and naming)
 Thursday, August 29, 2-4PM CVPA Dean's Council Meeting – 116 McLaurin [discuss Kinard Award Nominees
 (Due to Provost Office 1st 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 [CVPA Syllabus Policy*](#) and [Winthrop University Syllabus Policy](#) for guidelines
 Friday, August 30 Outside Employment/ Consulting Form Due from Chairs to Dean's Office
<https://www.winthrop.edu/uploadedFiles/academics/ConsultingOutsideEmployment.pdf>
 by end of August Required Division-Wide Tenure & Promotion Kick-Off Meeting for all Fac & Staff who are involved
 in the evaluation process

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 Chairs submit spring schedule in Course Dog
 Thursday, September 12, 2-4PM 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
 by September 26 Faculty meet with Chair to discuss sabbatical intentions
 Thursday, September 26, 2-4PM 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 Also see: [Winthrop Sabbatical Leave Policy](#)

by October 2
by October 3
Friday, October 4, 2pm
by October 5
Thursday, October 10, 2-4PM
Thursday, October 11-14
October 15-17
by October 15
by October 15
within 3 business days in Interfolio
by October 15
Friday, October 18, 2PM
Thursday, October 24, 2-4PM
by October 31

Chair reviews and submits Sabbatical applications via email to Dean's Office
Dean's Office creates Sabbatical Cases in Interfolio
Faculty Conference
Deans receive updates on promotion/ tenure case recommendations from Academic Affairs
CVPA Dean's Council Meeting – 116 McLaurin
Fall Break, no classes, offices open
NAST Accreditation site visit (Theatre)
Chairs promotion/ tenure letters due in Interfolio (forward to College Personnel Committee
Dean's Office forwards letters to candidates in Interfolio); Candidate optional response due

Sabbatical Applications due from Faculty in Interfolio
CVPA Faculty Assembly/ Vote on Curriculum – TBD
CVPA Dean's Council Meeting – 116 McLaurin
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
Wednesday, November 6	Registration for Spring 2024 Begins
Tuesday, November 5	Election Day, no classes, offices open
Thursday, November 7, 2-4PM	CVPA Dean's Council Meeting – 116 McLaurin
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
Thursday, November 21, 2-4PM	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
Tuesday December 5	Chairs solicit faculty interest for summer classes (submission date TBD)
TBD Wednesday, December 4, 5-7PM	CVPA Holiday Gathering – TBD
Wednesday-Tuesday December 4-10	Final Exams
Thursday, December 5, 2-4PM	CVPA Dean's Council Meeting – 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	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	
Thursday, December 19, 2-4PM	CVPA Dean's Council Meeting (last for Fall '24) – 116 McLaurin

JANUARY 2025

Thursday, January 2, 2-4PM	CVPA Dean's Council Meeting – 116 McLaurin
Thursday, January 2	CVPA Dean's Council Meeting – 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
Friday, January 10	Summer School Proposals Due to Chairs (course & summer session)
Thursday, January 16, 2-4PM	CVPA Dean's Council Meeting – 116 McLaurin
Friday January 17, 2PM	CVPA Faculty Assembly – TBD (CVPA Vote on Curriculum Changes)
Friday, January 17	Course Syllabi due from Faculty to Chairs (AAs review all for accurate content and naming)
Thursday, January 18	Thompson Scholar Application Due to Dean's Office for review
Friday, January 19	Thompson Scholar Application Due to Provost Office
Monday, January 20	MLK Day, no classes, offices closed
by Friday, January 24	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 30, 2-4PM	CVPA Dean's Council Meeting – 116 McLaurin
Tuesday, January 30	HEADS Data Report (Music/ Theatre and Dance/ Art & Design)

FEBRUARY 2025

Thursday February 1	Chair's Budget Due to Dean for AY 26
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
Thursday, February 13, 2-4PM	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
	Academic Affairs sends list of faculty expected to stand for tenure next academic year to Dean
Thursday, February 27, 2-4PM	CVPA Dean's Council Meeting – 116 McLaurin
Friday, February 28, 2PM	Faculty Conference

MARCH 2025

by March 1	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
by March 8	Candidates appeal tenure decisions, due to Committee on Academic Freedom, Tenure, Promo
Thursday, March 13, 2-4PM	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, 2-4PM	CVPA Dean's Council Meeting – 116 McLaurin
by March 30	Post-tenure Deadline for Dean to forward "satisfactory" rating to Provost

by March 31
by March 31

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, 2-4PM
by April 15
Monday, April 14-28
by April 15
by April 15
by April 15
by April 20
Thursday, April 24, 2-4PM
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, 2-4PM
Thursday May 8
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
Wednesday, May 21
Friday, May 23
Syllabi Shared Drive (must be 100%-no stragglers)
Monday, May 26
Thursday, May 30

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 justification and ensure faculty agrees with pay structure if under-enrolled**)
Senior Grades Due
Graduate Commencement – Coliseum
All Grades Due
CVPA Graduation Reception, Awards Ceremony (Seniors & Faculty to attend) – **TBD**
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**
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**
Memorial Day, no classes, offices closed
Adjunct Teaching Reflection Due (Interfolio)

Thursday, May 30

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

Friday, May 31

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

JUNE 2025

June 9-August 8

Summer School Session **B**

Wednesday, June 11

Course Syllabi PDFs due from Faculty to Chairs

Friday, June 13

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 3-July 9

Summer School Session **C**

Wednesday, June 4

Course Syllabi PDFs due from Faculty to Chairs

Friday, June 6

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 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 **D**

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 – **AAs upload Faculty CVs and Course Syllabi**

to Syllabi Shared Drive (must be 100%-no stragglers)