

FALL 2024–SPRING 2025, SUMMER 2025

last revision 8.12.24

Items in green & yellow need updating

#### **AUGUST 2024**

By August 1	Initiate ePAFs for Adjuncts, except MAAA (Dept AAs), VPAS (Dean's Office Admin)
Thursday, August 8	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
by September 15	Pre-tenure notice is given to Faculty by Chair
Thursday, September 19, 11AM-12:15PM	CVPA Tenure and Promotion Workshop w/info Sessions – 119 Rutledge
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)
<a href="http://www.winthrop.edu/cvpa/default.aspx?id=25379">www.winthrop.edu/cvpa/default.aspx?id=25379</a>	Also see: <a href="#">Winthrop Sabbatical Leave Policy</a>
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
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, 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  
by December 15  
by December 15  
optional response due within 3 business days in Interfolio  
Thursday, December 19, 3-5PM

Undergraduate & Graduate Commencement – Coliseum  
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

CVPA Dean's Council Meeting – 116 McLaurin (Discuss Distinguished Prof and Outstanding  
Outside Employment/ Consulting Form Due from Chairs to Dean's Office

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

Monday, January 13  
Friday, January 10  
Friday, January 10  
Friday, January 10

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)

**Friday, January 10 Summer School Proposals Due to Chairs (course & summer session)**

Thursday, January 16, 3-5PM  
Friday January 17, 2PM  
by Friday, January 17

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)

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

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  
Friday, January 24, 5PM

MLK Day, no classes, offices closed  
Curriculum action proposals due to Department Committees

Thursday, January 30, 3-5PM

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  
by February 1  
w/Candidates; Candidates optional response due within 3 business days in Interfolio

Post-tenure Committee Submits Review, Fac & Chair have access to Committee Review Letter  
Faculty Personnel Committee uploads **tenure** recommendations in Interfolio, shared

Friday, February 7

Letters Distinguished Prof & Outstanding Junior Prof, LaRoche Graduate Fac due to Dean's Office

Tuesday, February 11, 5PM

Curriculum action proposals due to CVPA Committee

Thursday, February 13, 3-5PM

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

Tuesday, February 25, 11AM

CVPA Curriculum meeting – discussion and vote – 116 McLaurin

Thursday, February 27, 3-5PM

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

CVPA Dean's Council Meeting – 116 McLaurin  
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 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

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) – 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

May 19-June 6  
 Wednesday, May 21  
 Friday, May 23  
**Syllabi Shared Drive** (must be 100%-no stragglers)  
 Monday, May 26  
 Thursday, May 30  
 Thursday, May 30  
**justification and ensure faculty agrees with pay structure if under-enrolled)**  
 Friday, May 31

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**  
 Memorial Day, no classes, offices closed  
 Adjunct Teaching Reflection Due (Interfolio)  
 Chairs review summer **B** enrolments **(Cancel low enrolment courses, or if running, provide**  
**Deans provide tenure and promotion list, committee members to Academic Affairs**

#### **JUNE 2025**

June 9-August 8  
 Wednesday, June 11  
 Friday, June 13  
**to Syllabi Shared Drive** (must be 100%-no stragglers)  
 June 3-July 9  
 Wednesday, June 4  
 Friday, June 6  
**to Syllabi Shared Drive** (must be 100%-no stragglers)  
 by June 15  
 by June 15  
 by June 15  
 by June 15

Summer School Session **B**  
 Course Syllabi PDFs due from Faculty to Chairs  
 Course Syllabi due from Chairs to Dean's Office – **AAs upload Faculty CVs and Course Syllabi**  
 Summer School Session **C**  
 Course Syllabi PDFs due from Faculty to Chairs  
 Course Syllabi due from Chairs to Dean's Office – **AAs upload Faculty CVs and Course Syllabi**  
 Initiate ePAFs for Associate Dean & Chairs (Dean's Office Admin)  
 Chairs' Department Reports Due to the Dean  
 Chairs' Review of Faculty Due (Interfolio), with a pdf to Dean  
 Chairs Ensure all Assessment Plans are in OARS, with a pdf to Dean

#### **JULY 2025**

Friday, July 4  
 July 14-August 13  
 by July 15  
 by July 15  
 Wednesday, July 16  
 Friday, July 18  
**to Syllabi Shared Drive** (must be 100%-no stragglers)

Independence Day, no classes, offices closed  
 Summer School Sessions **D**  
 Dean Submits CVPA Faculty Evaluations in Interfolio  
 Dean Submits CVPA Annual Report to Provost  
 Course Syllabi PDFs due from Faculty to Chairs  
 Course Syllabi due from Chairs to Dean's Office – **AAs upload Faculty CVs and Course Syllabi**