

CLASS CALENDAR BY MONTH
2017-2018
College of Letters, Arts, and Social Sciences

2017—AUGUST--2017	
Aug 9-11	New faculty orientation University level
Aug 11	Last Day Summer School
Aug 15	President's Convocation 10:00 AM Performing Arts Center
Aug 15	CLASS College Assembly 1:00 PM Keen Johnson Ballroom
Aug 13	Course scheduling advising resumes for fall
Aug 17	Big E Welcome: New student meet with college faculty. 10:30 AM Library (downstairs)
Aug 21	First day of fall classes
<i>Dept Date</i>	(By depart date) Tenured Faculty Review: Faculty submits materials to chair
<i>Dept Date</i>	(By depart date) 1st Year Tenure-Track Faculty Review: Faculty submits materials to chair
2017—SEPTEMBER--2017	
Sept 1	Student Scholarship Kenamer (fall awards): Call for applications
Sept 1	Faculty Development Grant Proposals (fall awards): Call for applications
Sept 1	P & T: Candidates notify Chair & Dean in writing of intent to apply
Sept 8	RTP: Faculty submits request to chair
Sept 11	Deadline to elect departmental and College P & T Committees; and Evaluation Committee for Non-Tenured Faculty, if not using P & T Committee
Sept 11	Promotion & tenure open forum for CLASS: 3:30 PM Discovery Classroom
Sept 15	Promotion & Tenure: Faculty member submits presenter's name to Dean
Sept 15	Sabbatical leave: Faculty member submits request to Chair (for next academic year)
Sept 15	Digital Measures: Faculty update information
Sept 25	Sabbatical leave: Department submits recommendations to Chair
Sept 29	Assurance of Learning Day
Oct 2	Administrator evaluation year 3 : Department or College establishes Review Committee

2017—OCTOBER--2017	
Oct 1	Faculty Development Grant Proposals (fall awards): Due to Dean
Oct 1	Sabbatical leave: Chair submits ranked recommendations to Dean, with separate recommendation and impact statement
Oct 1	P & T: College Committee organizational meeting to establish schedule
Oct 6	Tenure track faculty evaluation (2nd-year): Faculty submits self-evaluation to chair
Oct 7	Spotlight Day
Oct 9	Midterm grades due
Oct 13	RTP: Chair assesses requests based on unit needs & submits recommendations to Dean
Oct 15	Program-level data for Annual Institutional Effectiveness Report entered into TracDat
Oct 16-17	Fall break
Oct 20	Tenure track faculty evaluation (2nd-year): Chair submits faculty reappointment recommendations to Dean
Oct 20	Junior Faculty Summer Research Award: Progress reports due to Dean
Oct 23	Sabbatical leave: College Committee submits recommendations to Dean
Oct 28	Recruiting Event: Student of Scholastics Excellence Day

2017—NOVEMBER--2017	
Nov 1	Student Scholarship: Kenamer. Applications for fall awards due.
Nov 1	Sabbatical leave: Dean informs faculty-applicants of recommendations and forwards selected sabbatical requests to Provost
Nov 3	Tenure track faculty evaluation (2nd-year): Dean notifies faculty of Dean's recommendation; submits to Provost
Nov 3	RTP: Chair gives request and own assessment to Dean. Dean assesses needs of college. Dean forwards request and recommendations to Provost
Nov 10	RTP: Provost forwards request and recommendations to President
Nov 10	P & T candidates notified of department's recommendations
Nov 10	Tenure track faculty evaluation (2nd-year): Provost returns signed evaluations to Dean; notifies President of <i>non-reappointments</i>
Nov 11	Spotlight Day
Nov 13	Tenure track faculty evaluation (2nd-year): Dean notifies faculty and chair of Provost's recommendations
Nov 13	Tenure track faculty evaluation (3rd – 5th year): Faculty submit self-evaluation to chair
Nov 22-24	Thanksgiving break
Nov 30	Sabbatical leave: Report due to dean (sabbaticals completed previous spring)

2017--DECEMBER --2017

Dec 1	Non tenure track faculty evaluation: Chairs submits to Dean list of full time, non TT faculty to be evaluated in current academic year
Dec 1	Faculty Development Grant Proposals (spring awards) Call for applications
Dec 1	P & T Department & Chair recommendations & materials due to Dean
Dec 1 st wk	P & T: College review of candidates begins
End of Finals	P & T: College review of candidates completed
Dec 2	Spotlight Day
Dec 2	RTP: President assesses needs of University for RTP requests
Dec 8	Department & College-level data for Annual Institutional Effectiveness Report entered into TracDat
Dec 8	RTP: President makes recommendations and notifies faculty members and academic administrators. President's recommendations are pending Board approval
Dec 11-14	Final exam week
Dec 15	Sabbatical leave: Provost forwards selected sabbatical requests to President
Dec 15	Tenure track faculty evaluation (2nd-year): President notifies faculty of <i>non-reappointment</i>
Dec 15	CLASS Commencement 9:30 AM Alumni Coliseum
Dec 18	Final Grades (fall) due
Dec 18	Winter term begins

2018—JANUARY--2018

Jan 8	Course scheduling advising resumes for spring
Jan 11	Orientation: New students
Jan 12	Last day Winter Term
Jan 16	Spring classes begin
Jan 25	Excellence in Research & Creative Activities Awards: Call for applications
Jan 26	Tenure track faculty evaluation (3rd – 5th year): Chair notifies faculty of department and chair's recommendations
Jan 29	Tenure-track faculty evaluation (1st-year): Chair meets with faculty & provides evaluation
Jan 30	Faculty Emeritus/Emerita. Nominations due to department Chair

2018—FEBRUARY--2018	
Feb 1	Faculty Development Grant Proposals (spring awards): Due to Dean
Feb 1	Student Awards: Call for applications: Dean's Merit Award; Kennamer, Layne-Wood, & McMillan Scholarships
Feb 3	Spotlight Day
Feb 7	Tenure track faculty evaluation (3 rd – 5 th year): Chair submits reappointment recommendations to Dean
Feb 12	Tenure-track faculty evaluation (1 st -year): Chair gives Dean evaluation
Feb 13	Faculty Emeritus/Emerita: Nominations from Chair to Dean
Feb 15	P & T: Dean submits recommendations to Provost
Feb 15	Non tenure-track faculty evaluation: Faculty submits evaluation materials to department
Feb 15	Administrator evaluation (3 rd year): IR sends evaluation survey to relevant others
Feb 15	Digital Measures: Faculty update information
Feb 19	Tenure-track faculty evaluation (1 st -year): Dean notifies faculty member in writing of recommendation; Gives evaluation to Provost.
Feb 23	Recruiting Event: Diverse Student Day
Feb 27	Faculty Emeritus/Emerita: Nominations from Dean to Provost
Feb 26	Tenure-track faculty evaluation (1 st -year): Provost returns signed evaluation to Dean; Dean notifies faculty and chair; Dean provides final report to faculty; Provost notifies President of <i>non-reappointments</i>
Feb 28	Tenure track faculty evaluation (3 rd – 5 th year): Dean notifies faculty member in writing of recommendation; Gives evaluation to Provost
2018—MARCH--2018	
Mar 1	Student Awards applications due: Dean's Merit Award, Kennamer & Layne-Wood scholarships
Mar 1	Tenure track faculty evaluation (1 st -year): Provost returns signed evaluation to Dean; Dean notifies faculty member & chair. Dean provides copy of final report to faculty.
Mar 1	Non tenure-track faculty evaluation: Chair gives written evaluation to faculty
Mar 1	Excellence in Research & Creative Activities Award: Applications due to Dean
Mar 6	Faculty Emeritus/Emerita: Provost submits recommendations to President
Mar 6	Midterm Grades Due
Mar 12-16	Spring Break
Mar 15	Administrator evaluation (3 rd year): Department or College Review Committee submits to administrator's supervisor summary results of evaluation survey
Mar 19	Non tenure-track faculty evaluation: Chair makes recommendation and forwards to Dean
Mar 19	Last day to withdraw from candidacy for tenure
Mar 19	P & T Provost notifies candidates of College, Dean, & Provost recommendations; submits to President
Mar 19	Tenure track faculty evaluation (1 st -year): President notifies faculty of non-reappointment, unless appeal filed
Mar 21	Tenure track faculty evaluation (3 rd --5 th year): Provost returns signed evaluation to Dean;
Mar 24	Spotlight Day
Mar 28	Tenure track faculty evaluation (3 rd --5 th year): Dean notifies faculty member & chair of Provost's recommendations; Dean provides copy of final report to faculty member.
Mar 30	Tenure track faculty evaluation (1 st -year): President notifies faculty of non-reappointment, if appeal filed

2018—APRIL--2018	
Apr 1	Student Awards: Decision Deadline for Dean's Award; Kennamer;Layne-Wood
Apr 1	McMillan (Student Scholarship): Application deadline (due to EKU Scholarship Office)
Apr 2	Administrator evaluation (years 1 & 2): Supervisors hold conference with administrators; Supervisor sends to relevant others notice of completion of review and resulting actions.
Apr 2	Non tenure-track faculty: Dean makes reappointment recommendation & forwards to Provost
Apr 3	Tenured Faculty Review: Chair meets with tenured faculty; prepares written summary and/or department form. Forwards summaries/forms to Dean.
Apr 10	Non tenure-track faculty: Provost makes decision on reappointment and sends to Dean
Apr 9-13	Scholars' Week
Apr 13	Junior Faculty summer research award recipients (summer 2016) presentations University Scholars' Assembly
Apr 16	Administrator evaluation (year 3): Supervisor holds conference with administrator
Apr 16	Non tenure-track faculty: Dean notifies faculty member of decision
Apr 16	P & T--Tenure eligibility: Dean notifies chairs of faculty eligible for tenure
Apr 25	Sabbatical leave: Reports due to Dean (for sabbaticals completed previous fall)

2018—MAY--2018	
May 1	P & T: Chair notifies eligible candidates for P & T guidelines
May 1	P & T: Election for University Faculty Evaluation Appeals Committee for next year
May 1	Tenured Faculty Review: Dean notifies faculty of department's recommendation
May 7-10	Final exam week
May 11	Spring semester ends
May 12	CLASS Commencement 9:30 AM
May 14	Final Grades Due
May 15	Administrator evaluation (year 3): Supervisor sends to relevant individuals notice of completion of review and resulting actions
May 15	Tenure track faculty evaluation (3nd – 5th year): President notifies faculty of <i>non-reappointments</i>
May 21	Summer classes begin