

2023-2024 ACADEMIC ADMINISTRATIVE CALENDAR

This calendar is for planning purposes. All dates are subject to change.

Any deadline/due date that falls on a weekend or holiday, the deadline/due date is the next business day that the university is open.

Category	Action	Date
Course Scheduling	Spring 2024 Course Schedule Planning Begins	July 31, 2023
	Spring 2024 Course Schedule Plan Draft Due in Tech Express Portal	September 1, 2023
	Deadline for FINAL Spring 2024 Course Schedule Plan	September 15, 2023
	Deadline for Dean Approval of the Proposed Spring 2024 Course Schedule Plan	September 25, 2023
	Deadline for Registrar Approval of the Proposed Spring 2024 Course Schedule Plan	October 5, 2023
	FINAL Spring 2024 Course Schedule is Published	October 10, 2023
	Spring 2024 Registration Begins	November 13, 2023
Faculty 9month Contract Dates	First Day for New 9-month Faculty	August 1, 2023
	First Day for Returning 9-month Faculty	August 10, 2023
	Last Day for 9-month Faculty	May 9, 2024
Tenure and Promotion	Chairpersons Notify Faculty of Tenure & Promotion Eligibility	August 15, 2023
	Tenure & Promotion Committees Established	September 15, 2023
	Deadline for Faculty to Submit Dossiers to Department Tenure & Promotion Committees	October 15, 2023
	Department Tenure & Promotion Committee Recommendations to Department Chairpersons	November 15, 2023
	Departmental Chairpersons Recommendation on Tenure & Promotion to Deans	January 15, 2024
	Deans Recommendations on Tenure & Promotion to Provost	February 15, 2024
	Provost's Recommendations on Tenure & Promotion to President	April 1, 2024
	President Finalizes Promotion Decisions and Tenure Recommendations to Board	May 1, 2024
Lecturer and Tenure-Track Renewals	Provost Office Sends Renewal Forms to Deans	March 1, 2024
	Deans Submit Renewal Forms to Provost Office	April 1, 2024
	Provost Office Notifies Faculty of Renewal Decision	April 15, 2024
	Department Submits PAF for Reappointment of Lecturer	April 17, 2024
	Provost Office Sends Employment Agreement to Lecturer	May 1, 2024
Chairperson Reappointments	Dean's Recommendations on Reappointment of Chairpersons Due to Provost	April 15, 2024
	Deans Notify Chairpersons of Reappointment	May 1, 2024
Evaluation of Administrators	Faculty Evaluation of Administrator's Opens	January 5, 2024
	Faculty Evaluation of Administrator's Closes	January 26, 2024
	Chairperson Evaluation Results Distributed to Chairperson, Dean, Provost, President	March 22, 2024
	All Other Administrators' Evaluation Results Distributed	April 16, 2024
Evaluation of Faculty	Faculty Annual Activity Report and Activities & Goals Planning Document Due to Chairperson	January 15, 2024
	Evaluation of Faculty Opens	January 30, 2024
	Evaluation of Faculty Closes	March 18, 2024
	Chairperson Evaluation of Faculty Due to Dean	March 20, 2024
	Deans Submit Faculty Evaluations to Provost Office	April 15, 2024
Non-Instructional Faculty Assignment	Deadline for Non-Instructional Proposals to Department Chairpersons	January 8, 2024

Awards (NIFA)	Deadline for Non-Instructional Proposals to Academic Affairs	January 22, 2024
	Recipients and Chairs Notified	February 12, 2024
Event Dates	Tenure & Promotion Policy & Procedures Workshop (for all Chairs, Directors, Deans)	August 4, 2023
	Tenure & Promotion Committee Chairs Workshop	September 18, 2023
	Faculty Awards Ceremony and Reception	September 14, 2023
Key Semester Dates	Fall Classes Begin	August 17, 2023
	Fall Break	October 9-10, 2023
	Fall Classes End	December 1, 2023
	Spring Classes Begin	January 11, 2024
	Spring Break	March 11-15, 2024
	Spring Classes End	April 26, 2024
	Summer Classes Begin (First & Full Term)	May 20, 2024
	Summer Classes End (First Term)	June 18, 2024
	Summer Classes Begin (Second Term)	June 24, 2024
	Summer Classes End (Full & Second Term)	July 23, 2024
Key Semester Dates - Final Exams	Fall Final Exams	December 4-7, 2023
	Spring Final Exams	April 29- May 2, 2024
	Summer Final Exams (First Term)	June 21, 2024
	Summer Final Exams (Full & Second Term)	July 25-26, 2024
Key Semester Dates -Grades Due	Fall Grades Due	December 11, 2023
	Spring Grades Due	May 6, 2024
	Summer Grades Due	July 29, 2024
Key Semester Dates - Commencement	Fall Commencement	December 8, 2023
	Spring Commencement	May 3, 2024
Meetings	New Faculty Orientation	August 7, 2023
	New Faculty Orientation	August 10, 2023
	Academic Council	September 6, 2023
	Academic Council	October 4, 2023
	Academic Council	November 8, 2023
Meetings	Academic Council	January 31, 2024
	Academic Council	March 6, 2024
	Academic Council	April 10, 2024
	Administrative Council	August 30, 2023
	Administrative Council	September 27, 2023
	Administrative Council	November 1, 2023
	Administrative Council	January 24, 2024
	Administrative Council	February 28, 2024
	Administrative Council	April 3, 2024
	Graduate School Executive Committee	September 5, 2023
Graduate School Executive Committee	October 3, 2023	

	Graduate School Executive Committee	November 7, 2023
	Graduate School Executive Committee	January 30, 2024
	Graduate School Executive Committee	March 5, 2024
	Graduate School Executive Committee	April 2, 2024
	Graduate School Executive Committee	July 2, 2024
	University Curriculum Committee	September 21, 2023
	University Curriculum Committee	November 2, 2023
	University Curriculum Committee	February 22, 2024
	University Curriculum Committee	April 4, 2024
	University Faculty Meeting	August 14, 2023
	University Faculty Meeting	November 29, 2023
	University Faculty Meeting	April 24, 2024
	University Assembly	November 15, 2023
	University Assembly	April 17, 2024
	Board of Trustees	September 28, 2023
	Board of Trustees	November 30, 2023
	Faculty Senate w/President Oldham	September 25, 2023
	Faculty Senate w/President Oldham	October 30, 2023
	Faculty Senate w/President Oldham	November 27, 2023
	Faculty Senate w/President Oldham	February 5, 2024
	Faculty Senate w/President Oldham	March 4, 2024
	Faculty Senate w/President Oldham	April 1, 2024
	Faculty Senate w/President Oldham	April 22, 2024
	Staff Advisory Committee	September 21, 2023
	Staff Advisory Committee	October 26, 2023
	Staff Advisory Committee	January 11, 2024
	Staff Advisory Committee	March 21, 2024
	Staff Advisory Committee	May 2, 2024
Holidays	Labor Day	September 4, 2023
	Thanksgiving Holiday	November 23-24, 2023
	Holiday Break	December 22-29, 2023
	New Year's Day	January 1, 2024
	Martin Luther King Day	January 15, 2024
	Good Friday	March 29, 2024
	Memorial Day	May 27, 2024
	Juneteenth Day	June 19, 2024
	Independence Day	July 4, 2024

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Meeting	University Faculty Meeting	August 14, 2023
Tenure and Promotion	Chairpersons Notify Faculty of Tenure & Promotion Eligibility	August 15, 2023
Key Semester Date	Fall Classes Begin	August 17, 2023
Meeting	Administrative Council	August 30, 2023
Course Scheduling	Spring 2024 Course Schedule Plan Draft Due in Tech Express Portal	September 1, 2023
Holiday	Labor Day	September 4, 2023
Meetings	Graduate School Executive Committee	September 5, 2023
	Academic Council	September 6, 2023
Event Date	Faculty Awards Ceremony and Reception	September 14, 2023
Course Scheduling	Deadline for FINAL Spring 2024 Course Schedule Plan	September 15, 2023
Tenure and Promotion	Tenure & Promotion Committees Established	September 15, 2023
Event Date	Tenure & Promotion Committee Chairs Workshop	September 18, 2023
Meetings	Staff Advisory Committee	September 21, 2023
	University Curriculum Committee	September 21, 2023
Course Scheduling	Deadline for Dean Approval of the Proposed Spring 2024 Course Schedule Plan	September 25, 2023
Meetings	Faculty Senate w/President Oldham	September 25, 2023
	Administrative Council	September 27, 2023
	Board of Trustees	September 28, 2023
	Graduate School Executive Committee	October 3, 2023
	Academic Council	October 4, 2023
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Key Semester Date	Fall Break	October 9-10, 2023
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Meetings	Staff Advisory Committee	October 26, 2023
	Faculty Senate w/President Oldham	October 30, 2023

	Administrative Council	November 1, 2023
	University Curriculum Committee	November 2, 2023
	Graduate School Executive Committee	November 7, 2023
	Academic Council	November 8, 2023
Course Scheduling	Spring 2024 Registration Begins	November 13, 2023
Tenure and Promotion	Department Tenure & Promotion Committee Recommendations to Department Chairpersons	November 15, 2023
Meeting	University Assembly	November 15, 2023
Holiday	Thanksgiving Holiday	November 23-24, 2023
Meetings	Faculty Senate w/President Oldham	November 27, 2023
	University Faculty Meeting	November 29, 2023
	Board of Trustees	November 30, 2023
Key Semester Dates	Fall Classes End	December 1, 2023
	Fall Final Exams	December 4-7, 2023
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	New Year's Day	January 1, 2024
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Non-Instructional Faculty Assignment Awards (NIFA)	Deadline for Non-Instructional Proposals to Department Chairpersons	January 8, 2024
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Key Semester Date	Spring Classes Begin	January 11, 2024
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Evaluation of Faculty	Faculty Annual Activity Report and Activities & Goals Planning Document Due to Chairperson	January 15, 2024
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Non-Instructional Faculty Assignment Awards (NIFA)	Recipients and Chairs Notified	February 12, 2024
Tenure and Promotion	Deans Recommendations on Tenure & Promotion to Provost	February 15, 2024
Meetings	University Curriculum Committee	February 22, 2024

	Administrative Council	February 28, 2024
Lecturer and Tenure-Track Renewal	Provost Office Sends Renewal Forms to Deans	March 1, 2024
Meetings	Faculty Senate w/President Oldham	March 4, 2024
	Graduate School Executive Committee	March 5, 2024
	Academic Council	March 6, 2024
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Holiday	Good Friday	March 29, 2024
Tenure and Promotion	Provost's Recommendations on Tenure & Promotion to President	April 1, 2024
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Meetings	Faculty Senate w/President Oldham	April 1, 2024
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Holiday	Memorial Day	May 27, 2024
Key Semester Date	Summer Classes End (First Term)	June 18, 2024
Holiday	Juneteenth Day	June 19, 2024

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Meeting	Graduate School Executive Committee	July 2, 2024
Holiday	Independence Day	July 4, 2024
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