

Calendar of Administrative Operations

Academic Affairs

Academic Year 2023-2024

AUGUST

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| Aug. 14 | Mentors Meeting – Admin. 103 – 9:00 a.m. |
| Aug. 15 | New Faculty Orientation – Cox Conference Room – 9:00 a.m. |
| Aug. 16 | Assessment Day – Panther Room, Wells Activity Center – 9:00 a.m. |
| Aug 17 | Faculty Development Meeting – Rogers Hall – 9:00 a.m. |
| Aug 18 | Opening Faculty Meeting – Rogers Hall – 9:00 a.m. |
| Aug. 19 | Opening Convocation – Wells Activity Center – 4:00 p.m. |
| Aug. 22 | Fall Classes begin – Traditional and On-Line Fall Term I |
| Aug. 28 | Annual Reviews for non-tenured faculty who have two (2) or more years of service due to Division Chairs |
| Aug.28 | Census Day for on-line classes |
| Aug. 28 | Census Day for traditional classes |

SEPTEMBER

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| Sept. 1 | Workload Reports to Provost |
| Sept. 4 | Labor Day |
| Sept. 5 | Spring 2024 Course Schedules due to the Registrar |
| Sept. 5 | Reports due to Provost on 2022-2023 sabbatical activities |
| Sept. 5 | List of Faculty to be considered for Promotion/Tenure during 2023-2024 submitted by Division Chairs to Provost's Office |
| Sept. 5 | Course Syllabi and list of Faculty Office Hours (electronically) submitted to Provost's Office |
| Sept. 5 | Current CV/resume/update photo and bio due electronically to Provost's office |
| Sept. 5 | Division Chairs Meeting – 12:00 p.m. Discuss Scheduling round 1 – Provost's Office |
| Sept. 11 | Annual Reviews for Tenured Faculty due to Division Chairs |
| Sept. 11 | Faculty Meeting – 12:00 p.m. – Admin. 214 |
| Sept. 11 | Division Chair Evaluations for all Non-tenured faculty who have completed 2 or more years service are due to the Provost |
| Sept. 11 | Promotion and Tenure application materials due to Division Chairs |
| Sept. 12 | Lunch & Learn – 12:00 p.m. – Admin. 103 |

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| Sept. 17 | Constitution Day |
| Sept. 18 | Provost's Council Meeting – 12:00 p.m., Admin. 214 |
| Sept. 21-22 | Board Meeting |
| Sept. 23 | Panther Preview Day |
| Sept. 28 | Faculty Mentors – 12:00 p.m., Admin. 214 |
| Sept. 29 | Division Chair Evaluations for Tenured Faculty due to Provost's Office |
| Sept. 29 | Annual Reviews for non-tenured faculty who have completed one (1)-year of service due to Division Chairs |

OCTOBER

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| Oct. 2 | Sabbatical Applications for 2024-2025 to Division Chairs |
| Oct. 2 | Division Chairs Evaluations for Promotion & Tenure candidates due to Provost's Office |
| Oct. 2 | Spring 2024 Schedule posted online |
| Oct. 2 | Spring Semester Advising Begins |
| Oct. 2 | Division Chairs Meeting – 12:00 p.m. – Provost's Office |
| Oct. 6 | Division Chairs Evaluation for faculty who have completed one-year of service to Provost's Office |
| Oct. 6 | Last day of classes for Online I and First Half classes |
| Oct. 9 | Faculty Meeting – 12:00 p.m. Admin. 214 |
| Oct. 9 | Final Grades Due for Online Term I – 12:00 p.m. |
| Oct. 10 | Lunch and Learn – 12:00 p.m. – Admin. 103 |
| Oct 11 | Mid-Term |
| Oct. 16 | Fall Online Term II and Second Half classes begin |
| Oct. 16 | Provost's Council Meeting – 12:00 p.m., Admin. 214 |
| Oct. 18 | Mid-Term grades for full semester classes – 12:00 p.m. |
| Oct. 18 | Final Grades due for First Half classes – 12:00 p.m. |
| Oct. 20 | Census Day for online classes |
| Oct. 23 | Spring Registration Begins |
| Oct. 23 | Adjunct classroom observations due to Provost's Office |
| Oct. 23 | Division Chairs Sabbatical Recommendations to Provost's Office |

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| Oct. 23 | Tenure & Promotion Committees Reviews for Non-tenured Faculty who have 2 or more years of service are due to Provost's Office |
| Oct. 26 | Faculty Mentors Meeting – 12:00 p.m. – Admin. 214 |
| Oct. 28 | Panther Preview Day |

NOVEMBER

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| Nov. 6 | Division Chairs Meeting – 12:00 p.m. – Provost's Office |
| Nov. 13 | Faculty Meeting – 12:00 p.m. – Admin. 214 |
| Nov. 13 | Tenure & Promotion Committees recommendations for Promotion and Tenure AND Reviews for tenured faculty NOT undergoing post tenure review submitted to Provost's Office |
| Nov. 14 | Lunch & Learn – 12:00 p.m. – Admin. 103 |
| Nov. 18 | Panther Preview Day |
| Nov. 20 | Provost's Council Meeting – 12:00 noon, Admin. 214 |
| Nov. 21 | Tenure & Promotion Committee Reviews for non-tenured faculty who have completed one-year of service due to Provost's Office |
| Nov. 28 | Faculty Mentors Meeting – 12:00 p.m. – Admin. 214 |

DECEMBER

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| Dec. 1 | Names of part-time Faculty for Spring 2024 submitted to Provost's Office |
| Dec. 1 | End of semester classes for full-semester, half-semester classes, and on-line classes |
| Dec. 4-8 | Final Exams |
| Dec. 4 | Final grades due online term 2 – 12:00 p.m. |
| Dec. 6 | Joint Faculty meeting/Provost Council – 10:00 a.m. – Admin. 214 |
| Dec. 11 | Provost's Sabbatical, Promotion, and Tenure Recommendations to President |
| Dec 11 | Division Chairs Meeting – Provost's Office |
| Dec. 13 | Fall final grades for all fall term classes due in by 12:00 p.m. |

JANUARY

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| Jan. 5 | Semi-Annual Reviews for First Year Faculty and Post Tenure Reviews due to Division Chairs |
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| Jan. 10 | Brescia Collaboration – Tapscott Chapel 9:00 a.m. |
| Jan. 11 | Assessment Day – Rogers Hall – 9:00 a.m. |
| Jan. 11 | Faculty Development Workshop – Rogers Hall – Immediately following Assessment meeting |
| Jan. 12 | Opening Semester Faculty Meeting – Administration Bldg. Room 214 – 9:00 a.m. |
| Jan. 12 | Division Chairs Evaluations of First Year Faculty and Post Tenure Review due to Provost's Office |
| Jan. 15 | Martin Luther King Day – no classes |
| Jan. 16 | Spring and Spring Term I Online Classes Begin |
| Jan 22 | Census Day for online classes |
| Jan 22 | Census Day for Traditional classes |
| Jan. 23 | Course Syllabi and List of Faculty Office Hours (electronically) submitted to Provost's Office |
| Jan. 23 | Lunch & Learn – 12:00 p.m. – Admin. 103 |
| Jan. 25 | Faculty Mentors Meeting – 12:00 p.m. – Admin. 214 |
| Jan. 24-26 | Registrar's meeting with Program Coordinators about Academic Bulletin Changes |
| Jan. 26 | Summer/Fall 2024/Spring 2025 Course Schedules due to Registrar's Office |

FEBRUARY

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| Feb. 1-2 | Board Meeting |
| Feb. 1 | Workload Reports to Provost |
| Feb. 2 | Academic Bulletin information sent to faculty |
| Feb. 5 | Division Chairs Meeting – 12:00 p.m. – Provost's Office |
| Feb. 5 | Promotion, Tenure, and Sabbatical Announcements |
| Feb. 5 | Tenure & Promotion Committee Evaluations for First Year Faculty Due to Provost's Office |
| Feb. 5 | Post Tenure Review Committee Evaluations Due to Provost's Office |
| Feb. 12 | Faculty Meeting – 12:00 p.m. – Admin. 214 |
| Feb. 13 | Lunch & Learn – 12:00 p.m. – Admin. 103 |
| Feb. 14-16 | Registrar's meeting with Division Chairs about Academic Bulletin changes |
| Feb. 19 | Fall and Summer Schedules Posted Online |
| Feb. 19 | Provost's Council Meeting – 12:00 p.m., Admin. 214 |
| Feb. 19 | Advising Begins |

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| Feb. 22 | Faculty Mentors Meeting – 12:00 p.m. – Admin. 214 |
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MARCH

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| Mar. 1 | Applications for Academic Affairs Awards due to Provost |
| Mar. 1 | Last day of classes for Online I and First Half Classes |
| Mar. 4 | Final grades due for online I and first half classes – 12:00 p.m. |
| Mar. 4-8 | Spring Break |
| Mar. 6 | Mid-Semester |
| Mar. 11 | Classes Resume |
| Mar. 11 | Spring Online Term II and Second Half classes begin |
| Mar. 11 | Information on Part-Time Faculty for Summer and Fall 2023 Submitted to Provost's Office |
| Mar. 11 | Division Chairs Meeting – 12:00 p.m. – Provost's Office |
| Mar. 13 | Mid-term grades for full semester classes – 12:00 p.m. |
| Mar. 15 | Census Day for Online |
| Mar. 18 | Summer and Fall Registrations begins |
| Mar. 18 | Faculty Meeting – 12:00 p.m. – Admin. 214 |
| Mar. 19 | Lunch & Learn – 12:00 p.m. – Admin. 103 |
| Mar. 21 | Faculty Mentors Meeting – 12:00 p.m., Admin. 214 |
| Mar. 23 | Accepted Student Open House |
| Mar. 25 | Provost's Council Meeting – 12:00 p.m. - Admin. 214 |
| Mar. 29 | Good Friday – No Classes |

APRIL

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| Apr. 1 | Easter Break |
| Apr. 2 | Division Chairs Meeting – 12:00 p.m. – Provost's Office |
| Apr. 11 | Celebration of Student Achievements – Honor's Convocation, Scholars Day – classes end at noon |
| Apr. 12 | Oak & Ivy |
| Apr. 13 | Junior Preview Day |

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| Apr. 15 | Faculty Meeting – 12:00 p.m. – Admin. 214 |
| Apr. 16 | Lunch & Learn – 12:00 p.m. – Admin. 103 |
| Apr. 22 | Provost's Council & Faculty-Staff Awards- 12:00 p.m. – Admin. 214 |
| Apr. 25 | Faculty Mentors Meeting – 12:00 p.m. – Admin. 214 |
| Apr. 26 | All classes end |
| Apr. 27 | Wesleyan Way Day #1 |
| Apr. 29 | Spring Final Grades due for Online Term II classes – 12:00 p.m. |
| Apr. 29-30 | Final Exams |

MAY

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| May 1-3 | Final Exams |
| May 1 | Final Faculty Meeting of the Semester – 10:00 a.m. – Admin. 214 |
| May 3 | Baccalaureate – 7 p.m. – Wells Activity Center |
| May 4 | Commencement – 10 a.m. |
| May 8 | Spring Final Grades Due for Full Semester Classes and Second Half Classes – 12:00 p.m. |
| May 13-June 28 | Summer classes begin – Term 1 |

JUNE

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| June 6-7 | Board of Trustees Meeting |
| June 14 | Wesleyan Way Day #2 |

JULY

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| July 1-Aug.16 | Summer classes begin – Term II |
| July 19 | Wesleyan Way Day #3 |