

Calendar of Administrative Operations
Academic Affairs
Academic Year 2020-2021

AUGUST

Aug. 11	Division Chairs Meeting - Spring scheduling information to Division Chairs
Aug. 12	New Faculty Orientation – 12:00 p.m. – Cox Conference Room
Aug. 13	Faculty Development Workshop - 9:00 a.m.- 1:00 p.m. (ZOOM)
Aug. 14	Opening Faculty Meeting – 10:00 a.m.- Noon (ZOOM)
Aug. 17	Fall Classes begin – Traditional and On-Line Fall Term I
Aug. 24	Spring 2021 Course Schedules due to the Registrar
Aug. 31	Annual Reviews for non-tenured faculty who have two (2) or more years of service due to Division Chairs

SEPTEMBER

Sept. 2	Opening Convocation - Virtual TBD
Sept. 7	Reports due to VPAA on 2019-2020 sabbatical activities
Sept. 7	List of Faculty to be considered for Promotion/Tenure during 2020-20201 submitted by Division Chairs to VPAA's office
Sept. 7	Course Syllabi and list of Faculty Office Hours (electronically via email or thumb drive) submitted to VPAA's office
Sept. 7	Requests for Supplemental Travel Funds submitted to VPAA's Office
Sept. 7	Current CV/resume due electronically to VPAA office
Sept. 8	Division Chairs Meeting – 12:00 – 1:30 p.m. (Zoom); Discuss Scheduling round 1
Sept. 14	Annual Reviews for Tenured Faculty due to Division Chairs
Sept. 14	Faculty Meeting – 12:00 p.m. (Zoom)
Sept. 14	Division Chair Evaluations for all Non-tenured faculty who have completed 2 or more years of service are due to the VPAA's Office
Sept. 14	Promotion and Tenure application materials due to Division Chairs
Sept. 24-26	Board Meeting
Sept. 28	Spring Advising begins for seniors and juniors
Sept. 30	Division Chair Evaluations for Tenured Faculty due to VPAA's Office
Sept. 30	Annual Reviews for non-tenured faculty who have completed one (1)-year of service due to Division Chairs

OCTOBER

Oct. 1	Sabbatical Applications for 2021-2022 to Division Chairs
Oct. 3	Panther Preview Day #1 (Prospective Students)
Oct. 5	Division Chairs Evaluations for Promotion & Tenure candidates due to VPAA Office
Oct. 5	Advising Begins for Sophomores and Freshmen
Oct. 5	Spring 2021 Schedule posted online
Oct. 6	Division Chairs Meeting – 12:00 -1:30 p.m. (ZOOM)
Oct. 7	Division Chairs Evaluation for faculty who have completed one-year of service to VPAA
Oct. 7	Mid-Term
Oct. 7	Last day of classes for Online I and First Half classes
Oct. 12	Faculty Meeting - 12:00 p.m. (Zoom)
Oct. 12	Final Grades due for Online Term I AND First Half classes due – 8:00 a.m.
Oct. 12	Mid-Term grades for full semester classes – due 8 a.m.
Oct. 12	Fall Online Term II and Second Half classes begin
Oct. 19	Division Chair’s Evaluation for Tenured Faculty due to VPAA
Oct. 12- Oct. 30	Registration for Spring 2020 begins
Oct. 26	Adjunct classroom observations due to VPAA
Oct. 26	Division Chairs’ Sabbatical Recommendations to VPAA
Oct. 26	Faculty Status Committees Reviews for Non-tenured Faculty who have 2 or more years of service are due to VPAA’s Office
Oct. 31	Academic Spotlight #1

NOVEMBER

Nov. 3	Division Chairs Meeting – 12:00 – 1:30 p.m. – (ZOOM)
Nov. 6	Transfer Open House #1
Nov. 9	Faculty Meeting – 12:00 noon – (ZOOM)
Nov. 16	Faculty Status Committee’s recommendations for Promotion and Tenure AND Reviews for tenured faculty NOT undergoing post-tenure review submitted to VPAA
Nov. 21	Academic Spotlight #2

Nov. 24	Faculty Status Committee Reviews for non-tenured faculty who have completed one-year of service due to VPAA
Nov. 24	End of Semester classes for full-semester and half-semester classes
Nov. 27	End of Semester for on-line classes
Nov. 30	Fall OL Final Grades Due – 8 a.m.
Nov. 30 – Dec. 4	Final Exams

DECEMBER

Dec. 2	Names of part-time Faculty for Spring 20210 submitted to VPAA's Office
Dec. 2	End of the Semester Faculty meeting – 11:00 a.m. (ZOOM)
Dec. 4	Copies of Final Examinations (electronically or via thumb drive) submitted to VPAA's Office
Dec. 5	Wesleyan Scholars Weekend
Dec. 7	Fall final grades for all fall term classes due in by 8:00 a.m.
Dec. 11	Transfer Open House #2
Dec. 12	VPAA's Sabbatical, Promotion and Tenure Recommendations to President

SPRING SEMESTER DATES ARE BEING REVISITED IN LIGHT OF COVID-