

## 2023 – 2024 Chronological Academic Work Calendar

Light blue – Tenure & Promotion

Green – University Offices Closed

Orange – Classes Schedule

Yellow – Grading Schedule

### August 2023

- 1 Citizen Scholars Nominations are Open
- 4 INSTITUTIONAL ANIMAL CARE & USE COMMITTEE Meeting
- 4 Last day of Summer 2023 Graduate Assistants
- 14 New Faculty Orientation
- 14 First day of Fall 2023 Graduate Assistants
- 14 Fall 2023 New Teaching Assistant Orientation
- 15 Fall 2023 New Graduate Student Orientation
- 16 Showcase on Teaching & Learning
- 17 All-Faculty Luncheon
- 21 Fall 2023 semester & First Block classes begin
- 24 FACULTY SENATE EXECUTIVE COMMITTEE Meeting
- 28 Mixed credit course substitution list sent to department heads for spring 2024 mixed credit classes
- 29 Faculty – Intersession Grades Must be submitted via Faculty Grade Entry by 2:00pm
- 30 Tenure & Promotion - Departments Heads send materials to External Reviewers for T & P candidates
- 30 DG/DX holds would be applied for spring 2024 registration
  - Holds that are applied to student accounts when a student has completed 75 or more undergraduate credits and has either: declared a major and/or certificate program which has admission requirements to which the student has not yet been admitted, or undecided majors.
    - DG hold is for students who have completed 75-89 undergraduate credits.
    - DX hold is for students who have completed 90 or more undergraduate credits and requires a higher level of authority to be waived.

## September 2023

- 1 Proposal Submission Deadline for faculty-directed Education Abroad proposal submissions for March, May, June, July and August 2024 programs
- 1 Non-Standard Day Time Permission Forms
- 1 **Spring 2024 class schedule posted**
- 3 Class Schedule Building – Large classroom scheduling deadline
- 4 **Labor Day Holiday (no classes/offices closed)**
- 5 College Council Meetings (All colleges)
- 6 Graduate Council meeting
- 6 COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS meeting
- 7 Faculty Senate Meeting
- 7 Citizen Scholar Award nominations due
- 8 **Faculty - Full Semester & First Block Classes – Last day to submit an instructor drop**

### **Early to mid-month: Degrees & Certificates Awarded and Success After Graduation information available for updated KEY PERFORMANCE INDICATORS**

- 13 EDUCATOR PREPARATION PROVIDER COMMITTEE meeting
- 15 Nominations for Distinguished Thesis Award
- 17 Class Schedule Building – Priority room scheduling deadline

### **25<sup>th</sup> day of classes: Total Enrollment, Enrollment Diversity, Undergraduate First to Second Year Retention, Retention by Targeted Populations, Undergraduate Six-Year Graduation Rate, Six-Year Graduation Rate Disaggregated Data, and Student Financial Obligation information is available for updated KEY PERFORMANCE INDICATORS**

- 22 INSTITUTIONAL ANIMAL CARE & USE COMMITTEE Meeting
- 25 Curriculum Innovation Grants Call for Proposals
- 25 Census #1 for Official Enrollment Reporting
- 26-28 Public Affairs Conference
- 28 Education Abroad Fair
- 28 FACULTY SENATE EXECUTIVE COMMITTEE Meeting
- 29 **Tenure & Promotion – Faculty applicants submit T & P dossier to Department Heads**

29 Graduate College Faculty Research grant final report due from GA2024 awardees

## October 2023

- 1 Deadline for nominations for Distinguished Teaching Assistant Award and MAGS Nominee
- 2 Fall Thesis/Non-Thesis Funding application deadline for Graduate Student Funding
- 2 **Tenure & Promotion – Department Heads submit T & P dossiers (with external reviews included) to Departmental T & P committee**
- 2 Fall deadline for Proposal submission for Faculty Research Grants
- 2 State of the University Address
- 3 College Council Meetings (All colleges)
- 4 COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS meeting
- 4 EDUCATOR PREPARATION PROVIDER COMMITTEE meeting
- 4 Graduate Council meeting
- 10 **First Block Classes End**
- 12-13 Fall Holiday (No Classes/Offices Open)
- 16 Graduate College International Travel Award submission deadline
- 16 **Second Block classes begin**
- 18 **Faculty - Mid-Semester Grades Must be submitted via Faculty Grade Entry by 2:00pm**
- 19 Faculty Senate Meeting
- 20 **Tenure & Promotion – Department T & P committees submit recommendations (with rationale) to Department Heads**
  - **Faculty applicants receive Committee reports and have 3 business days to review, respond, sign and return to Department (Oct. 24-26, 2023)**
- 20 Deadline for Colleges to nominate students to present at the University-wide 3MT competition
- 20 Excellence in Community Engagement Awards nominations due
- 20-22 Homecoming Weekend
- 26 Deadline for Student Nominees to submit their two slides to Graduate College for the 3MT competition

- 26 Registration for Spring 2024 begins
- 26 FACULTY SENATE EXECUTIVE COMMITTEE Meeting
- 27 INSTITUTIONAL ANIMAL CARE & USE COMMITTEE Meeting
- 27 Census #2 for Official Enrollment Reporting
- 30 Deadline for submitting application to Graduate College for Summer Faculty Fellowship
- 31 Deadline to have name listed in the fall 2023 Commencement program
- 30 Deadline for submission for 2023-2024 Curriculum Innovation Awards to the Faculty Center for Teaching & Learning
- 31 College Council Meetings (All Colleges)

## November 2023

### First business day of November – Education Leave deadline

### Early in the month: Interim approval & annual approval for USDA

- 1 Deadline to submit BearPAF's for new appointments for GA/TA/RAs for Spring 2024 (Never served in this capacity before)
- 1 Deadline for Sabbatical leave for 2024-2024 to Dean's office
- 1 Faculty & Staff Diversity data finalized with HR Census for updated Key Performance Indicators
- 1 COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS meeting
- 1 EDUCATOR PREPARATION PROVIDER COMMITTEE meeting
- 1 Graduate Council meeting
- 2 Class schedule building for Summer and Fall 2024 begins
- 3 Open Scheduling – Priority begins for Summer and Fall 2024 classes
- 3 3 Minute Thesis Competition
- 3 Second Block Classes – Last day to submit an Instructor Drop
- 6 FCTL Teaching Awards Nominations open
- 9 Faculty Senate Meeting
- 10 Tenure & Promotion – Department Heads complete their assessments and submit recommendations (with rationale) to applicants.

- Faculty applicants have three business days to review, respond, sign and return to the Department (Nov. 14-16, 2023)
- 10 Last day to Drop, or Declare Pass/Not Pass or Audit for Full Semester
- 11 Staff Excellence in University Service awards nominations due
- 13 Tenure & Promotion – Department Heads submit all dossiers to Deans
- 14 Deadline for Financial Need-based Scholarship for Graduate Students for Spring 2024
- 16 FACULTY SENATE EXECUTIVE COMMITTEE Meeting
- 17 INSTITUTIONAL ANIMAL CARE & USE COMMITTEE Meeting
- 18-26 Thanksgiving Holiday begins (No classes/Offices Closed Wednesday – Friday 11/22-11/24)
- 20 Thesis Deadline: Last day to submit approved FA2023 thesis to the Graduate College (through the Blackboard site)
- 27 Last day to Drop, or Declare Pass/Not Pass or Audit for Second Block
- 29 Curtis P. Lawrence Award in Excellence in Advising nominations due

### December 2023

- 4 Faculty – Final Grading opens via Faculty Grade Entry-Grades due by 2 p.m. on Dec. 18
- 6 COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS meeting
- 6 Graduate Council meeting
- 6 EDUCATOR PREPARATION PROVIDER COMMITTEE
- 7 Faculty Senate Meeting
- 7 Full Semester and Second Block classes end
- 8 INSTITUTIONAL ANIMAL CARE & USE COMMITTEE Meeting
- 8 Tenure & Promotion – Deans complete their assessments and submit recommendations (with rationale) to applicants.
- Faculty applicants have three business days to review, respond, sign and return to the Dean (Dec. 12-14, 2023)
- 8 Foundation Awards for Excellence in Teaching, Research, and Service nominations deadline
- 8 Study Day (No classes/Offices open)

- 9-14 Final Exam Period
- 12 Professor Salary Incentive Program Deadline
- 15 Fall Commencement
- 15 Tenure & Promotion – Deans send Tenure and/or Promotion Organizational Binders to the Office of the Provost with recommendations
- 15 PROFESSOR SALARY INCENTIVE PROGRAM applications due
- 15 Last day of Fall 2023 Graduate Assistants
- 18 Faculty – Final Grades Must be Submitted via Faculty Grade Entry by 2:00pm
- 20 Dean’s Review Academic Status – Due by Noon

**December 21 through January 3 University Closed for Holiday Break**

- 31 Graduate College Summer Faculty Fellowship final written report due

**January 2024**

- 3 Bears of Distinction nominations due
- 4 Tenure & Promotion – Office of the Provost begins reviewing portfolios for Tenure and/or Promotion review
- 8-12 Winter Intersession Classes
- 8 First day of Spring 2024 Graduate Assistants
- 9 Spring 2024 Virtual New Graduate Student Orientation and New TA Training
- 12 Final submission of all requirements for FA 2024 thesis
- 15 Graduate College International Travel Award submission deadline
- 15 Martin Luther King Jr. Holiday (no classes/offices closed)
- 16 Full Semester & First Block Classes Begin
- 16 College Council Meetings (All colleges)
- 17 Summer 2024 Graduate TA forms sent to Deans & Department Heads
- 18 FACULTY SENATE EXECUTIVE COMMITTEE Meeting
- 21 Class Schedule building – Large classroom scheduling deadline
- 22 Staff & Faculty Board of Governors Excellence in Public Affairs Awards call for nominations
- 23 Faculty – Intersession Grades must be submitted via Faculty Grade Entry by 2:00pm

- 25 Faculty Senate Meeting
- 26 Mixed credit course substitution list sent to department heads for Spring 2024 mixed credit classes
- 26 Town Hall
- 28 Class Schedule building – priority room scheduling deadline
- 29 DG/DX holds applied for Summer and Fall 2024 registration
  - Holds that are applied to student accounts when a student has completed 75 or more undergraduate credits and has either: declared a major and/or certificate program which has admission requirements to which the student has not yet been admitted, or undecided majors.
    - DG hold is for students who have completed 75-89 undergraduate credits.
    - DX hold is for students who have completed 90 or more undergraduate credits and requires a higher level of authority to be waived.
- 31 Deadline for Summer Graduate Assistant Fund with Office of Research Administration
- 31 Deadline for FCTL Teaching Award nominations
- 31 ADP deadline
- 31 Graduate College Faculty Research grant final report due for SP2024 awardees

## February 2024

### ALL MONTH – AFRICAN AMERICAN HERITAGE MONTH

- 1 Spring deadline for Faculty Research Grants
- 1 [Annual Evaluation – Faculty submit dossiers to Department Heads](#)
  - *Department Heads give dossiers of Probationary Faculty to the Departmental Review Committees as part of annual Faculty Evaluation review toward Tenure & Promotion*
- 1 Faculty Excellence in Community Engagement Awards call for nominations
- 1 2024-25 Public Affairs Fellow call for nominations
- 1 Non-Standard Day Time Permission Forms
- 1 [Summer and Fall 2024 class schedule posted](#)
- 1 COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS meeting
- 1 Graduate Council meeting

- 1 EDUCATOR PREPARATION PROVIDER COMMITTEE meeting
- 1 FACULTY SENATE EXECUTIVE COMMITTEE Meeting
- 1 Spring Thesis/Non-Thesis Funding application deadline for Graduate Student Funding
- 2 Full Semester & First Block Classes – Last Day to Submit an Instructor Drop
- 6 College Council Meetings (All colleges)
- 8 Faculty Senate Meeting
- 9 Deadline for Deans to notify Sabbatical applicants of final decisions
- 12 Showcase on Teaching and Learning Proposals – call for proposals open
- 12 STUDENT COMPUTER USAGE FEE Proposal submission deadline
- 16 Deadline to submit Summer 2024 Graduate TA request forms to the Graduate College
- 19 Presidents' Day Holiday (no classes/offices closed)
- 22 FACULTY SENATE EXECUTIVE COMMITTEE Meeting
- 23 Requests for funding for summer graduate teaching assistants due to Graduate College
- 26 Census #1 for Official Enrollment Reporting

## March 2024

### ALL MONTH – WOMEN'S HISTORY MONTH

- 1 Wall of Fame nominations due
- 1 MSU Donor Scholarships & Foundation Annual Scholarships deadline
- 1 COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS meeting
- 1 Graduate Council meeting
- 1 EDUCATOR PREPARATION PROVIDER COMMITTEE meeting
- 2 Staff Senate Meeting
- 1 Faculty Excellence in Community Service Awards nominations due
- 4 Deadline to submit Proposals for Short-Term Faculty-led Study Away programs for October 2024 – January 2025
- 4 Annual Evaluation – Department Personnel Committee submit report of annual review of progress toward T & P to Department Heads. Faculty members are given a written record of the departmental evaluation (confirmation by receipt by signature)

- 4 Deadline for Faculty to submit Equity Adjustment Requests to Department Heads
- 5 College Council Meetings (All colleges)
- 7 Faculty Senate Meeting
- 7 **First Block Classes End**
- 8 **Tenure & Promotion – Office of the Provost notifies faculty applicants of decisions on Tenure and/or Promotion (with copies to Deans, Department Heads, Departmental Committee Chairs and Human Resources)**
- 8 2024-25 Public Affairs Fellow nominations due
- 9-17 Spring Break begins (no classes/offices open)
- 15 Deadline for nominations for Outstanding Graduate Mentor Awards
- 15 Deadline for nominations for Outstanding Thesis Advisor Awards
- 22 Deadline for Department Heads to submit Equity Adjustment Requests to Deans with Rationale
- 22 Deadline for Faculty proposals for Showcase on Teaching and Learning
- 25 **Second Block Classes begin**
- 28 FACULTY SENATE EXECUTIVE COMMITTEE Meeting
- 29 Deadline for submission of abstract to present at the Interdisciplinary Forum
- 29 Deadline to have name listed in the Spring 2024 Commencement program
- 29 **Tenure & Promotion – Deans send Personnel Action Forms for Tenure and/or Promotion to the Provost’s Office.**
- 29 Faculty Salary Comparison KEY PERFORMANCE INDICATOR update
- 31 Remunerated Outside Activities Forms due to Provost
- 31 Deadline for nominations for Outstanding Graduate Assistant Awards (includes Outstanding Graduate Assistant; Outstanding Teaching Graduate Assistant; and Outstanding Research Graduate Assistant)
- 31 Deadling for nominations for Outstanding Graduate Mentor Awards
- 31 Deadline for nominations for Outstanding Thesis Advisor Awards
- 29-31 **Spring Holiday (no classes/offices closed)**

**April 2024**

- 1 Deadline for Summer 2024 session for Financial Need-based Scholarship for Graduate Students

- 1 Department Heads will have completed individual meetings with faculty as part of the Annual Faculty review. For Probationary Faculty, this report will specify the faculty member's progress toward T & P. At these meetings faculty are given a written record of their annual evaluation (confirmation by receipt by signature).
- 1 Department Heads send annual faculty evaluations to Deans
- 2 College Council Meetings (All colleges)
- 3 COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS meeting
- 3 EDUCATOR PREPARATION PROVIDER COMMITTEE meeting
- 3 Graduate Council meeting
- 4 Staff Senate Meeting
- 8 Census #2 for Official Enrollment Reporting
- 8 Faculty Excellence in Public Affairs nomination deadline
- 8 Deans present equity requests to the Provost for funding discussions
- 8 Registration for Summer and Fall 2024 begins
- 11 Faculty Senate Meeting
- 15 April 2024 International Travel Grant application deadline
- 22 Thesis Deadline: Last day to submit approved SP2024 thesis to the Graduate College (through the Blackboard site)
- 25 FACULTY SENATE EXECUTIVE COMMITTEE Meeting
- 26 Deans complete report of annual progress toward T & P for probationary faculty and provide a written record of their evaluation (confirmation of receipt by signature)
- 26 Deadline to submit the following Graduate Assistant appointments: Academic Year 2024-2024 REAPPOINTMENTS, and Summer 2024 NEW and REAPPOINTMENTS
- 27 Frank Einhellig Interdisciplinary Forum in PSU

## May 2024

### Annual review/update of Provost's website

- 1 Deadline to submit BearPAFs for Reappointments for GA/TA/RA's for Fall 2024 semester
- 1 Deadline to submit BearPAFs for New Appointments for GA/RA/TA's for Summer 2024 (never served in this capacity before)

- 1 Deadline for Missouri State Leadership Scholarship Application
- 1 Winter Intersession 2024 proposals due
- 1 First Draft of SPR 2024 class schedule due to Dean
- 1 Graduate Council meeting
- 1 EDUCATOR PREPARATION PROVIDER COMMITTEE meeting
- 1 COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS meeting
- 2 Staff Senate Meeting
- 6 Faculty – Final Grading opens
- 9 Faculty Senate Meeting
- 3 Study Day (no classes/offices open)
- 4-9 Final Exam Period
- 10 Spring Commencement
- 10 Last day of Spring 2024 Graduate Assistants
- 10 Faculty & Staff Recognition Awards Page Introduction Due
- 13 Faculty – Final grades must be submitted via faculty grade entry by 2:00pm
- 13-31 Summer Intersession begins
- 15 Dean’s Review Academic Status – due by 12:00pm
- 27 Memorial Day (no classes/offices closed)
- 28 First day of Summer 2024 Graduate Assistants
- 29 Department Heads submit list of faculty intending to apply for T & P in Fall 2024 to Dean

**June 2024**

- 1 Deadline for Fall 2024 semester Financial Need-based Scholarship for Graduate Students
- 1 Staff Senate Meeting
- 6 AC Dean representative begins new term (two-year appointment)
- 3 Summer 2024 Sessions 1, 2 & 3 Begin
- 10 Faculty – Intersession Grades must be submitted via Faculty grade entry by 2:00pm

- 13 Census #1 for Official Enrollment reporting
- 19 Juneteenth National Independence Day (No Classes/Offices Closed)
- 18 Mixed credit course substitution list sent to department heads for Summer 2024 mixed credit classes
- 27 Summer Session 3 Ends
- 28 Deans submit list of faculty intending to apply for T & P in Fall 2024 to Provost

## July 2024

**Sometime in July: Tuition & Fees, Global Partnerships, Economic & Workforce Development Through IDEA Commons, External Funding Received Through Grants & Gifts, and Staff Salary Comparison information is available to update KEY PERFORMANCE INDICATORS, and Gift Reporting and Membership Reporting Dues forms due to Provost**

- 1 Summer Session 4 Begins
- 1 AC Dean representative begins new term (two-year appointment)
- 3 Summer Session 2 Ends
- 4 Independence Day observed (no classes/offices closed)
- 5 Class Schedule building for Spring 2024 begins
- 8 Census 2
- 14 Deadline to submit BearPAFs for New Appointments for GA/RA/TA's for Fall 2024 (not served in this capacity before)
- 15 Graduate College International Travel Award submission deadline
- 15 Thesis Deadline: Last day to submit approved SU2024 thesis to the Graduate College (through the Blackboard site)
- 15 July 2024 deadline for International Travel Grant applications
- 24 Summer Sessions 1 & 4 End
- 25-26 Final Exam Period
- 26 Final Day for Summer GAs
- 29 Final Grades Must be Submitted via Faculty Grade Entry by 2pm
- 29- August16 Fall Intersession Classes
- 30 Final Grades available to students via My Missouri State

31 Dean's Review Academic Status – Due by 12pm

**August 2024**

July 29-16 Fall Intersession Classes

19 Intersession Grading opens via Faculty Grade Entry

18 Final submission of all requirements for SU2024 thesis

26 Intersession Grades Must Be Submitted via Faculty Grade Entry by 2pm

27 Intersession Grades Available Online in My Missouri State