

2022 – 2023 Chronological Academic Work Calendar

August 2022

- 1 Citizen Scholars Nominations are Open
- 22 Fall 2022 semester & First Block classes begin
- 30 Faculty – Intersession Grades Must be submitted via Faculty Grade Entry by 2:00pm
- 31 Tenure & Promotion - Departments Heads send materials to External Reviewers for T & P candidates

September 2022

- 1 Proposal Submission Deadline for faculty-directed Education Abroad proposal submissions for March, May, June, July and August 2023 programs
- 5 Labor Day Holiday (no classes/offices closed)
- 9 Faculty - Full Semester & First Block Classes – Last day to submit an Instructor drop
- 26 Curriculum Innovation Grants Call for Proposals
- 26 Census #1 for Official Enrollment Reporting
- 29 Education Abroad Fair
- 30 Tenure & Promotion – Faculty applicants submit T & P dossier to Department Heads
- 30 Fall Thesis/Non-Thesis Funding application deadline for Graduate Student Funding

October 2022

- 3 Nominations due for Distinguished Thesis Award
- 3 Tenure & Promotion – Department Heads submit T & P dossiers (with external reviews included) to Departmental T & P committee
- 3 Fall deadline for Proposal submission for Faculty Research Grants
- 11 First Block Classes End
- 13-14 Fall Holiday (No Classes/Offices Open)
- 17 Second Block classes begin
- 19 Faculty - Mid-Semester Grades Must be submitted via Faculty Grade Entry by 2:00pm

- 21 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, 2022)
- 21 Deadline for College’s to nominate students to present at the University-wide 3MT competition
- 21 Staff Excellence in Community Engagement Awards nominations due
- 27 Deadline for Student Nominees to submit their two slides to Graduate College for the 3MT competition
- 28 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 2022 Commencement program
- 31 Deadline for submission for 2022-2023 Curriculum Innovation Awards to the Faculty Center for Teaching & Learning

November 2022

- 1 Deadline to submit BearPAF’s for new appointments for GA/TA/RA’s for Spring 2023 (never served in this capacity before)
- 1 Deadline for nominations for Distinguished Teaching Assistant Award and MAG Nominee
- 1 Deadline for Sabbatical leave for 2023-2024 to Dean’s office
- 4 Open Scheduling – Priority begins for Summer and Fall 2023 classes
- 4 3 Minute Thesis Competition
- 4 Second Block Classes – Last day to submit an Instructor Drop
- 7 FCTL Teaching Awards Nominations open
- 11 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, 2022)
- 11 Last day to Drop, or Declare Pass/Not Pass or Audit for Full Semester
- 14 Tenure & Promotion – Department Heads submit all dossiers to Deans

- 15 Deadline for Financial Need-based Scholarship for Graduate Students for Spring 2023
- 19 Thanksgiving Holiday begins (No classes/Offices Closed Wednesday - Friday)
- 21 Thesis Deadline: Last day to submit approved FA2022 thesis to the Graduate College (through the Blackboard site)
- 28 Last day to Drop, or Declare Pass/Not Pass or Audit for Second Block

December 2022

- 5 Faculty – Final Grading opens via Faculty Grade Entry-Grades due by 2 p.m. on Dec. 19
- 9 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, 2022)
- 9 Study Day (No classes/Offices open)
- 10 Final Exam Period begins
- 16 Fall Commencement
- 16 Tenure & Promotion – Deans send Tenure and/or Promotion Organizational Binders to the Office of the Provost with recommendations.
- 19 Faculty – Final Grades Must be Submitted via Faculty Grade Entry by 2:00pm
- 21 Dean’s Review Academic Status – Due by 12:00pm
- 22 University Closed for Holiday Break

January 2023

- 5 Tenure & Promotion – Office of the Provost begins reviewing portfolios for Tenure and/or Promotion review
- 9 Winter Intersession Classes begin
- 13 Final submission of all requirements for FA 2023 thesis
- 16 Open Scheduling – Standard for begins for Summer and Fall 2023 classes
- 16 Summer 2023 Graduate TA forms sent to Deans & Department Heads
- 16 Martin Luther King Jr. Holiday (no classes/offices closed)
- 23 Staff & Faculty Board of Governors Excellence in Public Affairs Awards call for nominations

- 23 Spring 2023 Full Semester & First Block classes begin
- 30 Faculty – Interession Grades must be submitted via Faculty Grade Entry by 2:00pm
- 31 Deadline for Summer Graduate Assistant Fund with Office of Research Administration
- 31 Deadline for FCTL Teaching Award nominations

February 2023

- 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
- 10 Full Semester & First Block Classes – Last Day to Submit an Instructor Drop
- 10 Deadline for Deans to notify Sabbatical applicants of final decisions
- 13 Showcase on Teaching and Learning Proposals – call for proposals open
- 17 Deadline to submit Summer 2023 Graduate TA request forms to the Graduate College
- 20 Presidents’ Day Holiday (no classes/offices closed)
- 20 Spring Thesis/Non-Thesis Funding application deadline for Graduate Student Funding
- 27 Census #1 for Official Enrollment Reporting

March 2023

- 3 Faculty Excellence in Community Service Awards nominations due
- 6 Deadline to submit Proposals for Short-Term Faculty-led Study Away programs for October 2023 – January 2024
- 6 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)
- 6 Deadline for Faculty to submit Equity Adjustment Requests to Department Heads

- 10 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)
- 10 2024-25 Public Affairs Fellow nominations due
- 11 Spring Break begins (no classes/offices open)
- 17 Deadline for nominations for Outstanding Graduate Assistant Awards (includes Outstanding Graduate Assistant; Outstanding Teaching Graduate Assistant; and Outstanding Research Graduate Assistant)
- 17 Deadline for nominations for Outstanding Graduate Mentor Awards
- 17 Deadline for nominations for Outstanding Thesis Advisor Awards
- 23 First Block Classes End
- 24 Deadline for Department Heads to submit Equity Adjustment Requests to Deans with Rationale
- 24 Deadline for Faculty proposals for Showcase on Teaching and Learning
- 27 Second Block Classes begin
- 31 Deadline for submission of abstract to present at the Interdisciplinary Forum
- 31 Deadline to have name listed in the Spring 2023 Commencement program
- 31 Tenure & Promotion – Deans send Personnel Action Forms for Tenure and/or Promotion to Provost’s Office.

April 2023

- 1 Deadline for Summer 2023 session for Financial Need-based Scholarship for Graduate Students
- 3 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).
- 3 Department Heads send annual faculty evaluations to Deans.
- 7 Spring Holiday begins (no classes/offices closed)
- 10 Census #2 for Official Enrollment Reporting
- 10 Deans present equity requests to the Provost for funding discussions.

- 26 Thesis Deadline: Last day to submit approved SP2023 thesis to the Graduate College (through the Blackboard site)
- 28 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).

May 2023

- 1 Deadline to submit BearPAFs for Reappointments for GA/TA/RA's for Fall 2023 semester
- 1 Deadline to submit BearPAFs for New Appointments for GA/RA/TA's for Summer 2023 (never served in this capacity before)
- 6 Frank Einhellig Interdisciplinary Forum in PSU
- 8 Faculty – Final Grading opens
- 12 Study Day (no classes/offices open)
- 13 Final Exams begin
- 19 Spring Commencement
- 22 Faculty – Final grades must be submitted via faculty grade entry by 2:00pm
- 22 Summer Intersession begins
- 24 Dean's Review Academic Status – due by 12:00pm
- 29 Memorial Day (no classes/offices closed)

June 2023

- 1 Deadline for Fall 2023 semester Financial Need-based Scholarship for Graduate Students
- 9 Intersession Classes end
- 12 Summer 2023 sessions 1, 2 & 3 begin
- 12 Open Scheduling – Priority begins for Spring 2024 classes
- 19 Juneteenth National Independence Day (No Classes/Offices Closed)
- 20 Faculty – Intersession Grades must be submitted via Faculty grade entry by 2:00pm
- 26 Census #1 for Official Enrollment reporting

July 2023

- 4 Independence Day observed (no classes/offices closed)
- 14 Deadline to submit BearPAFs for New Appointments for GA/RA/TA's for Fall 2023 (not served in this capacity before)
- 17 Thesis Deadline: Last day to submit approved SU2023 thesis to the Graduate College (through the Blackboard site)

August 2023

- 3 Final Exam Period for Sessions 1 & 4
- 18 Final submission of all requirements for SU2023 thesis