

2024 – 2025 Chronological Academic Work Calendar

August 2024

- 1 Citizen Scholars Nominations are Open
- 1 Staff Senate meets
- 12 New Faculty Orientation
- 12 First day of Fall 2024 Graduate Assistants
- 12 Fall 2024 New Teaching Assistant Orientation
- 13 Fall 2024 New Graduate Student Orientation
- 14 Showcase on Teaching & Learning
- 15 All-Faculty Welcome Back Luncheon
- 19 Fall 2024 semester & First Block classes begin
- 19 2025 Faculty Excellence in Community Engagement Award Call for Nominations
- 19 2025 Staff Excellence in Community Engagement Award call for nominations
- 22 Faculty Senate Executive Committee Meeting
- 26 Mixed credit course substitution list sent to academic unit leaders for fall 2024 mixed credit classes (Monday or Tuesday of the second week of classes)
- 26 Faculty – Intersession Grades Must be submitted via Faculty Grade Entry by 2:00pm
- 30 IACUC meets
- 30 Academic Unit Leaders send materials to External Reviewers (this may or may not be withing Faculty Success – check with your Academic Unit Leader.)
- 30 Deadline to request a FERPA hold
- 30 DG/DX holds would be applied for spring 2025 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 undeclared 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 2024

- 1 Proposal Submission Deadline for faculty-directed Education Abroad proposal submissions for March, May, June, July and August 2025 programs
- 1 Non-Standard Day Time Permission Forms for Spring 2025 due to Provost
- 1 Spring 2025 class schedule posted
- 1 Class Schedule Building – Large classroom scheduling deadline
- 1 Fall Thesis/Non-Thesis Funding application due
- 2 Labor Day Holiday (no classes/offices closed)
- 3 College Councils Meet
- 4 CGEIP meets
- 4 Graduate Council meeting
- 5 Staff Senate meets
- 6 Faculty - Full Semester & First Block Classes – Last day to submit an instructor drop
- 6 Citizen Scholar Award nominations due
- 10 Annual “Preparing a Successful Internal Grant Application” workshop
- 11 EPPC meets
- 12 Faculty Senate meets
- 15 Deadline for submission of nomination materials for Distinguished Thesis Award
- 15 Class Schedule Building – Priority room scheduling deadline
- 18 Education Abroad Fair
- 23 Census 1 – Last day used for official enrollment reporting
- 24-26 Public Affairs Conference
- 26 Faculty Senate Executive Committee meets
- 30 Tenure & Promotion – Faculty applicants submit T & P dossier through Faculty Success. External reviews due to Academic Unit Leader. Reviews will be added to Faculty Success workflow by Academic Unit Leader before dossier goes to Department Personnel Committee.
- 29 Graduate College Faculty Research grant final report due from FA2023 awardees

October 2024

- 1 Deadline for nominations for Distinguished Teaching Assistant Award and MAGS Nominee
- 1 College Councils meet
- 1 Academic Unit Leaders submit Tenure and/or Promotion dossiers to Department Tenure and/or Promotion Committees (with external review letters included) via Faculty Success.
- 1 Fall 2024 deadline for Proposal submission for Faculty Research Grants
- 1 ADP's open
- 2 CGEIP, EPPC meet
- 2 Graduate Council meeting
- 3 Staff Senate meets
- 8 First Block Classes End
- 10-11 Fall Break (No Classes/Offices Open)
- 14 Second Block classes begin
- 15 Proposals for Leading Spring 2025 Faculty Learning Community Due to FCTL
- 15 FCTL Teaching Award Nominations open
- 17 Faculty - Mid-Semester Grades Must be submitted via Faculty Grade Entry by 2:00pm
- 19 Homecoming
- 22 Faculty Senate Meeting
- 25 Census #2 for Official Enrollment Reporting
- 25 Department Tenure and Promotion Committee submit recommendations via Faculty Success. Faculty applicants have three business days to review, respond, and acknowledge (Oct. 28-30, 2024) the report before it moves to the Academic Unit Leader.
- 25 College nominations for University-wide 3MT due to Graduate College
- 28 Sabbatical applications for AY 2025-2026 due to Deans
- 30 Registration for Spring 2025 begins
- 30 Deadline for submitting application to Graduate College for Summer Faculty Fellowship
- 31 Deadline to have name listed in the fall 2024 Commencement program
- 31 Faculty Senate Executive Committee meets

November 2024

- 1 Deadline to submit BearPAF's for new appointments & reappointments for GA/TA/RAs for Spring 2025 (Never served in this capacity before)
- 1 Deadline for Student Nominees to submit their two slides to Graduate College for the 3MT competition
- 1 Second Block Classes – Last day to submit an Instructor Drop
- 1 Education Abroad applications for Spring 2025 due
- 1 Education Abroad College Scholarship applications due for Spring 2025
- 1 Nomination deadline for 2025 Faculty Excellence in Community Engagement Award
- 1 Nomination deadline for 2025 Staff Excellence in Community Engagement Award
- 5 College Councils meet
- 6 EPPC & CGEIP meet
- 6 Graduate Council meeting
- 7 Staff Senate meets
- 7 Class schedule building for Summer and Fall 2025 begins
- 8 3 Minute Thesis Competition
- 8 Staff Excellence in University Service awards nominations due
- 11 Academic Unit Leaders complete their assessments and submit recommendations via Faculty Success. Faculty applicants have three business days to review, respond, and sign/acknowledge the report before it moves to the Dean (Nov. 11-13, 2024).
- 14 Faculty Senate Meeting
- 15 Last day to Drop, or Declare Pass/Not Pass or Audit for Full Semester
- 18 Thesis Deadline: Last day to submit approved FA2024 thesis to the Graduate College (through the Brightspace course)
- 21 Faculty Senate Executive Committee Meeting
- 21 Last day to Drop, or Declare Pass/Not Pass or Audit for Second Block
- 23-12/1 Thanksgiving Holiday begins (No classes/Offices Closed Wednesday – Friday 11/27-29)

December 2024

- 1 Summer Graduate Assistant Fund opens with Research Administration
- 2 Faculty – Final Grading opens via Faculty Grade Entry-Grades due by 2 p.m. on Dec. 16
- 2 Nominations for Excellence in Graduate Advising Due
- 4 Graduate Council meeting
- 4 EPPC & CGEIP meet
- 5 Full Semester and Second Block classes end
- 5 Faculty Senate Meeting
- 5 Staff Senate meeting
- 6 Study Day (No classes/Offices open)
- 6 Nominations for the Missouri State University Foundation Awards for Excellence in Teaching, Research and Service due
- 7-12 Final Exam Period
- 9 Deans complete their assessments and submit recommendations via Faculty Success. Faculty applicants have three business days to review, respond, and sign/acknowledge the report (Dec. 9-11, 2024) before it moves to the Office of the Provost.
- 13 Fall Commencement
- 13 Last day of Fall 2024 Graduate Assistants
- 13 Professor Salary Incentive Program applications due
- 16 Faculty – Final Grades Must be Submitted via Faculty Grade Entry by 2:00pm
- 18 Dean’s Review Academic Status – Due by Noon

December 23, 2024 through January 3, 2025 University Closed for Holiday Break

- 31 Graduate College 2024 Summer Faculty Fellowship final written report due

January 2025

- 1 2025 Bears of Distinction nominations due
- 6 Departments collect Outside Remunerated Activity forms from Faculty
- 6 Office of the Provost begins reviewing Tenure and/or Promotion submissions via Faculty Success.

- 6 First day of Spring 2025 Graduate Assistants
- 6-10 Winter Intersession Classes
- 7 Spring 2025 New Graduate Student Orientation and New TA Training
- 9 Faculty Senate Executive Committee meets
- 9 Staff Senate meets
- 10 Final submission of all requirements for FA 2024 thesis
- 13 Full Semester & First Block Classes Begin
- 14 College Council Meetings
- 15 Graduate Council meets
- 15 EPPC & CGEIP meet
- 15 FCTL Teaching Award applications due
- 16 Faculty Senate Meeting
- 20 Martin Luther King Jr. Holiday (no classes/offices closed)
- 17 Summer 2025 Graduate TA forms sent to Deans & Academic Unit Leaders
- 21 Faculty – Intersession Grades must be submitted via Faculty Grade Entry by 2:00pm
- 21 Mixed credit course substitution list sent to academic unit leaders for Spring 2025 mixed credit classes
- TBD Class Schedule building – Large classroom scheduling deadline
- TBD Class Schedule building – priority room scheduling deadline
- 30 DG/DX holds applied for Summer and Fall 2025 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.
- 30 Faculty Senate Executive Committee meets
- 31 Summer Graduate Assistant Fund applications due to Research Administration
- 31 Deadline for having ADP's done by supervisors
- 31 Graduate College Faculty Research grant final report due for SP2024 awardees

31 Full Semester & First Block Classes – Last Day to Submit an Instructor Drop

February 2025

- 1 Summer and Fall 2025 class schedule posted
- 3 2025-26 Public Affairs Fellow call for nominations
- 3 Spring Thesis/Non-Thesis Funding application deadline
- 3 Spring 2025 deadline for Faculty Research Grant proposals
- 3 Annual Evaluation – Faculty submit dossiers electronically via Faculty Success
 - *Probationary Faculty: Dossiers route to the Departmental Personnel Committee as part of the annual review of progress toward Tenure and Promotion*
- 3 2025-26 BOG Faculty Excellence in Public Affairs Award call for nominations
- 3 2025-26 BOG Staff Excellence in Public Affairs Award call for nominations
- 4 College Council Meetings
- 5 Graduate Council meeting
- 5 EPPC & CGEIP meet
- 6 Staff Senate meets
- 7 Deadline for Deans to notify Sabbatical applicants of final decisions
- 12 Showcase on Teaching and Learning Proposals – call for proposals open
- 13 Faculty Senate Meeting
- 15 SoTL Grant/Stipend applications due to FCTL
- 17 Deadline for nominations for: Outstanding Graduate Mentor Award; and Outstanding Graduate Assistant Award
- 17 Presidents' Day Holiday (no classes/offices closed)
- 18 Deadline to submit Summer 2025 Graduate TA request forms to the Graduate College
- 18 Census #1 for Official Enrollment Reporting
- 27 Faculty Senate Executive Committee meets
- 28 Outside Remunerated Activity forms due to Provost Office

March 2025

- 1 Wall of Fame nominations due
- 1 MSU Donor Scholarships & Foundation Annual Scholarships deadline
- 3 Deadline to submit Proposals for Short-Term Faculty-led Study Away programs for October 2025 – January 2026
- 4 College Councils meet
- 5 Graduate Council meeting
- 5 EPPC & CGEIP meet
- 6 Staff Senate meets
- 6 First Block Classes End
- 7 If Applicable: Departmental Review Committees submit assessments of each faculty member via Faculty Success to Academic Unit Leader

 Probationary Faculty: Departmental Personnel Committees submit report of annual review of progress toward tenure and promotion to Academic Unit Leaders. Faculty members receive an electronic copy of the departmental evaluation and acknowledge receipt by electronic signature. Faculty members may append a response to the acknowledgement before the review moves to the Academic Unit Leader.
- 7 Deadline for Faculty to submit Equity Adjustment Requests to Academic Unit Leader
- 7 2025-26 Public Affairs Fellow nominations due
- 8 Nomination deadline for 2025-26 BOG Faculty Excellence in Public Affairs Award
- 8 Nomination deadline for 2025-26 BOG Staff Excellence in Public Affairs Award
- 10 Second Block Classes begin
- 13 Faculty Senate Meeting
- 14 Office of the Provost notifies faculty applicants of decisions on Tenure and/or Promotion. Electronic copies are available in Faculty Success to Deans, Academic Unit Leaders and Departmental Committee Chairs.
- 14 Deadline for nominations for Outstanding Thesis Advisor Awards
- 14 Deadline for student applications for Outstanding Graduate Assistant Awards (includes Outstanding Graduate Assistant; Outstanding Teaching Graduate Assistant; and Outstanding Research Graduate Assistant)
- 14 Deadline for faculty applications for Outstanding Graduate Mentor Awards
- 15 Proposals for Leading Fall 2025 Faculty Learning Community due to FCTL
- 15 Proposals for 2025 Showcase Teaching & Learning Presentations due to FCTL

- 15-23 Spring Break begins (no classes/offices open)
- 21 Deadline for Faculty proposals for Showcase on Teaching and Learning
- 24 Deadline for Academic Unit Leader to submit Equity Adjustment Requests to Deans with Rationale
- 27 Faculty Senate Executive Committee meets
- 28 Recommended date for Faculty applicants to initiate discussion with Academic Unit Leader on selection of external evaluators for Tenure applications during the following academic year (2025-2026)
- 28 Census #2 for Official Enrollment Reporting
- 31 Deadline to have name listed in the Spring 2025 Commencement program
- 31 Abstract submission deadline for Einhellig Interdisciplinary Research Forum (EIDF)
- 31 Deans send Personnel Action forms for Tenure and/or Promotion to Provost's Office.

April 2025

- 1 College Council Meetings
- 2 Graduate Council meeting
- 2 EPPC & CGEIP meet
- 3 Staff Senate Meets
- 7 Academic Unit Leaders submit report of review of annual progress toward tenure and promotion to Deans. Faculty members receive an electronic copy of the evaluation and acknowledge receipt by electronic signature. Faculty member may append a response to the acknowledgement before the review moves to the Dean.
- 7 Academic Unit Leaders will have completed individual meetings with faculty as part of the Annual Faculty Review.
- 7 Deans present equity requests to the Provost for funding discussions.
- TBD Registration for Summer and Fall 2025 begins
- 10 Faculty Senate Meeting
- 17 Graduate Education Awards Reception
- 18-20 Spring Holiday (no classes/offices closed)
- 18 Thesis Deadline: Last day to submit approved SP2025 thesis to the Graduate College (through the Brightspace course)

- 24 Faculty Senate Executive Committee meets
- 25 Frank Einhellig Interdisciplinary Research Forum (EIDF) in PSU
- 28 Faculty – Final Grading opens
- 28 Deans submit report of review of annual progress toward tenure and promotion for probationary faculty. Faculty members receive an electronic copy of their evaluation and acknowledge receipt by electronic signature. Faculty member may append a response to the acknowledgement.
- 30 Graduate Council meeting
- 30 EPPC & CGEIP meet
- 30 Deadline to submit the following Graduate Assistant appointments: Academic Year 2025-2026 REAPPOINTMENTS, and Summer 2025 NEW and REAPPOINTMENTS

May 2025

- 1 Winter Intersession 2025 proposals due
- 1 Faculty Senate Meeting
- 1 Staff Senate Meets
- 2 Study Day (no classes/offices open)
- 3-8 Final Exam Period
- 9 Last day of Spring 2025 Graduate Assistants
- 9 Spring Commencement
- 12 Faculty – Final grades must be submitted via faculty grade entry by 2:00pm
- 12-30 Summer Intersession
- 14 Dean’s Review Academic Status – due by 12:00pm
- 26 Memorial Day (no classes/offices closed)
- 27 First day of Summer 2025 Graduate Assistants

June 2025

- 2 Summer 2024 Sessions 1, 2 & 3 Begin
- 5 Staff Senate Meeting
- 6 Final submission of all requirements for SU2025 thesis

- 9 Faculty – Intersession Grades must be submitted via Faculty grade entry by 2:00pm
- 9 Mixed credit course substitution list sent to department heads for Summer 2025 mixed credit classes
- 12 Census #1 for Official Enrollment reporting
- 19 Juneteenth National Independence Day (No Classes/Offices Closed)
- 26 Summer Session 3 Ends
- 28 Deans submit list of faculty intending to apply for T & P in Fall 2025 to Provost
- 30 Summer Session 4 Begins

July 2025

- 1 Membership Reporting Master Spreadsheet due to Provost Office
- 1 Gift Reporting Master Spreadsheet due to Provost Office
- 1 Summer 2025 Thesis/Non-Thesis funding applications due
- 3 Summer Session 2 Ends
- 3 Census 2
- 3 Staff Senate meets
- 4 Independence Day observed (no classes/offices closed)
- 7 Class Schedule building for Spring 2026 begins
- 14 Thesis Deadline: Last day to submit approved SU2025 thesis to the Graduate College (through the Brightspace course)
- 15 Deadline to submit BearPAFs for New Appointments for GA/RA/TA's for Fall 2025 (not served in this capacity before)
- 21 MRI mini proposals due to Research Administration
- 23 Final Day for Summer GAs
- 23 Summer Sessions 1 & 4 End
- 24-25 Final Exam Period
- 28 Final Grades Must be Submitted via Faculty Grade Entry by 2pm
- TBD Fall Intersession Classes
- 29 Final Grades available to students via My Missouri State

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

August 2025

TBD Fall Intersession Classes

TBD Intersession Grading opens via Faculty Grade Entry

22 Final submission of all requirements for SU2025 thesis

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

TBD Intersession Grades Available Online in My Missouri State