

2020 – 2021 Chronological Academic Work Calendar

August 2020

- 4 Citizen Scholars Nominations are Open
- 17 Fall 2020 semester & First Block classes begin
- 26 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

September 2020

- 4 Full Semester & First Block Classes – Last day to submit an Instructor drop
- 4 Priority Deadline for faculty-directed Study Away proposal submissions for March, May, June, July and August 2021 programs
- 7 Labor Day Holiday (no classes/offices closed)
- 10 Study Away Fair
- 14 Census #1 for Official Enrollment Reporting
- 15 Final deadline for faculty-directed Study Away proposal submission for May – August 2021 programs
- 15 Curriculum Innovation Awards Call for Proposals
- 23 Last day to Drop, or Declare Pass/Not-Pass or Audit for First Block
- 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 2020

- 1 Tenure & Promotion – Department Heads submit T & P dossiers (with external reviews included) to Departmental T & P committee
- 1 Fall deadline for Proposal submission for Faculty Research Grants
- 1 Nominations due for Distinguished Thesis Award
- 6 First Block Classes End
- 8-9 Fall Holiday (No Classes/Offices Open)

- 12 Second Block classes begin
- 14 Faculty - Mid-Semester Grades Must be submitted via Faculty Grade Entry by 2:00pm
- 19 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. 19-21, 2020)
- 21 Deadline for College's to nominate students to present at the University-wide 3MT competition
- 22 Deadline for Student Nominees to submit their two slides to Graduate College for the 3MT competition
- 23 Staff Excellence in Community Service Awards nominations due
- 23 Census #2 for Official Enrollment Reporting
- 30 Deadline for submitting application to Graduate College for Summer Faculty Fellowship
- 30 Second Block Classes – Last day to submit an Instructor Drop
- 31 Deadline to have name listed in the fall 2020 Commencement program
- 31 Deadline for submission for 2021-2022 Curriculum Innovation Awards to the Faculty Center for Teaching & Learning

November 2020

- 1 Deadline to submit BearPAF's for new appointments for GA/TA/RA's for Spring 2021 (never served in this capacity before)
- 1 Deadline for nominations for Distinguished Teaching Assistant Award and MAG Nominee
- 2 Deadline for Sabbatical leave for 2020-2021 to Dean's office
- 4 Open Scheduling – Priority begins for Summer and Fall 2020 classes
- 6 Last day to Drop, or Declare Pass/Not Pass or Audit for Full Semester
- 6 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. 9-11, 2020)
- 9 Tenure & Promotion – Department Heads submit all dossiers to Deans

- 10 FCTL Teaching Excellence Award Nominations open
- 13 3 Minute Thesis Competition
- 15 Deadline for Financial Need-based Scholarship for Graduate Students for Spring 2021
- 17 Last day to Drop, or Declare Pass/Not Pass or Audit for Second Block
- 21 Thesis Deadline: Last day to submit approved FA2020 thesis to the Graduate College (through the Blackboard site)
- 24 Thursday Evening classes meet/Tuesday Evening classes Do Not meet
- 25 Thanksgiving Holiday begins (No classes/Offices Closed)
- 30 Faculty – Final Grading opens via Faculty Grade Entry-Grades due by 2 p.m. on Dec. 14

December 2020

- 4 Study Day (No classes/Offices open)
- 4 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. 7-9, 2020)
- 5 Final Exam Period begins
- 11 Fall Commencement
- 11 Tenure & Promotion – Deans send Tenure and/or Promotion Organizational Binders to the Office of the Provost with recommendations.
- 14 Faculty – Final Grades Must be Submitted via Faculty Grade Entry by 2:00pm
- 16 Dean's Review Academic Status – Due by 12:00pm
- 21 University Closed for Holiday Break

January 2021

- 4 Winter Intersession Classes begin
- 4 Tenure & Promotion – Office of the Provost begins reviewing portfolios for Tenure and/or Promotion review
- 11 Spring 2021 Full Semester & First Block classes begin
- 13 Open Scheduling – Standard for begins for Summer and Fall 2020 classes
- 15 Summer 2020 Graduate TA forms sent to Deans & Department Heads

- 15 Final submission of all requirements for FA 2020 thesis
- 18 Martin Luther King Jr. Holiday (no classes/offices closed)
- 19 Faculty – Intersession Grades must be submitted via Faculty Grade Entry by 2:00pm
- 21 Staff & Faculty Board of Governors Excellence in Public Affairs Awards call for nominations
- 29 Full Semester & First Block Classes – Last Day to Submit an Instructor Drop
- 31 Deadline for Summer Graduate Assistant Fund with Office of Research Administration
- 31 Deadline for FCTL Teaching Award nominations

February 2021

- 1 Spring deadline for Faculty Research Grants
- 3 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*
- 3 Faculty Excellence in Community Service Awards call for nominations
- 4 2022-23 Public Affairs Fellow call for nominations
- 8 Census #1 for Official Enrollment Reporting
- 12 Deadline for Deans to notify Sabbatical applicants of final decisions
- 15 Presidents’ Day Holiday (no classes/offices closed)
- 16 Showcase on Teaching and Learning Proposals – call for proposals open
- 17 Monday Evening classes meet/Wednesday evening classes do not meet
- 19 Deadline to submit Summer 2020 Graduate TA request forms to the Graduate College
- 20 Spring Thesis/Non-Thesis Funding application deadline for Graduate Student Funding
- 26 Deadline to submit Proposals for Short-Term Faculty-led Study Away programs for October 2021 – January 2022

March 2021

- 4 First Block Classes End
- 5 Faculty Excellence in Community Service Awards nominations due

- 8 Second Block Classes begin
- 8 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)
- 8 Deadline for Faculty to submit Equity Adjustment Requests to Department Heads
- 11 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)
- 12 2022-23 Public Affairs Fellow nominations due
- 13 Spring Break begins (no classes/offices open)
- 16 Deadline for nominations for Outstanding Graduate Assistant Awards (includes Outstanding Graduate Assistant; Outstanding Teaching Graduate Assistant; and Outstanding Research Graduate Assistant)
- 16 Deadline for nominations for Outstanding Graduate Mentor Awards
- 16 Deadline for nominations for Outstanding Thesis Advisor Awards
- 19 Census #2 for Official Enrollment Reporting
- 26 Deadline for Department Heads to submit Equity Adjustment Requests to Deans with Rationale
- 30 Deadline for submission of abstract to present at the Interdisciplinary Forum
- 31 Deadline to have name listed in the Spring 2020 Commencement program
- 31 Tenure & Promotion – Deans send Personnel Action Forms for Tenure and/or Promotion to Provost's Office.
- 31 Deadline for Faculty proposals for Showcase on Teaching and Learning

April 2021

- 1 Spring Holiday begins (no classes/offices open 4/1, closed 4/2-4)
- 1 Deadline for Summer 2020 session for Financial Need-based Scholarship for Graduate Students
- 2 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).

- 2 Department Heads send annual faculty evaluations to Deans.
- 9 Last day to Drop, or Declare Pass/Not Pass or Audit for Full Semester
- 12 Deans present equity requests to the Provost for funding discussions.
- 23 Last day to Drop, or Declare Pass/Not Pass or Audit for Second Block
- 26 Thesis Deadline: Last day to submit approved SP2021 thesis to the Graduate College (through the Blackboard site)
- 30 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 2021

- 1 Deadline to submit BearPAFs for Reappointments for GA/TA/RA's for Spring 2021 semester
- 1 Deadline to submit BearPAFs for New Appointments for GA/RA/TA's for Summer 2021 (never served in this capacity before)
- 1 Frank Einhellig Interdisciplinary Forum in PSU
- 3 Faculty – Final Grading opens
- 7 Study Day (no classes/offices open)
- 8 Final Exams begin
- 14 Spring Commencement
- 17 Faculty – Final grades must be submitted via faculty grade entry by 2:00pm
- 17 Summer Intersession begins
- 19 Dean's Review Academic Status – due by 12:00pm
- 31 Memorial Day (no classes/offices closed)

June 2021

- 1 Deadline for Fall 2020 semester Financial Need-based Scholarship for Graduate Students
- 4 Intersession Classes end
- 7 Summer 2020 sessions 1, 2 & 3 begin
- 10 Open Scheduling – Priority begins for Spring 2022 classes
- 15 Faculty – Intersession Grades must be submitted via Faculty grade entry by 2:00pm

17 Census #1 for Official Enrollment reporting

July 2021

5 Independence Day observed (no classes/offices closed)

15 Deadline to submit BearPAFs for New Appointments for GA/RA/TA's for Fall 2020 (not served in this capacity before)

19 Thesis Deadline: Last day to submit approved SU2021 thesis to the Graduate College (through the Blackboard site)

29 Final Exam Period for Sessions 1 & 4

August 2021

20 Final submission of all requirements for SU2021 thesis