

Academic Calendar 2023-2024

SEPTEMBER	
This Month	Department Heads should notify all tenure-track faculty that student ratings are needed for reappointment
	<input type="checkbox"/> P/T Candidates being preparing materials for Promotion/Tenure Review
4	<input type="checkbox"/> Labor Day Student/University holiday
5	University Leadership Retreat (First Tuesday), 1-4:30 pm, Alumni Ctr.; Reception follows 4-6 pm, Union Station JP's
7	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
	Arts & Sciences Faculty Meeting, 3:30 p.m., location: King Hall 004
8	State of the University Address, 3- 4:30 pm, Union Forum Hall
11	<input checked="" type="checkbox"/> Last Day for 100% Refund for classes
12	Arts & Sciences Faculty Training 1-5 pm, Foundation
18	Deadline (FIRM): Coffman Chair for Distinguished Teaching Scholars Nomination Portfolio due in the Deans' Office
	Deadline (FIRM): Honorary Degree Nominations due in the Dean's Office
	Deadline (FIRM): University Distinguished Professor Award packet due in the Dean's Office to get Dean's letter of support added to packet
21	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
22	Arts & Sciences Celebration Event, 6:30-8:30 pm, K-State Foundation
28	Arts & Sciences Faculty Meeting, 3:30 p.m., location: King Hall 004

OCTOBER	
3	First Tuesday Roundtable 8-9:30 am, Alumni Center
5	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
6	Deadline (FIRM): Faculty/students/staff/administrators submit the Commerce Bank Presidential Faculty/Staff Award for Distinguished Services to Historically Under-Represented Students at KSU directly to Diversity/Multicultural Student Affairs: k-state.edu/diversity/about/commercebank.html
12	Arts & Sciences Faculty Meeting, 3:30 p.m., location TBD
15	Deadline: Spring Textbooks Adoption
16	Deadline (FIRM): for various awards
	<ul style="list-style-type: none"> • Presidential Award for Outstanding Department Head • Presidential Faculty Award for Excellence in Undergraduate Teaching • Presidential Graduate Teaching Assistant Award for Excellence in Undergraduate Teaching

OCTOBER <i>continued</i>	
19	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
	All-College Staff Meeting 3:30-5 pm, TBD
23	✓ Spring 2024 Early Enrollment begins
	P/T Deadline (FIRM): Department Heads forward promotion and tenure recommendations to the Dean and candidates. The dean will forward these to the P/T Committee
27	Deadline (FIRM): Department Heads submit to the Dean's Office 2024-2025 reappointment recommendations for faculty in their second academic year
	Deadline (FIRM): Distinguished Young Alumni Award Nomination -form available at Alumni's website
	✓ Last Day to Withdraw from a course with a 'W'

NOVEMBER	
1	Deadline (FIRM): Sabbatical Leave formal request due at Dean's Office
	Deadline (FIRM) to submit to dean's office nominations for college awards: <ul style="list-style-type: none"> • Stamey Award for Undergraduate Teaching and Advising • Gaches Teaching Award • Maggio Staff Award
2	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
7	First Tuesday Roundtable 8-9:30 am, Alumni Center
9	Arts & Sciences Faculty Meeting, 3:30 p.m., location TBD
11	Veteran's Day / Classes in session
16	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
19-26	✓ Students' Thanksgiving Holiday Break
23-24	⊗ Thanksgiving Holiday. University Closed

DECEMBER	
1	P/T College Promotion/Tenure Committee reports findings to the dean
4	P/T Post Tenure Review: Faculty identified for review submit documentation to Department Heads
5	First Tuesday Roundtable 8-9:30 am, Alumni Center
7	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
	Arts & Sciences Faculty Meeting, 3:30-5 p.m., location TBD
8	P/T Dean notifies the candidate and department head/chair of the College and the Dean's recommendations. Candidates may withdraw within seven calendar days
8-9	Commencements
11-15	✓ Final Examinations

DECEMBER <i>continued</i>	
15	<p>P/T Dean submits to Deans Council promotion / tenure materials and recommendations of those candidates who have not withdrawn</p> <p>Deans' Office notifies second-year faculty of non-reappointment for 2024-2025 academic year</p>
19	✓ Deadline 5 p.m. to submit Fall 2023 Term Final Grade (4 pm if grading in CANVAS)
21	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
22	Deadline for staff (except USS) to submit to supervisors documentation of activities and accomplishments for the 2023 evaluation period
25-29	⊗ Winter Break / Reduced University Activity / University Closed
26	✓ January Intercession begins

JANUARY	
1	⊗ Holiday / University Closed
This Month	Dept. Heads/Chair begin completing staff evaluations and share evaluations with personnel (with the goal of completion by January 15 th).
4	Arts & Sciences Department Heads' Meeting, 8:30-10:00 a.m., Union 206
8	<p>Deadline (FIRM):</p> <ul style="list-style-type: none"> • Emeriti Requests for faculty are due to the dean's office • Professorial Performance Awards documentation due in Dean's Office • Department Heads self-assessments due at Dean's Office
15	⊗ Martin Luther King Day / University Observed Holiday / Campus Closed
16	✓ First Day of Spring 2024 Classes
18	Arts & Sciences Department Heads' Meeting, 8:30-10:00 a.m., Union 206
31	Deadline for Department Head /Chair to finalize sharing evaluations with personnel

FEBRUARY	
1	Deadline (FIRM): Department Heads submit to the Dean's Office 2024-2025 reappointment recommendations for faculty in their first academic year
	Deadline (FIRM): Big 12 Faculty Fellowship Award (submit directly to Provost Office)
	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
	Arts & Sciences Faculty Meeting, 3:30-5 p.m., location TBD
5	✓ Last Day for 100 Refund (16 wk. classes)
	<p>Deadline (FIRM) for other awards. These are to be submitted directly to the Provost Office:</p> <ul style="list-style-type: none"> • University Distinguished Faculty Award for Mentoring of Undergraduate Students in Research • University Award for Distinguished Undergraduate Student in Research • University Outstanding Department or Unit Award of Enhancing Diversity

FEBRUARY <i>continued</i>	
5	P/T Dean notifies candidates and Dept. Heads of Deans Council recommendations. The council provides a written report to the candidate, department head/chair and dean if findings differ from that of the college. Deans Council sends recommendations to the Provost. Candidates not recommended by the council have fourteen calendar days to appeal to the Provost.
6	First Tuesday Roundtable 8-9:30 am, Alumni Center
15	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
20	✓ Last Day to Drop Classes – NO "W" reflected on transcript
26	P/T The Provost sends promotion and tenure recommendations to the President
28	Unclassified Evaluations: Dept Heads / Chair prepare <i>by no later than February 28</i> , a written evaluation for each faculty and professional staff person, whether full or part-time, regular or term (Univ. Handbook Sec. C46.1). <i>These are due to dean's office March 4st.</i>

MARCH	
1	Deans' Office notifies regular or probationary faculty on their first year of service of non-reappointment for 2024-2025 academic year
4	Dept. Heads /Chair submits to the Dean's Office all faculty and unclassified personnel evaluation materials <i>including Faculty Post-Tenure Tracking Sheets</i>
5	First Tuesday Roundtable 8-9:30 am, Alumni Center
7	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206 Arts & Sciences Faculty Meeting, 3:30-5 p.m., location TBD
10-17	Spring Break, no classes
11	P/T Provost informs candidates of final promotion/tenure decisions (approximate date)
15	Deadline (<i>FIRM</i>) to submit Summer Textbook Adoption to the University Bookstore
20	Deadline (<i>FIRM</i>) Commerce Bank & W.T. Kemper Foundation Distinguished Graduate Faculty Award nominations due in the Deans' Office ✓ Last Day to Drop classes – no "W" grade(s) reflected on the transcript
21	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206

APRIL	
1	✓ Last day to withdraw from a course - W grade reflected on the official transcript Deadline (<i>FIRM</i>): Department Heads submit to the dean's office the 2024-2025 reappointment recommendations for faculty with two years or more of service. <i>This also includes second-year faculty previously notified of reappointment for 2024-2025 on December 15, 2023. Faculty not being reappointed must receive notice one full year in advance of termination or be notified by May 15, 2024.</i>
2	First Tuesday Roundtable 8-9:30 am, Alumni Center
4	Arts & Sciences Department Heads' Meeting, 8:30-10:00 a.m., Union 206 Arts & Sciences Faculty Meeting, 3:30-5 p.m., location TBD

APRIL <i>continued</i>	
8	Deadline(FIRM): Department Heads submit materials for mid-tenure candidates to the Dean
15	Deadline to submit Fall Textbook Adoption to the University Bookstore
	The Provost approves/denies the Professorial Performance Award
18	Arts & Sciences Department Heads' Meeting, 8:30-10:00 a.m., Union 206

MAY	
2	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
	Arts & Sciences Faculty Meeting, 3:30-5 p.m., location TBD
6-10	✓ Final examinations
7	First Tuesday Roundtable 8-9:30 am, Alumni Center
10	✓ Last day of the Spring 2024 semester
	Graduate Commencement
11	Undergraduate Commencement
12	P/T Deans' Office notifies mid-tenure candidates of the outcome
13	✓ Summer 2024 Intersession begins (May 13-31)
14	✓ Spring 2024 Grades Due by 5 pm (4 pm if grading in CANVAS)
16	Arts & Sciences Department Heads' meeting, 8:30-10:00 a.m., Union 206
17	Regular or Probationary Faculty/Staff on 9-month appointments who completed two or more years of service and will not be reappointed must be given one-year notice of non-reappointment for the 2025-2026 academic year.
	Regular or Probationary Faculty/Staff on 12-month appointments who completed two or more years of service may be given one-year notice of non-reappointment at any time, so long as it is a one-year (12-month) notice. <i>This also includes second-year faculty previously notified of 2024-2025 reappointment from December. Faculty not being reappointed must receive a notice one full year in advance of termination or be notified by May 15, 2024.</i>
20	✓ Summer 2024 classes begin
27	⊗ Memorial Day Holiday / Campus Closed
31	✓ Last Day of May Intersession