**The following list of departmental activities is intended to provide broad guidance on when various activities occur. This list is not a substitute for the exact deadlines, which are normally communicated by the offices with responsibility for the activity. CBA dates are highlighted in red.**

|  **Month** | **Date Range** | **Activity** |
| --- | --- | --- |
| Based on individual hire dates | STAFF EVALUATION - Staff evaluations (e.g., departmental secretaries) are due annually based on individual hire dates. |
| JULY |
|  | beginning | BUDGET - 80% base budget allocations are posted to departmental fund centers beginning 6011. (Fund centers beginning 6012 are supported by one-time funding and carry-forwards are normally posted in September.) |
| 4 | Holiday-No Classes and University Offices are Closed |
| 7 | 9-Week Summer 1 Session & 5-Week Summer 2 Session ends after last class. The last day to change a Pass/Fail course to a regular grade is the last day the class meets. |
| 7 | RECRUITMENT- Summer Orientation for College of Education & Human Services |
| 10 | Summer 3 classes begin |
| 11 | Summer 3 - Last day to drop/add a course. Last day to register for a course on a Pass/Fail or audit basis. |
| 11 | RECRUITMENT - Summer Orientation for College of Science & Technology |
| 12 | Summer 3 – W grade period begins. |
| 13 | RECRUITMENT - Summer Orientation for College of Arts, Humanities, & Social Sciences |
| Mid-July | TPTF FORMS DUE TO PROVOST’S OFFICE – This is the target date by when all fall appointment materials for new and returning temporary faculty should be submitted to the Provost’s Office by the dean. **Check with dean for earlier college due dates.** |
| Mid-July | FACULTY AWA and non-college faculty workload assignments for the upcoming academic year are due to the Provost’s Office. **Check with dean for earlier college due dates.** |
| Mid-July | PROMOTION AND TENURE – Faculty who have been promoted, tenured and granted sabbaticals for the upcoming year are announced by the Provost’s Office. “Promotions shall be made by the President effective as of the beginning of the next academic semester and announced to the FACULTY not later than **July 15th**” (Article 16.B.11) |
| 17 | RECRUITMENT - Summer Orientation for College of Education & Human Services |
| 19 | RECRUITMENT - Summer Orientation for Lombardo College of Business & Exploratory College |
| AUGUST |
|  | Early | COT UPDATE due to Provost’s Office. **Check with dean for earlier college dates.** |
| 11 | Summer 3 session ends after last class. The last day to change a Pass/Fail course to a regular grade is the last day the class meets.  |
| Mid-August (14-16) | NEW FACULTY ORIENTATION – Voluntary orientation event for new tenure-track and full-time temporary faculty members. **Contact is Dr. James Delle.** |
| AUGUST (continued) |
|  | Mid-August | TPTF CONTRACTS will be processed and sent through DocuSign for fall temporary faculty appointments. For questions about contract status, **contact the Dean’s Office.** |
| 18 |  RECRUITING - Summer Orientation (Part II) – includes a department meeting, a University College presentation, an Academic Convocation, and student dinner with faculty members. |
| Between Mid-August and Start of Semester | FOR ANY TPTFs who have not returned signed contracts, the Provost’s Office notifies the dean, who will work with department chairs to make contact with the temporary faculty to request the signed contract. New temporary faculty who have not gone to HR to provide I9 documentation and proof that they have initiated their background clearances are not permitted to be in the classroom until they have done so. |
| 2 to 3 days beforeFall Semester begins | FOR ANY TPTFs who have not returned signed contracts and/or have not received provisional hire status from HR, the Provost’s Office notifies the dean and department chair. The department should notify the dean’s office of what alternate arrangements were made to have another faculty member meet the class. |
| 21 | FALL SEMESTER BEGINS |
| 28 | * Last day for students to drop or add a course online (by 11:59pm)
* Last day for students to submit a request to take a course on a pass/fail or audit basis (requests must be in the
* Registrar’s office by 4:30PM)
 |
| 29 | STUDENT EVALUATION - Faculty members that are teaching fall mini-mester courses should let Donna in the Office of the Provost know if they wish to opt-in to student evaluations. The evaluation period is from 9/8-9/22. |
| 29 | Fall Semester – W grade period begins |
| SEPTEMBER |
|  | Second Friday ofFall Semester:1 | WINTER SESSION - Deadline for Winter courses (submit “Intent to Offer” forms to College Dean; second Friday date is when form must be received by College of Graduate and Professional Studies) |
| REPORTING NON-ATTENDING STUDENTS – Faculty should report students who meet criteria for non-attendance during the first two weeks of class through Starfish. The reporting due date is Saturday, 9/9. |
| [SABBATICAL](https://www.millersville.edu/provost/files/part2-application-sabbatical-23.docx) LEAVE - Sabbatical leave application-Part II is due to the Provost. Letter of Intent is due to the President. |
| 4 | Holiday-No Classes and University Offices are Closed |
| 8-22 | STUDENT EVALUATION WEEKS for faculty teaching “mini-mester” courses. |
| Mid-September | STUDENT GRANTS - [Noonan Grant](https://www.millersville.edu/spra/student-resources/internal-grant-guidelines/noonan-guidelines.php) applications due for fall activities by first Friday in October; various [Student Research Grant](https://www.millersville.edu/spra/student-resources/student-research-grants.php) applications begin to be due.  |
| SEPTEMBER (continued) |
|  | Mid-September | * FACULTY EVALUATION - Chairs to convene Departmental Evaluation Committees (DEC).
* Identify faculty to be evaluated by reviewing the Reappointment Memo posted on the Provost’s webpage listing evaluations due for:
	+ non-tenured faculty (full-time tenure track 2nd-4th year; regular part-time(RPTs); temporary part-time (TPTF)),
	+ first year faculty members (verbal/written),
	+ those faculty members eligible to apply for tenure (5th year), and
	+ the appropriate [Post-Tenure and Interim Review](https://www.millersville.edu/provost/post-tenure-review.php) list for all full-time and RPT faculty.
* Determine due date for faculty member submission of documents in Interfolio and communicate it to them (**CBA due date for DEC report is 11/1; Chair report due 11/8**).
* Determine due date for classroom observations. Faculty member is to include the observation in their document submission. (**CBA due date for DEC report is 11/1; Chair report due 11/8**)
* Determine due date for the DEC report to ensure all signatures are obtained (**CBA due date is 11/1& Department Chair report is due 11/8**)
* Faculty applicants for promotion should inform their chairs by this meeting.
* Communicate the deadline of October 27th to faculty members as the deadline for them to notify their department secretary/dean’s administrative assistant if they want to opt-in for fall student evaluations. This is a strict deadline due to coordination with Starfish administrator, Registrar’s office, and IT.
 |
| Mid-September | COURSE SCHEDULES – Summer course offerings due to Dean’s Office. |
| 18 | Winter web schedule & other registration information available online. |
| 23 | RECRUITMENT-University Open House |
| **25** | FACULTY EVALUATION (for spring tenure-track 1st year hires) - Departmental committee evaluations due to chairs for 1st year probationary faculty appointed in spring. S**ee Reappointment Memo posted on Provost’s webpage.** |
| 25 | Student’s-[Graduation Application](https://max.millersville.edu/ssomanager/c/SSB?pkg=https://millersville.edu/rogradapp) Deadline for Bachelor’s Degree Candidates for Fall 2023 and Winter 2024. |
| 25 | Student’s-Deadline to submit an [Academic Program Change Request.](https://max.millersville.edu/ssomanager/c/SSB?pkg=https://millersville.edu/roacademicprogramrequest)  |
| 27 | Registration for Winter Session 2024 begins at noon. |
| 29 | Spring 2024 web schedule & other registration information available online. |
| OCTOBER |
|  | 1 | [FACULTY GRANTS](http://www.millersville.edu/facgrant/) - Grant applications due electronically to the email address using [a Kuali form](https://millersville.kualibuild.com/app/builder/app/632e0a98968e6ec1384f6046/run). |
| **1** | [TENURE](https://www.millersville.edu/provost/information-for-faculty.php) (spring hires)- Departmental tenure [committee](https://www.millersville.edu/provost/files/tenure-dept-committee1.docx) and [chair](https://www.millersville.edu/provost/files/tenure-dept-chair1.docx) tenure recommendations due for 5th year faculty appointed in spring. **See Reappointment Memo posted on Provost’s webpage.** |
| OCTOBER (continued) |
|  | **2** | FACULTY EVALUATION (for spring tenure-track 1st year hires) - Chair evaluations due for 1st year probationary faculty appointed in spring. **See Reappointment Memo posted on Provost’s webpage.** |
| First Week | STUDENT HONORS - Notify Registrar’s Office about senior departmental honors for inclusion in the Commencement program. |
| 7-10 | FALL BREAK begins Friday 10/6 after last class through 7am on Wednesday 10/11. |
| 9 | TAP numbers available to academic advisors for spring 2024 registration. |
| 13-14 | Homecoming |
| 21 | RECRUITMENT-University Open House |
| 27 | STUDENT EVALUATION – Deadline for faculty members to notify their department secretary/dean’s administrative assistant if they want to opt-in for fall student evaluations. This is a strict deadline due to coordination with Starfish administrator, Registrar’s office, and IT. |
| 27 | * Deadline for making up a Summer & Spring 2023 incomplete grade for an undergraduate course.
* Last day to withdraw from a course and receive a W grade ([withdrawal form](https://max.millersville.edu/ssomanager/c/SSB?pkg=https://millersville.edu/coursewithdrawrequest) must be submitted online by 4:30 pm)
 |
| 27 | REPORTING NON-ATTENDING STUDENTS – For non-attendance identified after the last week of the semester, faculty must report estimated date of last attendance by the 60% point of the semester (10/27). |
| Late October | WINTER FACULTY LOAD - Winter AWA assignments due to Provost’s Office. **Check with dean for earlier college dates.** |
| Late October | COT UPDATE due to Provost’s Office. **Check with dean for earlier college dates.** |
| End of October | TEXTBOOK ADOPTIONS - Spring textbook adoptions due to Student Services, Inc. Federal law (the Higher Education Modernization Act) requires textbook information to be posted. **See announcement for details.** |
| NOVEMBER |
|  | **1** | FACULTY EVALUATION - Departmental committee evaluations due for: * 2nd – 4th year probationary faculty appointed in fall and spring (per current CBA, no 5th year evaluation required);
* 2nd – 4th year RPTs; and
* all TPTF fall-only appointments.
 |
| [PROMOTION](https://www.millersville.edu/provost/information-for-faculty.php) - Faculty applicants’ due date to submit promotion application packets. |
| 2-10  | [REGISTRATION](https://www.millersville.edu/registrar/registration-made-easy.php) - Spring undergraduate registration (degree audit access may be limited during this time). |
| 11 | RECRUITMENT-University Open House |
| NOVEMBER (continued) |
|  | **8** | FACULTY EVALUATION - Chair evaluations due for:* 2nd – 4th year probationary faculty appointed in fall and spring (per current CBA, no 5th year evaluation required);
* 2nd – 4th year RPTs; and
* all TPTF fall-only appointments.
 |
| By Second Week of November  | [SABBATICAL](https://www.millersville.edu/provost/files/sabbatical-leave-checklist-231.docx) LEAVES - Faculty applicants receive notification of sabbatical leave awards. |
| 15 – 29 | STUDENT EVALUATION WEEKS – for 15-week-long fall semester classes. |
| 15 | OUTCOMES ASSESSMENT - Results of Outcomes Assessment for prior year and plans for current year are due. |
| **15** | FACULTY EVALUATION (for fall tenure-track 1st year hires) – Chairperson notifies 1st-year probationary faculty whether they will seek a formal written evaluation or a formative verbal evaluation. (Both the probationary faculty and the department chair need to fill out the applicable forms.) **See Reappointment Memo posted on Provost’s webpage.** |
| Mid to Late November | TEMPORARY FACULTY - If there are retrenched faculty in the state system, job postings for spring Temporary Faculty positions of 6 or more workload hours must be submitted to HR. Check with dean regarding specific dates. |
| 22-26 | THANKSGIVING RECESS begins Tuesday 11/21 after last class through 7am on Monday 11/27. |
| 27 | Summer class schedules are available to view on the web. |
| DECEMBER |
|  | Throughout | TPTF CONTRACTS will be processed and sent through DocuSIgn for spring temporary faculty appointments. For questions about contract status, contact the Dean’s Office. |
| Approx. 1 | COURSE SCHEDULES – Fall course offerings due to Dean’s Office. |
| 1 | OUTCOMES ASSESSMENT - Planning & Assessment runs assessment reports to share with the deans. |
| 4 | Last Day to change a pass/fail grade to a regular grade. |
| 5-9 | FINAL EXAMS/EVALUATION PERIOD – Special class schedule. Classes will meet during this period for regular instruction or for examinations. |
| 9 | Commencement 2PM Pucillo Gymnasium |
| 11 | WINTER SESSION CLASSES BEGIN |
| 13 | Deadline midnight to submit final grades for fall 2023. |
| 15 | Fall 2023 grades are available to students via MAX after 4:30PM |
| Mid-December | TPTF FORMS DUE TO PROVOST’S OFFICE – This is the target date by when all fall appointment materials for new and returning temporary faculty faculty should be submitted to the Provost’s Office by the dean. **Check with dean for earlier college dates.** |
| 18-21 | STUDENT EVALUATIONS – Fall 2023 reports are emailed to faculty w/quantity & quality results. Chairs and Deans are emailed quantity results. |
| JANUARY |
|  | **2** | [TENURE](https://www.millersville.edu/provost/information-for-faculty.php) (for fall hires) - 5th year probationary faculty appointed in fall must submit tenure request and application. This should include the fall student evaluations. **See Reappointment Memo posted on Provost’s webpage.** |
| Between 1st week of January and Start of Semester | FOR ANY TPTFs who have not returned signed contracts, the Provost’s Office notifies the dean, who will work with department chairs to make contact with the temporary faculty to request the signed contract. New temporary faculty who have not gone to HR to provide I9 documentation and proof that they have initiated their background clearances are not permitted to be in the classroom until they have done so. |
| 2 to 3 days beforeSpring Semester begins | FOR ANY TPTFs who have not returned signed contracts and/or have not received provisional hire status from HR, the Provost’s Office notifies the dean and department chair. The department should notify the dean’s office of what alternate arrangements were made to have another faculty member meet the class. |
| 8-12 | RECRUITMENT – Winter 2024 Orientation. Much of the content will most likely be provided in an online format the week prior to the start of classes (January 8-12, 2024) and then a limited in-person program on the day of residential move-in (Sunday, January 14, 2024) will be offered. |
| 14 | Winter term ends after last final examination. |
| 15 | Holiday-No Classes and University Offices are Closed |
| 16 | SPRING SEMESTER CLASSES BEGIN |
| 17 | Final grades for Winter term courses are due from faculty by 11:59PM |
| 19 | Final grades for Winter term available to students via MAX after 12:00PM/noon. |
| 23 | * Last day for students to drop or add a course online (by 11:59pm)
* Last day for students to submit a request to take a course on a pass/fail or audit basis (requests must be in the Registrar’s office by 4:30PM)
 |
| 26 | REPORTING NON-ATTENDING STUDENTS – Faculty should report students who meet criteria for non-attendance during the first two weeks of class through Starfish. |
| **30**  | FACULTY EVALUATION (for fall tenure-track 1st year hires) - Departmental committee evaluations due to chairs for 1st year probationary faculty appointed in fall. S**ee Reappointment Memo posted on Provost’s webpage.** |
| FEBRUARY |
|  | 1 | OUTCOMES ASSESSMENT - Receive feedback from deans on assessment reports. |
|  | **1** | [PROMOTION](https://www.millersville.edu/provost/information-for-faculty.php) – * Departmental evaluation committee and chair promotion recommendations due.
* Promotion candidate must submit student evaluations from the fall semester.
 |
| FEBRUARY (continued) |
|  | 5 | Summer undergraduate registration begins (9AM) |
|  | **7** | FACULTY EVALUATION (for fall tenure-track 1st year hires) - Chair evaluations due for 1st year probationary faculty appointed in fall. **See Reappointment Memo posted on Provost’s webpage.** |
|  | Early | COT UPDATE due to Provost’s Office. **Check with dean for earlier college dates.** |
|  | Second Week of February | STUDENT HONORS - Notify Registrar’s Office about senior departmental honors for inclusion in the Commencement program.   |
|  | Mid-February | STUDENT GRANTS - [Noonan Grant](https://www.millersville.edu/spra/student-resources/internal-grant-guidelines/noonan-guidelines.php) application deadline for spring activities; [Student Research](https://www.millersville.edu/spra/student-resources/student-research-grants.php) grant application deadline. **Check announcement for specific dates.** |
|  | 15 | Student’s-[Graduation Application](https://max.millersville.edu/ssomanager/c/SSB?pkg=https://millersville.edu/rogradapp) Deadline for Bachelor’s Degree Candidates for Spring and Summer 2024. |
|  | **15** | [TENURE](https://www.millersville.edu/provost/information-for-faculty.php) - Departmental tenure [committee](https://www.millersville.edu/provost/files/tenure-dept-committee1.docx) and [chair](https://www.millersville.edu/provost/files/tenure-dept-chair1.docx) tenure recommendations due for 5th year faculty appointed in fall. |
|  | End of February | STUDENT EVALUATION WEEK for faculty teaching “mini-mester” courses. Per agreement between APSCUF and Administration at M&D, student evaluations for 7-week courses are held in the 6th week. |
|  | 26 | Student’s-Deadline to submit an [Academic Program Change Request.](https://max.millersville.edu/ssomanager/c/SSB?pkg=https://millersville.edu/roacademicprogramrequest)  |
|  | 27 | Fall 2024 web schedule & other registration information available online. |
| MARCH |
|  | 1 | [FACULTY GRANTS](http://www.millersville.edu/facgrant/) - Grant applications due electronically to the email address using [a Kuali form](https://millersville.kualibuild.com/app/builder/app/632e0a98968e6ec1384f6046/run). |
| 4 - 10 | SPRING BREAK – begins Monday, March 4, 7 a.m. and ends Monday, March 11, 7 a.m. |
| 4 | TAP numbers are available to academic advisors. |
| Mid-March | SUMMER SESSION - Summer AWA assignments due to Provost’s Office. **Check with dean for earlier college dates.** |
| 16 | RECRUITMENT - University Admitted Student Day |
| End of March | STUDENT HONORS - Submit departmental scholarship and award winners for Honors and Awards Convocation. **Check announcement for specific dates.** |
| 29 | * Deadline for making up a Fall 2023 & Winter 2024 incomplete grade for an undergraduate course.
* Last day to withdraw from a course and receive a W grade ([withdrawal form](https://max.millersville.edu/ssomanager/c/SSB?pkg=https://millersville.edu/coursewithdrawrequest) must be submitted online by 4:30 pm)
 |
| APRIL |
|  | **1** | FACULTY RETIREMENT - CBA deadline for faculty considering retirement to submit their letters to the President. |
| 1 | REPORTING NON-ATTENDING STUDENTS – For non-attendance identified after the last week of the semester, faculty must report estimated date of last attendance by the 60% point of the semester (4/1). |
| APRIL (continued) |
|  | 1 | Summer and fall textbook adoptions due to Student Services, Inc. Federal law (the Higher Education Modernization Act) requires textbook information to be posted. **See announcement for details.** |
| **1** | [POST-TENURE REVIEW](https://www.millersville.edu/provost/post-tenure-review.php) - Departmental evaluation committees reports due for post-tenure and interim reviews. |
| FACULTY EVALUATION - Departmental committee evaluations due for:* all TPTF spring;
* all TPTF academic-year appointments; and
* TFTF appointments.

**See Reappointment Memo on Provost’s webpage.** |
| First Weekof April | [SABBATICAL LEAVES](https://www.millersville.edu/provost/files/sabbatical-leave-checklist-231.docx) - Sabbatical leave faculty notification and application announcement is sent to faculty by Sabbatical Leave Committee through Office of Academic Affairs. |
| 4-12 | Early undergraduate registration for Fall 2024. |
| ~~6~~ | ~~RECRUITMENT - University Preview Day~~ (Per Admission’s Department, this is being done at Made in Millersville) |
| Early to Mid-April | ANNUAL REPORTS - Annual report request distributed to Deans’ Council and Cabinet. Deans will request data from department chairs. |
| **8** | [POST-TENURE REVIEW](https://www.millersville.edu/provost/post-tenure-review.php) – Chair evaluations due for post-tenure and interim reviews. |
| FACULTY EVALUATION - Chair evaluations due for:* all TPTF spring;
* all TPTF academic-year appointments; and
* TFTF appointments.

**See Reappointment Memo on Provost’s webpage.** |
| 9 | Made in Millersville |
| 13 | RECRUITMENT - University Admitted Student Day |
| **15** | FACULTY EVALUATION (for spring tenure-track 1st year hires) – Chairperson notifies 1st-year probationary faculty whether they will seek a formal written evaluation or a formative verbal evaluation. (Both the probationary faculty and the department chair need to fill out the applicable forms.) **See Reappointment Memo posted on Provost’s webpage.** |
| 15-28 | STUDENT EVALUATION WEEK - for 15-week-long spring semester classes. (Student evaluations for accelerated or “mini-mester” classes are held in the 6th week of the 7-week class per agreement at M&D.) |
| Third Week of April | [COMMENCEMENT](http://www.millersville.edu/commencement/) - Advise Special Events Director of intent to participate in May Commencement. |
| 29 | * Last day of regular class meetings for Spring 2024.
* Last Day to change a pass/fail grade to a regular grade.
 |
| APRIL (continued) |
|  | 30-May 3 | FINAL EXAMS/EVALUATION PERIOD – Special class schedule. Classes will meet during this period for regular instruction or for examinations. |
| MAY |
|  | **1** | [TENURE](https://www.millersville.edu/provost/information-for-faculty.php) (for spring hires) - 5th year probationary faculty appointed in spring must submit tenure request and application. This will **not** include the spring student evaluations. **See Reappointment Memo posted on Provost’s webpage.** |
| Early | COT UPDATE due to Provost’s Office. **Check with dean for earlier college dates.** |
| Last Fridayof Spring Sem. (3) | [SABBATICAL](https://www.millersville.edu/provost/files/part1-app-eligible-sabbatical-23-24.docx) LEAVES - Sabbatical Leave Eligibility Verification forms due to Provost’s Office (including written reports on any prior leaves). This is part I of the process. |
| 4 | Commencement |
| 6 | Summer 1 classes begin |
| 7 | * Last day to drop or add a Summer 1 course.
* Last day to register for a course on a Pass/Fail or audit basis.
 |
| 8 | Final grades for spring semester are due by midnight |
| 10 | Final grades for spring semester available to student via MAX after 5PM. |
| 15 | OUTCOMES ASSESSMENT – Input revisions to finalize assessment report in Nuventive |
| 27 | Holiday-No Classes and University Offices are Closed |
| 31 | [TENURE](https://www.millersville.edu/provost/information-for-faculty.php) (for spring hires) - 5th year probationary faculty appointed in spring must submit their spring student evaluations. **See Reappointment Memo posted on Provost’s webpage.** |
| 31 | 4-week Summer 1 session ends after last class. |
| JUNE |
|  | 1 | [FACULTY GRANTS](http://www.millersville.edu/facgrant/) - Grant applications due electronically to the email address using [a Kuali form](https://millersville.kualibuild.com/app/builder/app/632e0a98968e6ec1384f6046/run). |
| 3 | Summer 2 classes begin |
| 4 | * Last day to drop or add a Summer 2 course.
* Last day to register for a course on a Pass/Fail or audit basis.
 |
| No Later Than1st Week of June | [SABBATICAL](https://www.millersville.edu/provost/files/sabbatical-leave-checklist-231.docx) LEAVES - HR will notify faculty applicants of their eligibility for sabbatical leave. |
| 19 | Holiday-No Classes and University Offices are Closed |
| Mid to Late June | ARTICLE 29 POSTINGS - If there are retrenched faculty in the state system, job postings for fall Temporary Faculty positions of 6 workload hours or more should be submitted to HR. **Check with dean for college dates.** |
| Approx. 20 | COURSE SCHEDULES – Spring course offerings due to Dean’s Office. |