

TTU Office of the Provost and Senior Vice President 2023-2024 College of Arts & Sciences Planning Calendar

DUE DATE

FALL 2023

August 23 (Wednesday)	A&S New Faculty Reception 3-5pm Tech Club
August 24 (Thursday)	First Day of Class
August 30 (Wednesday)	A&S Day 10 to 1:30, South Lawn Holden Hall

September 4 (Monday)	Official University Holiday: Labor Day
September 7 (Thursday)	Teaching Academy Induction Ceremony
September 8 (Friday)	John M. Burns Conference
September 11 (Monday)	Chairs Meeting (all chair meetings 1:30 to 3 pm) Chancellor's Council Distinguished Teaching Award nominations due to Dean's Office Chancellor's Council Distinguished Research Award nominations due to Dean's Office
September 12 (Tuesday)	Horn Professor Nominations due to Dean's office
September 22 (Friday)	Faculty Development Leave Applications due to Dean's Office 2020-21 Consulting and Outside Employment forms due to Dean's Office
September 22 (Friday)	Chancellor's Council Distinguished Teaching Award Nominations submitted to InfoReady by college (OP 32.13) Chancellor's Council Distinguished Research Award Nominations submitted to InfoReady by college (OP 32.21)
September 29 (Friday)	Family Weekend event, South Lawn of Holden Hall

- October 2 (Monday) 2022-23 Consulting and Outside Employment forms due to Office of Provost ([OP 32.07](#))
- Piper Professor Nominations due to Office of the Provost
- October 3 (Tuesday) Paul Whitfield Horn Professor Nominations due to the Office of the Provost ([OP 32.09](#))
- October 3 (Tuesday) Faculty Development Leave applications for 2020-21 due to Office of the Provost ([OP 32.29](#))
- Degree Program and non-academic assessment deadline
- October 6 (Friday) President's Faculty Book Award submissions due to Office of the Provost (2022 copyright year) ([OP 32.24](#))
- October 9 (Monday) Chairs Meeting
- October 9 (Friday) Tech Preview Day, United Spirit Arena and various other locations 8am—4pm
- October 13 (Friday) Changes to prefixes, prerequisites, corequisites, course numbers, credit/contact hours, modality, and deletions for Spring and Summer 2023 courses must be at the Academic Council stage of Curriculog
- October 16 (Monday) Promotion and Tenure Dossiers due to Dean's Office
- October 23 (Monday) Faculty Nominations (unlimited) due to Dean's Office:
Spencer A. Wells Faculty Award
Hemphill-Wells New Professor Excellence in Teaching Award
Faculty Distinguished Leadership Award
- College Nominations for the Barnie E. Rushing Jr. Faculty Distinguished Research Awards due to Dean's Office
- Nominations for Arts & Sciences Research and Teaching Awards due to the Dean's Office

November 7 (Tuesday) Faculty nominations (unlimited) due to Office of the Provost:
*Spencer A. Wells Faculty Award
*Hemphill-Wells New Professor Excellence in Teaching Award
*Faculty Distinguished Leadership Award

November 10 (Friday) College nominations for the Barnie E. Rushing, Jr. Faculty Distinguished Research Awards due to OI&R

November 13 (Monday) Chairs Meeting

November 15 (Wednesday) Nominations for Excellence in Engagement and Community Outreach Awards due to Dean's office

November 16 (Thursday) Tenure and Promotion dossiers due to Office of the Provost

November 16 (Thursday) Tenure Academy, hosted by the Teaching, Learning, and Professional Development Center, TBA

TBA Lawrence Schovanec Teaching Development Scholarship Applications due to Teaching Academy

November 16-17 (Thursday-Friday) Board of Regents Meeting

November 22-Nov. 26 (Wed-Sun) Official University Holiday: Thanksgiving

November 27 (Monday) Faculty Emeritus nominations due to Dean's Office

December 1 (Friday) Faculty Emeritus nominations due to Office of the Provost ([OP10.07](#))

December 5 (Tuesday) Last Day of Classes

December 6 (Wednesday) Individual Study Day

December 7-12 Final Examinations (No exams on Sunday)

December 11 (Monday) Chairs Meeting

December 13 (Wednesday) Noon, Grades due for Graduating Seniors

December 15 (Friday) Commencement: Undergraduate 2:00 pm, Graduate 7:30 pm

December 18 (Monday) 5:00 pm, Final Grades Due

DUE DATE

SPRING 2024

January 5 (Friday) Faculty Retirement Notifications due to Office of the Provost

January 8 (Monday) Chairs Meeting

January 8 (Monday) Faculty on Duty Day

January 9 (Tuesday) New Faculty Orientation, hosted by the Teaching, Learning, and Professional Development Center

January 10 (Wednesday) First Day of Class

January 15 (Monday) Martin Luther King Jr. Holiday

January 16 (Tuesday) Nominations for the following teaching and research awards due to Dean's Office:

President's Academic Achievement Award

President's Excellence in Teaching Award

Alumni Association New Faculty Award

President's Excellence in Commercialization Award nominations due to the Dean's Office

January 26 (Friday) Teaching Academy Departmental Excellence in Teaching Award applications due to Teaching Academy

February 2 (Friday) Dean's nominations for the following awards due to Office of the Provost:

*President's Academic Achievement Award

*President's Excellence in Teaching Award

*Alumni Association New Faculty Award

Integrated Scholars Nominations due to Office of the Provost

February 9 (Friday)	President's Excellence in Commercialization Award nominations due to OI&R
February 12 (Monday)	Chairs Meeting
February 12 (Monday)	President's Emerging Engaged Scholarship Award nominations due to the Office of University Outreach and Engagement President's Excellence in Engaged Scholarship Award nominations due to the Office of University Outreach and Engagement
February 15 (Thursday)	Nancy J. Bell Faculty Excellence in Mentoring nominations due to Graduate School
February 16 (Friday)	Provost's Institutional Effectiveness Excellence Award nominations due to Office of the Provost
February TBA	Changes to existing Communication Literacy plans must be launched in Curriculog
February 20 (Tuesday)	Changes to prefixes, prerequisites, corequisites, course numbers, credit/contact hours, modality, and deletions for Fall 2023 courses must be at the Academic Council stage of Curriculog. Advancing Teaching and Learning Conference, hosted by the Teaching, Learning, and Professional Development Center, Virtual Event (TBD)
February 23 (Friday)	Board of Regents Meetings

March 4 (Monday)	Chairs Meeting
March 9-March 17 Sat-Sun	Spring Break
March 21 (Thursday)	Teaching Academy New Member applications due to Teaching Academy

April 1 (Monday)	No classes
April 8 (Monday)	Chairs Meeting
April 8 (Monday)	No classes

April 18 or 23	Faculty Honors Convocation
April 30 (Tuesday)	Last Day of Classes

May 1 (Wednesday)	Individual Study Day
May 2-7	Final Examinations (No exams on Sunday)
May 8 (Wednesday)	Noon, grades due for Graduating Seniors
May 10-11	Spring Commencement: details TBD
May 13 (Monday)	Chairs Meeting
May 13 (Monday)	5:00 pm, Final Grades Due
May 23-24 (Thursday-Friday)	Board of Regents Meetings
May 28 (Tuesday)	Faculty on Duty Summer I Classes Begin Summer I
May 29 (Wednesday)	Faculty Emeritus Nominations due to the Dean's office
May 31 (Friday)	Faculty Emeritus nominations due to the Office of the Provost

June 10 (Monday)	Chairs Meeting
June 19 (Wednesday)	Juneteenth Holiday-No classes
June 27 (Thursday)	Last day of classes—Summer I
June 28-29	Final examinations

July 1 (Monday)	5:00 pm, Final Grades Due for Summer I
	Faculty on Duty Summer II
July 1 (Monday)	Classes Begin Summer II

July 4 (Thursday) Independence Day

July 8 (Monday) Chairs Meeting

July 31 (Wednesday) Last Day of Classes

August 1-2 (Thurs-Fri) Final Examinations for Summer II

August 3 (Saturday) Commencement

August 5 (Monday) 5:00 pm, Final Grades due Summer II

August 12 (Monday) Chairs Meeting