WINTHROP UNIVERSITY | *College of Visual & Performing Arts*

FALL 2023–SPRING, SUMMER 2024   last revision 8.17.23

AUGUST 2023

Friday, August 4	Board of Trustees – Full Board Meeting
Monday, August 7, 10AM-12:30PM	Orientation Session D – 119 Rutledge
Monday, August 14, 10AM	President's Welcome Back Opening Address – McBryde Hall
Monday, August 14, 1-4PM	Gray Associates (New Programs, Chairs/ Deans)- Richardson Ballroom B
Tuesday, August 15, 1-3:30PM	CVPA Faculty Staff Assembly Meeting & Planning Session – Barnes Recital Hall
Wednesday, August 16, 10AM-12PM	CVPA Dean's Council Meeting – 116 McLaurin
Thursday, August 17, 9:30-10:45AM	Orientation Session 4, Chairs or Designee Meet w/Students – 119 Rutledge
Thursday, August 17, 6-7:30PM	New Graduate Students Welcome Reception – Tuttle Dining Rm (Graduate Faculty)
Friday-Sunday, August 18-27	Welcome Week
Friday, August 18, (8:30-coffee) 9AM-12PM	New Faculty Orientation Mentoring Program (NFMP) – Dunlap-Roddey Rm, Johnson Hall
Friday, August 18, 2PM-4PM	Winthrop Faculty Conference – Johnson Hall Theatre
Monday, August 21	Deadline for Department AAs to update FT & PT Faculty, New Student Email List Serves, Website
Monday, August 21, 11-11:30AM	Convocation – West Center Gym Courts
Monday, August 21, 11:30AM-1:30PM	Blue Line to University Picnic – Margaret Nance & Front Lawn (West Center if it rains)
Monday, August 21, 2PM	CVPA New Student Assembly – Johnson Theatre, followed by Breakout Rooms
Monday, August 21, 5PM	Classes begin
Friday, August 25	Last day to ADD or DROP a full Fall semester class
Friday, August 25	Course Syllabi PDFs & Updated Vitas due from Faculty to Chairs, AAs upload to Syllabi Shared Drive – *See CVPA Syllabus Policy* and Winthrop University Syllabus Policy for guidelines. Kindly use the current MASTER*

PDF syllabi files must be named in the following format: Course_Section_Term_Username.pdf   MATH261_001_19F_SmithJ.pdf

Tuesday, August 29, 11-11:45AM	New Faculty Mentoring Program – Whitton Auditorium
Tuesday, August 29, 2-4PM	Academic Leadership Council (Wkly Senior Leadership) Polly Ford Con Rm
Wednesday, August 30, Lauren Taylor Grad in Dean's Council)	Mock Class Info for Fall First Look Friday Due to Whitney Campbell (CVPA 3) (Chairs gives info to
Thursday, August 31, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin [discuss Kinard Award Nominees (Due to Provost Office TBD)]

SEPTEMBER 2023

Friday, September 1	Outside Employment/ Consulting Form Due from Chairs to Dean's Office
https://www.winthrop.edu/uploadedFiles/academics/ConsultingOutsideEmployment.pdf	
September 1, 11:59PM	Tenure/ promotion portfolios due in Interfolio, Chairs Forward to Departmental committees
Friday, September 1	Course Syllabi due from Chairs to Dean's Office –
See CVPA Syllabus Policy* and Winthrop University Syllabus Policy for guidelines.	
Friday, September 1, 5PM	Curriculum action proposals due to Department Committees
Monday, September 4	Labor Day – no classes / offices closed
Tuesday, September 5, 11AM	Arts Education Meeting – Dunlap Roddey Rm
Friday, September 8	Chairs submit spring schedule in Course Dog
Monday, September 11	Updated Vita PDFs due Faculty to Chairs, AAs upload to Syllabi Shared Drive including adjunct
Tuesday, September 12, 11-11:45AM	New Faculty Mentoring Program – Carroll Hall 222
Thursday, September 14, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Thursday, September 14, 11AM-12:15PM	CVPA Tenure and Promotion Workshop w/info Sessions – 119 Rutledge
Friday, September 15, 2PM	Committee on University Curriculum (CUC) Meeting/ Vote – TBD
Tuesday, September 19	Curriculum action proposals due to CVPA Committee, 5PM
Tuesday, September 26, 11AM	CVPA Curriculum Committee Meeting – Discussion and Vote – 116 McLaurin
Thursday, September 28, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
(by) Friday, September 29	Department AAs Disseminate Course Evaluations for Semester
Friday, September 29, 8:30AM	Interim Grade Reporting Open
Friday, September 29, 2PM	Winthrop Faculty Conference & Graduate Faculty Assembly – TBD
Friday, September 29	Dean's Office Confirms Rep Names to Whitney Campbell for Oct 21 Open House

Friday, September 29	CVPA Attends SC Recruitment Day (Fine Arts Center), Greenville, SC
Saturday, September 30	CVPA Attends SC Recruitment Day (SC Governor's School), Greenville, SC

OCTOBER 2023

by Sunday, October 1	Dept tenure/promotion committees upload letters; Candidate optional response due 10/6
by Sunday, October 1	Sabbatical Applications due from Faculty to Chairs (letter of intent to apply via email)
www.winthrop.edu/cvpa/default.aspx?id=25379 Also see: _Winthrop Sabbatical Leave Policy_	
Thursday, October 5, 5PM	Interim Grades Due – all classes
Friday, October 6, 2PM	CVPA Faculty Assembly/ Vote on Curriculum – Rutledge 119
Saturday, October 7	Winthrop Family Day – Details TBD
Tuesday, October 10, 11AM	Arts Education Meeting – TBD
Tuesday, October, 10-11:45AM	New Faculty Mentoring Program – Owens Hall 101
Wednesday, Thursday October 11-12	Board of Trustees – Full Board, Meetings
Thursday, October 12, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Friday, October 13	NASAD Annual Report Due
Monday-Tuesday, October 16-17	Fall Break (no classes / offices open)
October 15	Chairs promotion/ tenure letters due in Interfolip; Candidate optional response due 10/20
by Sunday, October 15	Sabbatical Applications due from Faculty in Interfolio
Saturday, October 21, 9-9:45AM	Fall Open House –Academic Panel (Dean) –Tillman Aud.
Saturday, October 21, 11AM-12:30PM	(Set-up by 10AM) Academic Fair/ Departments' Table Representation – West Center,
12:30PM	Department Specific Events (Fulltime Fac Required)
	CVPA Open House
Tuesday, October 24, 11-11:45AM	New Faculty Mentoring Program – West Center 212
Wednesday, October 25	Last day to withdraw or S/U a full fall semester course
Thursday, October 26, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
by Tuesday, October 31	Sabbatical Letters of Support due from Dean to Provost

NOVEMBER 2023

November	Invitation sent to Faculty to apply for Thompson Scholarship Award. Application: _application_
by Wednesday, November 1	Chairs Submit Sabbatical Support Letters in Interfolio
Wednesday, November 1	Registration for Spring 2024 Begins
Friday, November 3, 2PM	Committee on University Curriculum (CUC) Meeting/ Vote – TBD
Thursday, November 9, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Monday, November 13-27	Department AAs Disseminate Course Evaluations for Semester
Tuesday, November 14, 11-11:45AM	New Faculty Mentoring Program – Withers Hall 117
Tuesday, November 15	CVPA Personnel Advisory Com promotion/ tenure letters due in Interfolio; Candidate response
due 11/18	
by Tuesday, November 15	Provost Council Reviews Sabbatical Applications then makes Recommendations to Provost
Friday, November 17, 9:30AM-1PM	Fall First Look Friday – Welcome – Richardson Ballroom, 10:30AM Mock Classes (CVPA 3)
Friday, November 17, 2PM	Winthrop Faculty Conference & Graduate Faculty Assembly – TBD
Wednesday–Sunday, November 23-27	Thanksgiving Holiday - No Classes (Offices Closed November 22-24 for Fac/Staff)
Thursday, November 23	NO CVPA Dean's Council Meeting – Due to Thanksgiving
Tuesday, November 28	Curriculum action proposals due to Department Committees, 5PM
Thursday, Friday November 30-Dec 1	Board of Trustees – Full Board, Meetings

DECEMBER 2023

Friday, December 1	Provost Notifies Dean of Sabbatical Awards, Dean informs Chairs, Chairs inform Faculty
Monday, December 4	Last day of Fall semester classes/ Student Course Evaluations Close
Tuesday, December 5	Study Day - no required student activities
Tuesday December 5	Chairs solicit faculty interest for summer classes (submission date TBD)
Tuesday, December 5, 11AM	CVPA Curriculum Committee Meeting/ Vote
Wednesday, December 6, 5-7PM	CVPA Holiday Gathering – TBD
Wednesday-Tuesday December 6-12	Final Exams

Thursday, December 7, 1-3PM	CVPA Dean's Council Meeting (last for Fall '23) – 116 McLaurin
Wednesday, December 13	Graduate Degree grades due
Thursday, December 14	Senior Grades due from Faculty
Thursday, December 15	Dean's promotion/ tenure letters due in Interfolio; Candidate response due 12/20
Friday, December 15	All grades due from Faculty
Saturday, December 16, 11AM	Undergraduate & Graduate Commencement – Coliseum
Friday, December 22	Access to all tenure, promotion portfolios in granted to Faculty Committees
December 13-January 8	Winter Break - No Classes (Offices Closed December 23-Jan 1 for Fac/Staff)

JANUARY 2024

Thursday, January 4, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Thursday, January 4	CVPA Dean's Council Meeting – Discuss Distinguished Prof and Outstanding Junior Prof, LaRoche Graduate Fac (due to Provost Office by Feb 15)
Friday, January 5	Outside Employment/ Consulting Form Due from Chairs to Dean's Office
https://www.winthrop.edu/uploadedFiles/academics/ConsultingOutsideEmployment.pdf	
Monday, January 8	Classes Begin
Wednesday, January 10	Post-tenure Portfolio Submission Due 11:59PM
Friday January 12, 2PM	CVPA Faculty Assembly – Johnson Hall Theatre (CVPA Vote on Curriculum Changes)
Friday, January 12	Course Syllabi PDFs due from Faculty to Chairs, AAs upload to Syllabi Shared Drive –
See CVPA Syllabus Policy* and Winthrop University Syllabus Policy for guidelines.	
Friday, January 12	Summer School Proposals Due to Chairs (course & summer session)
Monday, January 15	Martin Luther King, Jr. Holiday – no classes, Offices Closed
Tuesday, January 16, 11:59PM	Pre-tenure Portfolio Submission Due
Thursday, January 18	Thompson Scholar Application Due to Dean's Office for review
Thursday, January 18, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Friday, January 19	Thompson Scholar Application Due to Provost Office
Friday, January 19	Course Syllabi due from Faculty to Chairs
Saturday, January 20, 10-11AM	Spring Saturday Visits – Campus Tour
Friday, January 26, 5PM	Curriculum Changes Due to Department Curriculum Committees
Tuesday, January 30	HEADS Data Report (Music/ Theatre and Dance/ Art & Design)
Tuesday, January 30, 11AM	Arts Education Meeting – TBD
Wednesday, January 31	Dean's Office Confirms Rep Names to Whitney Campbell for March 2 Open House

FEBRUARY 2024

Thursday, February 1, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Thursday February 1	Chair's Budget Due to Dean for AY 25
Thursday, February 1	Course Fee Changes Due
Thursday, February 1	Post-tenure Committee Submits Review, Fac & Chair have access to Committee Review Letter
Thursday, February 1	Faculty Personnel Committee uploads tenure recommendations in Interfolio, shared w/candidates
Friday, February 2, 2PM	Committee on University Curriculum (CUC) Meeting/ Vote – TBD
Thursday, February 8	Letters Distinguished Prof & Outstanding Junior Prof, LaRoche Graduate Fac due to Dean's Office
Tuesday, February 13, 5PM	Curriculum Changes due to the CVPA Curriculum Committee
Thursday, February 15	Distinguished Prof and Outstanding Junior Prof, LaRoche Graduate Fac due to Provost Office
Thursday, February 15	Post-tenure Fac has option to respond to review letter
Thursday, February 15	Provost loads recommendations for tenure to Interfolio, forwards to Pres, shared with candidates
Thursday, February 15, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Wednesday, February 15	Mock Class Info for Fall First Look Friday Due to Whitney Campbell (CVPA 3) (Chairs gives info to Lauren Taylor Grad in Dean's Council)
Friday, February 16	Pre-tenure Deadline for Department Committee Review
Saturday, February 17, 10-11AM	Spring Saturday Visits – Campus Tour
Tuesday, February 20, 11AM	CVPA Curriculum Committee Meeting/ Vote
Friday, February 23, 2PM	Winthrop Faculty Conference & Graduate Faculty Assembly – VIRTUAL
Thursday, February 29, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin

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MARCH 2024

Friday, March 1, 2PM	CVPA Faculty Assembly/ Vote on Curriculum – Barnes Recital Hall
Friday, March 1	Provost sends lists of Fac to stand for tenure in next academic year to Dean
Friday, March 1	Pre-tenure Deadline for Chair to Share Com Review w/candidate
Friday, March 1	Post-tenure Deadline for Chair to Add Written State & Forward to Dean's Office
Saturday, March 2, 9-9:45AM	Spring Open House –Academic Panel (Dean) –Tillman Aud.
Saturday, March 2, 11AM-12:30PM	(Set-up by 10AM) Academic Fair/ Departments' Table Representation – West Center
12:30PM	Department Specific Events (Fulltime Fac Required)
Monday, March 4	NASAD Accreditation Team Arrives (Fine Arts, Design)
Tuesday, March 5	NASAD Accreditation Site Visit (Fine Arts, Design)
Wednesday, March 6	NASAD Accreditation Site Visit (Fine Arts, Design
Tuesday, March 5, 11AM	Arts Education Meeting – TBD
Monday-Friday March 11-15	Spring Break, no classes, (Offices Open for Fac/Staff)
Thursday, March 14, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Friday, March 15	Post-tenure Deadline for Dean to Add Written State & Forward to Provost
Friday, March 15	Dean confirms with Provost names of Fac to stand for tenure in next academic year
Saturday, March 16, 10-11AM	Spring Saturday Visits – Campus Tour
Monday, March 18	NASM Accreditation Team Arrives (Music)
Tuesday, March 19	NASM Accreditation site visit (Music)
Tuesday, March 19, 2-4PM	ALC HOLD/ Dean's Meeting
Wednesday, March 20	NASM Accreditation site visit (Music)
Wednesday, March 20	Faculty Personnel Com uploads recommendations on promo to Interfolio, shared w/candidates
Friday, March 22, 2PM	Committee on University Curriculum (CUC) Meeting/ Vote – TBD
Thursday, March 28, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Friday, March 29	Pre-tenure Deadline for Committee to Share Review w/Dean's Office

APRIL 2024

Monday, April 1	Provost uploads recommendations for promo in Interfolio, forwards to Pres, shared w/candidate
Monday, April 1-15	Department AAs Disseminate Course Evaluations for Semester
Saturday, April 6	Winthrop Day – CVPA Welcome 9AM
Thursday, April 11, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Friday, April 12	Pre-tenure Deadline for Dean & Chair to Discuss Review w/candidate
Friday, April 12	Source Conference Undergraduate Research
Monday, April 15	Dean notifies faculty who are scheduled for tenure for the upcoming academic year
Monday, April 15	Dean provides promotion intention forms to eligible faculty (faculty who intend to apply meet w/ chair to discuss/review candidacy first. If chair agrees the faculty member is ready for promotion, they sign/approve promotion intention form, prior to submitting to Dean's Office May 1)
Friday, April 19, 9:30AM-1PM	Spring First Look Friday – Welcome – Richardson Ballroom, 10:30AM Mock Classes (CVPA 3)
Friday, April 19, 2PM	Winthrop Faculty Conference & Graduate Faculty Assembly – TBD
by Monday, April 22	Provost notifies faculty in writing the awarding of tenure or notification of renewal, copies to Dean, Chair, Promotion letters with the distributed
Monday, April 22	Last Day of Class
Tuesday, April 23	Study Day
Tuesday, April 23	Faculty, Staff, Retirees Awards Ceremony
Wednesday, April 24-Wednesday 30	Final Exams
Thursday, April 25, 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Wednesday, Thursday, April 24-25	Board of Trustees – Full Board, Meetings
April 29	Candidate appeals of tenure decisions due to Committee on Academic Freedom, Tenure, Promo

MAY 2024

Wednesday, May 1	Faculty members return promotion intention forms to Chairs/ Chairs sign and return to Dean
Wednesday, May 1, 3PM	Graduate Grades Due
Thursday, May 2, 9AM	Senior Grades Due

Thursday, May 2, 7PM	Graduate Commencement – Coliseum
Friday, May 3, 5PM	All Grades Due
Friday, May 3, 5:30-7PM	CVPA Graduation Reception, Awards Ceremony (Seniors & Faculty to attend) – <mark>TBD</mark>
Saturday, May 4, 10AM, 3PM	Undergraduate Commencements – Coliseum
Thursday, May 9 , 1-3PM	CVPA Dean's Council Meeting – 116 McLaurin
Thursday May 9	Chairs review summer **A** enrolments (Cancel low enrolment courses, or if running, provide justification and ensure faculty agrees with pay structure if under-enrolled)
Friday, May 10, 5-8PM	CVPA End of Year Gathering – <mark>TBD</mark>
Wednesday, May 15	Chairs submit committees for tenure and/or promotion to Dean/ Associate Dean
Wednesday, May 15	Faculty, Chairs, Directors Annual Reports Due (Interfolio)
Wednesday, May 15	Department Committee Reports Due to Chairs (needed for Dept Reports)
Wednesday, May 15	Faculty Course Evaluations (pdf) Due to Chairs (Chairs archive for Fac reviews, awards)
Wednesday, May 15	Unit Assessment Plans & Continuous Assessment Reports Due in OARS, for review by Associate Dean by June 15
Wednesday, May 15	Candidate appeals of tenure decisions reports from Committee on Academic Freedom, Tenure, Promo due to Provost, BOT makes decision in June meeting
May 13-May 31	Summer School Session **A**
Monday, May 27	Memorial Day, no classes, offices closed
Thursday, May 30	Adjunct Teaching Reflection Due (Interfolio)
Thursday, May 30	Chairs review summer **B** enrolments (Cancel low enrolment courses, or if running, provide justification and ensure faculty agrees with pay structure if under-enrolled)
Friday, May 31	Deans provide tenure and promotion list, committee members to Academic Affairs

JUNE 2024

June 3-August 2	Summer School Session **B**
June 3-July 3	Summer School Session **C**
Saturday, June 15	Chairs' Department Reports Due to the Dean
Saturday, June 15	Chairs' Review of Faculty Due (Interfolio), with a pdf to Dean
Saturday, June 15	Chairs Ensure all Assessment Plans are in OARS, with a pdf to Dean
Wednesday, Thursday, June 26-27	Board of Trustees – Full Board, Meetings

JULY 2024

Monday July 1	NASAD Accreditation Audit and affirmation statement due
Wednesday July 3	Chairs review summer D enrolments (Cancel low enrolment courses, or if running, provide justification and ensure faculty agrees with pay structure if under-enrolled)
Wednesday, July 3	Dean Submits CVPA Annual Report to Provost
Wednesday, July 3	Dean Submits CVPA Faculty Evaluations in Interfolio
Thursday, July 4	Independence Day Holiday, no classes, offices closed
July 8-August 7	Summer School Sessions D