

College of Arts & Sciences 2026-2027 Academic Calendar

Summer 2026: May 26 – August 14

July 26 – August 1

30: A&S Department Heads Meeting, **Calvin 217**, 8:30 – 10 am.

August 2 – 8

6: Department Heads Support Series (provost organized), [Zoom](#) (passcode: 659095), 9 – 10:30 am.

August 9 – 15

11: A&S Department Heads Meeting, **Calvin 217**, 8:30 – 10 am (**meeting on a Tuesday**).

14: The dean announces the composition of the Dean's Advisory Committee (DAC). DAC reviews P&T documents. It does not review reappointment documents.

August 16 – 22

18: New Faculty Orientation, Alumni Center, 8:30 am – 1:15 pm & Hale Library, 1:30-4 pm.

19: A&S New Faculty Welcome, Union Cottonwood Room, 3 – 4 pm.

A&S All-College Welcome Back Social, Union Bluemont Room, 4-5 pm.

21: K-State New Student Orientation College Welcome Session, Union Ballroom, 9 am – 11:30 am.

Fall 2026: August 24 – December 18

August 23 – 29

Week of Welcome Events.

24: Classes begin.

27: A&S Department Heads Meeting, Union 206, 8:30 – 10 am.

August 30 – September 5

In September:

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- Department Heads should notify all tenure-track faculty that student TEVALS ratings are needed for reappointment.
- Promotion/Tenure candidates prepare P/T materials for review and submit to Department Heads.
- If not done so already, Department Head identifies and contacts possible external reviewers.

1: First Tuesday Roundtable Retreat, K-State Alumni Center, Banquet Rm, 1 – 4 pm followed by Happy Hour.

3: A&S Department Heads Meeting, Union 206, 8:30 am.

Arts & Sciences Faculty Mtg., Location: TBA, 4 pm.

4: Post Tenure Review (PTR) for Fall Cycle: Faculty submits suggestions for PTR committee members to Department Head.

September 6 – 12

7: Labor Day; University Closed.

8: Health Professions Networking Night, Union Ballroom, 5:30 – 7:30 pm.

9: Arts and Sciences Discovery Expo, Union Courtyard, 11 am – 2 pm.

September 13 – 19

14: Nominations for University Distinguished Professor: UDP nominations do not require a support letter from the dean. If one is desired, submit a request by email to: asdeans@ksu.edu by no later than this date.

Nominations for Coffman Chair: Nomination packets for University Distinguished Teaching Scholars are due to the Dean's Office. Send to: asdeans@ksu.edu. A dean's support letter is not applicable, as the dean will review submissions and select two nominees to recommend to the provost.

17: Constitution/Citizenship Day. Not a university holiday. Classes in session / Campus open.

A&S Department Heads Meeting, Union 206, 8:30-10 am.

18: PTR (Fall Cycle): Department Heads submit PTR committee suggestions for each PTR candidate in the Fall Cycle to the dean's office via asc-materials@ksu.edu.

September 20 – 26

21: Census Day Deadline for making changes to program/plan for Fall semester.

25: PTR (Fall Cycle): The dean announces the composition of the Fall Cycle PTR committees.

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September 27 – October 3

In early-mid October: Final draft of all promotion/tenure documents are made available for review by department faculty.

In mid-late October: Department faculty members with appropriate academic rank meet to discuss reappointment (for second year faculty), tenure, and promotion (C53.1) (at least 14 days after documents are made available to faculty) (C112.1 & C152.1). Eligible faculty members submit P&T recommendations to Department Head.

1: PTR (Fall Cycle): Faculty document submission deadline.

A&S Department Heads Meeting, Union 206, 8:30 am.

State of the College, Location: TBA, 3:30 – 5 pm.

ArtSci Drop-By, Union JP's 5 – 6:30 pm.

October 4 - 10

5: PTR (Fall Cycle): PTR committee review, deliberation, report and vote (October 5- November 6).

6: First Tuesday Roundtable, K-State Alumni Center, Banquet Room A&D, 8 am.

9: Wildcat Pause Day; All university offices are open (no instruction or assignments are due).

KSU Foundation's Arts & Sciences Celebration, Alumni Center, 5:30 – 8:30 pm.

October 11 – 17

12: PTR (Spring Cycle): Faculty submit suggestions for PTR committee members to Department Head.

15: A&S Department Heads Meeting, Union 206, 8:30 am.

Deadline: Spring Textbooks Adoption.

October 18 – 24

23: Promotion/Tenure: Firm Deadline. Department Heads must submit Promotion and Tenure recommendation packets to the Dean via asc-materials@ksu.edu. Submit one PDF packet per candidate, prepared according to university instructions.

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October 25 – 31

26: PTR (Spring Cycle): Department Heads submit PTR committee suggestions for each PTR candidate in the Spring Cycle to the dean's office via asc-materials@ksu.edu.

29: 2026 University Outstanding Scholars Recognition Ceremony, 581 Hale Library, 4-5:30 pm.

November 1 – 7

1: Sabbatical Requests: Faculty members applying for sabbatical leave must make formal application to their department administrator no later than November 1 of the year preceding that for which leave is requested ([University Handbook, Section E6](#)). Clarifying note: Sabbaticals cannot be transferred, rescheduled, or otherwise delayed. If a faculty member wishes to postpone a sabbatical, they must withdraw their application and reapply in a future cycle. Out-of-round requests may be considered only under extenuating circumstances.

Evaluations: [Unclassified Staff End-of-Year Performance Review starts \(Nov. 1 - Jan. 31\)](#). **Note:** Evaluations must be completed for each Faculty or professional staff person, whether full or part-time, regular, term (Univ. Handbook Section C46.1).

2: PTR (Spring Cycle): The dean announces the composition of the Spring Cycle PTR committees.

3: First Tuesday Roundtable, K-State Alumni Center, Banquet Room A&D, 8 am.

5: A&S Department Heads Meeting, [Cardwell Hall 119](#), 8:30 am.

Arts & Sciences Faculty Mtg., Location: TBA, 4 pm.

November 8 – 14

9: PTR (Fall Cycle): The academic supervisor reviews Fall Cycle PTR materials and submits a written letter stating whether they support the PTR committee's findings. A documented rationale is required if the supervisor does not support the findings (Nov. 9 – Dec. 11).

11: Veterans Day / Classes in session / Offices Open (not an observed university holiday).

November 15 – 21

19: A&S Department Heads Meeting, Union 206, 8:30 am.

20: Deadline to submit Reappointment Recommendations (for 2027–2028): Department Heads submit reappointment recommendations (for or against) for probationary faculty in their second year of service to the Dean's Office. Recommendations must be submitted using the online form available on the college's website. Note: Per the University Handbook, tenure-track reappointments require a full packet ([C53.1–3](#)).

November 22 – 28

Student Thanksgiving Holiday.

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22: Dean's Advisory Committee reports promotion/tenure findings to Dean.

26-27: University Thanksgiving Holiday; University Closed.

November 29 – December 5

Department Heads and supervisors prepare for the [End-of-Year Performance Period Review](#).

1: First Tuesday Roundtable, K-State Alumni Center, Banquet Room A&D, 8 am.

College Award Recommendations are due to asdeans@ksu.edu.

3: A&S Department Heads Meeting, Union 206, 8:30 am.

Arts & Sciences Faculty Mtg., Location: TBA, 4 pm.

December 6 – 12

7: Promotion/Tenure: Dean notifies Department Heads and candidates of the College's and Dean's recommendations. Candidates may withdraw within seven calendar days.

11: Last day of classes.

Graduation Application Closes.

11 – 12: Commencements.

December 13 – 19

14: PTR (Fall Cycle): Dean reviews the complete Fall Cycle PTR materials including recommendations made by the committee and academic supervisor; issues a written determination indicating the dean's support or non-support of the PTR committee's findings. If not supportive, the letter should include documented rationale (December 14 - January 15).

14 – 18: Finals week.

15: Notice of Non-Reappointment: [University Handbook, Appendix A](#) requires the Dean's Office to provide written notice by December 15 to probationary faculty in their second year of service if they will not be reappointed; or, if their appointment is to expire at the end of the academic year.

Promotion/Tenure: The dean submits to the Deans Council documents and summaries for each candidate (who has not withdrawn).

Sabbaticals: The dean submits sabbatical applications to the provost.

17: A&S Department Heads Meeting, Union 206, 8:30 am.

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December 20 – 26

No deadlines.

December 24 – January 2: Winter Break/ Reduced Activity/ University Closed.

December 27 – January 2

University's period of reduced activity.

January Intersession: December 28 – January 15

January 3 – 9

1: Holiday. University Closed.

Evaluations: [Unclassified Staff Performance Planning \(for 2027\) begins \(Jan. 1 - Feb. 28\).](#)

7: A&S Department Heads Meeting, Union 206, 8:30 am.

Prior to January 15: Several processes take place:

1. Evaluations (2026 Performance Management):
 - a. Unclassified staff must have already submitted to supervisors documentation (self-assessment) of activities and accomplishments for the period being evaluated (C45.2).
*This deadline applies also to Department Heads for the submission of their self-assessment.
 - b. Evaluation Finalization: Supervisors complete evaluations, reviews with employees, obtain employees' signatures, and signs assessments (C45.3). Evaluation materials are forwarded to the dean's office. Specific instructions for submission will be provided closer to the date.
 - c. Evaluation Summary Spreadsheet: Department Heads also submit the evaluation summary spreadsheet for unclassified staff and for faculty. Specific instructions for submission will be provided closer to the date.

Reminder: Evaluations must be completed for each Faculty or professional staff person, whether full or part-time, regular, term ([Univ. Handbook Section 46.1 - C46.4](#)).

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2. Professorial Performance Award:
Before January 15, faculty eligible for the PPA award submit documentation to their Department Head. Note: Faculty are eligible to apply for a PPA in the 2026-27 AY if their promotion to the highest rank in their line or last PPA was reflected in their 2020-21 contract or earlier.
3. Notice of Non-Reappointment:
University Handbook, Appendix A requires written notice of non-reappointment for first-year probationary faculty and staff whose appointments expire at the end of the academic year. Department Heads must notify the dean via asdeans@ksu.edu by January 15 of any potential faculty or staff member who may receive a notice of non-reappointment. This will ensure time to complete the process and issue the required notice by the March 1 deadline.

January 10 – 16

See the note above regarding the January 15 Notice of Non-Reappointment deadline.

No additional deadlines beyond those listed above.

Spring 2027: January 19 – May 14

January 17 – 23

18: MLK Holiday. University Closed.

PTR (Fall Cycle): The provost reviews PTR records and issues a letter indicating support or non-support of the determinations, including the rationale if not supportive (January 18 – 29).

19: First Day of Spring Classes.

21: A&S Department Heads Meeting, Union 206, 8:30 am.

January 24 – 30

27: Civil Rights Teach-In, Leadership Studies Bldg., 2:30 – 5 pm.

January 31 – February 6

31: Evaluations: Unclassified Staff End-of-Year Performance Review ends (Nov. 1 - Jan. 31). **Note:** Evaluations must be completed for each Faculty or professional staff person, whether full or part-time, regular, term (Univ. Handbook Section C46.1).

2: First Tuesday Roundtable, K-State Student Union Ballroom (Main/West), 8 am.

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4: PTR (Spring Cycle): Document submission deadline for faculty undergoing PTR.

A&S Department Heads Meeting, Union 206, 8:30 am.

Arts & Sciences Faculty Mtg., Location: TBA, 4 pm.

ArtSci Drop-By, Union Fireside Lounge near JP's 5:30 – 6:30 pm.

5: Promotion/Tenure: The dean notifies candidate and Department Head of the Dean's Council recommendations. Candidates not recommended by the Deans Council have 14 days to appeal to the Provost.

February 7 – 13

8: Deadline to submit Reappointment Recommendations for First-Year Probationary Tenure-Track Faculty (2027–2028): Department Heads submit reappointment recommendations (for or against) for probationary tenure-track faculty in their first year of service to the Dean's Office. Note: Per the University Handbook, tenure-track reappointments require a full packet (C53.1–3). Department Heads must submit recommendations using the online form available on the college's website.

PTR (Fall Cycle): Final notification to faculty; PTR record closed.

If a faculty member receives a *Does Not Meet Expectations* on the PTR, the Department Head and the faculty member create a Tenured Professional Development Plan (T-PDP) within four (4) weeks of notification of that rating.

PTR (Spring Cycle): PTR committee review, deliberation, report, and vote (February 8 – March 5).

12: Professorial Performance Award (PPA): Firm deadline. Please send one file per candidate in PDF format to asc-materials@ksu.edu. *Note: Faculty are eligible to apply for a PPA in the 2026-27 AY if their promotion to the highest rank in their line or last PPA was reflected in their 2020-21 contract or earlier.*

February 14 – 20

15: University Awards submission deadline for the following: Big 12 Faculty Fellowship, Big 12 Faculty of the Year, Commerce Bank & W.T. Kemper Foundation Undergraduate Outstanding Teaching, University Distinguished Faculty Award for Mentoring of Undergraduate Students in Research and University Award for Distinguished Undergraduate Student in Research).

Census 20th Day Deadline for making changes to program/plan for Spring semester.

18: A&S Department Heads Meeting, Union 206, 8:30 am.

February 21 – 27

23: A&S Student Well-Being and Belonging Summit, Union Wildcat Chamber, 3:30-5 pm.

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25: Emeriti status deadline: Last day to submit emeriti status recommendations to the Dean's Office. Department Heads must submit recommendations using the online form available on the college's website.

February 28 – March 6

28: Evaluations: [Unclassified Staff Performance Management Planning \(for 2027\) ends](#).

1: Notice of Non-Reappointment: Probationary faculty/staff members in their first year of service (if the appointment expires at the end of that academic year) must be notified of non-reappointment *not later than March 1*. Accordingly, persons who are appointed at mid-year (that is, January or February) must be notified by March 1 of the following calendar year if not reappointed for the next academic year (see [University Handbook, Appendix A](#)).

University Awards: Submission deadline for the following: University Outstanding Scholars Awards; Presidential Awards for Excellence in Undergraduate Teaching (faculty/GTA); Presidential Award for Outstanding Department Head; University Outstanding Department or Unit Award for Creating Opportunity and Access.

Sabbatical Leave: Provost office notifies deans/faculty of application decisions.

2: First Tuesday Roundtable, K-State Student Union Ballroom (Main/West), 8 am.

4: A&S Department Heads Meeting, Union 206, 8:30-10 am.

Arts & Sciences Faculty Mtg., Location: TBA, 4 pm.

A&S Faculty/Staff Award Celebration, Rockin'K's 1880 Event Space, 5:30 – 7 pm.

March 7 – 13

8: PTR (Spring Cycle): The academic supervisor reviews Spring Cycle PTR materials and submits a written letter stating whether they support the PTR committee's findings. A documented rationale is required if the supervisor does not support the findings (March 8 – April 9).

PTR (Fall Cycle): **Deadline for Department Heads to develop the Tenured Professional Development Plan (T-PDP) with the faculty member and submit it to the dean for approval. After dean approval, the T-PDP is forwarded to the provost. If not already done, Department Heads are to provide the faculty member with a copy of the approved T-PDP.**

11: A&S Department Heads Meeting, [Cardwell Hall 119](#), 8:30 am.

March 14 – 20

14 – 20: Spring Break / University Open.

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15: PTR (Fall Cycle): Deadline (within 7 calendar days of receiving the T-PDP) for faculty members to acknowledge their understanding by signing and returning a copy to the provost (or designee), immediate academic supervisor, and dean. A copy must be placed in the faculty personnel file.

Deadline: [Summer Textbook Adoptions](#).

16: Evaluations - Deadline to submit the [Summary Annual Evaluation Spreadsheet](#) (listing all evaluated) to the Dean's Office as an Excel file via email to asc-materials@ksu.edu.

March 21 – 27

22: PTR (Fall Cycle): Last day for T-PDP to be approved by Dean and Provost.

25: A&S Department Heads Meeting, Union 206, 8:30 –10 am (additional mtg.).

March 28 – April 3

1: A&S Department Heads Meeting, Union 206, 8:30 am.

Arts & Sciences Faculty Mtg., Location: TBA, 4 pm.

April 4 – 10

6: First Tuesday Roundtable, K-State Student Union Ballroom (Main/West), 8 am.

7: Provost informs candidates of final promotion/tenure decisions.

Graduate Student Appreciation Pizza Party, Union JP's, 11:30 am – 1 pm.

April 11 – 17

12: PTR (Spring Cycle): Dean reviews the complete Spring Cycle PTR materials including recommendations made by the committee and academic supervisor; issues a written determination indicating the dean's support or non-support of PTR committee's findings. If not supportive, the letter should include documented rationale (April 12 – May 7).

14: Professorial Performance Award (PPA) - The provost approves or denies the award.

15: Deadline: [Fall Textbook Adoptions](#).

A&S Department Heads Meeting, Union 206, 8:30 am.

17: K-State Open House, 9 am - 3 pm.

April 18 – 24

19: Deadline to submit via asc-materials@ksu.edu mid-tenure candidates' materials ([C92.1-4](#)).

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Deadline to submit Reappointment Recommendations for:

- Faculty in their Second Year of Service (reappointed for 2028–2029)
Department Heads submit reappointment recommendations (for or against) for probationary faculty/staff in their second year of service. Second Year of Service receives two reappointments: one for the upcoming academic year, and one for the following academic year. **Note:** Per the University Handbook, tenure-track reappointments require a full packet ([C53.1 – 3](#)). Department Heads must submit recommendations using the online form available on the college's website.
- Faculty with more than 2 Years of Service (reappointed for 2028–2029)
Department Heads submit reappointment recommendations (for or against) for all probationary faculty who have completed two or more years of service. Note: Per the University Handbook, tenure-track reappointments require a full packet ([C53.1 – 3](#)). Department Heads must submit recommendations using the online form available on the college's website.
- Non-Tenure-Track Regularized Faculty (reappointed for 2027–2028)
Department Heads submit reappointment recommendations for all regular non-tenure-track faculty. Note: Non-tenure-track faculty require a recommendation letter from the Department Head ([C63. 3](#)). Department Heads must submit recommendations using the online form available on the college's website.

April 25 – May 1

1: Evaluations - [Unclassified Staff Performance Management Mid-Period Check-In Starts \(May 1 - July 30\)](#).

May 2 – May 8

4: First Tuesday Roundtable, Location TBD, 8 am.

6: A&S Department Heads Meeting, Union 206, 8:30 am.

Arts & Sciences Faculty Mtg., Location: TBA, 4 pm.

ArtSci Drop-By, Union JP's 5:30 – 6:30 pm.

7: Last day of classes.

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May 9 – May 15

10: PTR (Spring Cycle): The provost reviews PTR records and issues a letter indicating support or non-support of the determinations, including the rationale if not supportive (May 10 – 21).

10-14: Finals week.

14 – 15: Commencements.

May 16 – 22

20: A&S Department Heads Meeting, Union 206, 8:30 am.

Summer 2027: May 17 – July 23

Promotion/Tenure (May – July) - Candidates work with Department Heads to prepare external dossier materials for review.

May 23 – 29

No deadlines.

May 30 – June 5

31: Memorial Day / University Closed.

1: PTR (Spring Cycle): Final notification to faculty; PTR record closed.

If a faculty member receives a *Does Not Meet Expectations* on PTR, the Department Head and the faculty member create a Tenured Professional Development Plan (T-PDP) within four (4) weeks of receiving notification of that rating. This 4-week timeline begins when the faculty member resumes the contract period (academic year 2027-2028).

3: A&S Department Heads Meeting, Union 206, 8:30 am.

June 6 – 12

No deadlines.

June 13 – 19

17: A&S Department Heads Meeting, Union 206, 8:30 am.

18: Juneteenth / University Closed.

College of Arts & Sciences 2026-2027 Academic Calendar

June 20 – 26

No further events for this academic year.

June 27 – July 3

No deadlines.

July 4 – July 31

5: Holiday (4th of July Observed)

30: Evaluations - [Unclassified Staff Performance Management Mid-Period Check-In Ends \(May 1 - July 30\)](#).

Note: Additional academic dates are available on the [Registrar's Academic Calendar](#).

Key Dates for Reappointment Deadlines:		
Deadline	Faculty Currently In	Reappointment Academic Year
11/20/26	Second Academic Year	2027-2028
2/7/27	First Academic Year	2027-2028
4/19/27	Second Academic Year	2028-2029
	More Than Two Years of service	2028-2029
	Non-Tenure Track Regularized <u>Faculty</u> Position	2027-2028