

2024-2025 A&S Academic Calendar

AUGUST

1	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
12	Arts & Sciences New Department Heads Orientation , Union 205, 8:30 am
14	A&S New Faculty Welcome Info Session, Alumni's Lecture Room, 3-4 pm
	A&S Welcome Back Social, Alumni's Tointon Great Room, 4 pm
15	Arts & Sciences Department Heads Meeting, Location: Purple Mask Theatre , 8:30-10 am
16	K-State Kickoff College Session <u>for A&S new students</u> , Union Ballroom, 9:30 - 11:30 am
19	Classes begin

SEPTEMBER

This Month	Promotion/Tenure candidates prepare P/T materials
	Department Heads should notify all tenure-track faculty that student TEVALS ratings are needed for reappointment
2	Labor Day; University Closed
5	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
	Arts & Sciences Faculty Mtg., Location: TBA, 4 PM
	ArtSci Drop-by – <u>for faculty and staff</u> - JP's at Union, 5-6:30 pm
6	Open/Alternative Textbook application deadline for Spring 2025 courses
9	Deadline: 100% refund for 16-week courses
10	Lunch with the Deans, Location: TBA, 12-1 pm (a student event)
16	Census Day
	Deadline: 50% refund for 16-week courses
19	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
27	A&S 2024 Celebration Event, K-State Foundation, 5:30-9 pm

OCTOBER

1	First Tuesday Roundtable, Alumni Center, 8 am
	Students' deadline to submit graduation applications via KISIS to be included in the commencements program
3	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
	Arts & Sciences Faculty Mtg., Location: TBA, 4 PM
	ArtSci Drop-by – <u>for faculty and staff</u> - JP's at Union, 5-6:30 pm
8	Lunch with the Deans, Location: TBA, 12-1 pm (a student event)
11	Wildcat Pause Day; All university offices are open (but no instruction or assignments)
15	Deadline: Spring Textbooks Adoption
17	Arts & Sciences Department Heads Meeting, Location: Purple Mask Theatre , 8:30-10 am
21	FIRM Deadline: P/T recommendations due at Dean's Office

NOVEMBER

1	Absolute Final Deadline: Sabbatical Leave Applications due at Dean's Office (University Handbook, Section E6)
5	First Tuesday Roundtable, Alumni Center, 8 am
	Lunch with the Deans, Location: TBA, 12-1 pm (a student event)
7	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
	Arts & Sciences Faculty Mtg., Location: TBA, 4 PM
	ArtSci Drop-by – <u>for faculty and staff</u> - JP's at Union, 5-6:30 pm
11	Veterans Day / Classes in session / Offices Open
21	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
22	Deadline: Dept.Head/Chair submits to deans office: <ul style="list-style-type: none"> 2025-2026 reappointment recommendations (for or against) for regular or probationary <u>faculty/staff in their second year of service</u>
25-29	Student Thanksgiving Holiday
28-29	University Thanksgiving Holiday; University Closed

DECEMBER

This month	Department Heads/Chairs conduct Classified Staff evaluations, meet, and share evaluations with personnel.
3	First Tuesday Roundtable, Alumni Center, 8 am
5	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
	Arts & Sciences Faculty Mtg., Location: TBA, 4 PM
6	Last day of classes
	Graduation Application Closes
	Deadline for application to the Open/ Alternative Textbook Initiative
9	Promotion/Tenure: Dean notifies department heads and candidates of the College's and Deans' recommendations. Candidates may withdraw within seven calendar days.
13-14	Commencements
19	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
25-31	Winter Break/ Reduced Activity/ University Closed

JANUARY

1	Holiday / University Closed
This month	Department Heads/Chairs begin completing faculty and university professional staff evaluations and share evaluations with personnel
9	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
10	FIRM Deadlines - Department Heads submit to Dean's Office: <ul style="list-style-type: none"> Department Heads Self-Assessments

JANUARY (continued)

20	MLK Holiday. University Closed
21	First day of classes
23	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am

FEBRUARY

3	Absolute Final Deadline: Department Heads/Chairs forward Professorial Performance Award (PPA) documents to dean's office
4	First Tuesday Roundtable, Alumni Center, 8 am
6	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
	Arts & Sciences Faculty Mtg., Location: TBA, 4 PM
7	FIRM Deadline. Dept. Head/Chair provides to dean's office: <ul style="list-style-type: none"> 2025-2026 reappointment recommendations (for or against) <u>probationary faculty in their first year of service</u>
	Open/Alternative Textbook application deadline for Fall 2025 courses
10	Deadline: 100% refund for 16-week courses
17	Census 20 th Day Deadline for making changes to program/plan for Spring 2025 semester
	Deadline: 50% refund for 16-week courses
19	Absolute Final Deadline: Emeriti status recommendations due at Dean's Office
20	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
28	University Deadline: Evaluations – Last possible day for unit head/chair <u>to prepare a written evaluation</u> for each faculty or professional staff person, whether full or part-time, regular, term (Univ. Handbook Section C46.1)

MARCH

3	Students' deadline to submit graduation applications via KISIS to be included in commencements program
4	First Tuesday Roundtable, Alumni Center, 8 am
6	Arts & Sciences Department Heads Meeting, Union 209 , 8:30-10 am
	Arts & Sciences Faculty Mtg., Location: TBA, 4 PM
7	FIRM Deadline. Dept. Head/Chair reports to dean's office: <ul style="list-style-type: none"> 2025-2026 reappointment recommendations (for or against) for regular Non-Tenure Track (NTT) faculty hired after July 1, 2024
	Note: regular Non-Tenure Track faculty who will not be reappointed are not to have been notified yet.
10	Provost informs candidates of final promotion/tenure decisions
13	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am

The March 13th deadline continues on the next page.

MARCH (continued)

13	ABSOLUTE FINAL DEADLINE: Due at dean's office <ul style="list-style-type: none"> • ALL Evaluations (for all positions whether full or part-time, regular or term) <i>including evaluation responses (appeals)</i> • Evaluation Summary Spreadsheet (including all positions) • Post Tenure Tracking Sheets
15	Deadline: Summer Textbook Adoption
16-23	Spring Break / University Open

APRIL

1	First Tuesday Roundtable, Alumni Center, 8 am
3	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
	Arts & Sciences Faculty Mtg., Location: TBA, 4 PM
15	Deadline: Fall Textbook Adoption
17	Arts & Sciences Department Heads Meeting, Purple Mask Theatre , 8:30-10 am
25	FIRM Deadline. Due at Dean's Office: <ul style="list-style-type: none"> • Dept. Head/Chair provides 2026-2027 reappointment recommendations (for or against) for regular Non-Tenure Track (NTT) or probationary faculty who have completed two or more years of service. <p><i>Note: regular staff who have 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 (twelve-month) notice.</i></p> <ul style="list-style-type: none"> • Dept. Head/Chair provides mid-tenure candidates' materials

MAY

1	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
	Arts & Sciences Faculty Mtg., Location: TBA, 4 PM
6	First Tuesday Roundtable, Alumni Center, 8-9:30 am
9	Last day of classes
15	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
16-17	Commencements
26	Memorial Day / University Closed

JUNE

5	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am
26	Arts & Sciences Department Heads Meeting, Union 206, 8:30-10 am