

## CAS Important Dates for Chairs and Faculty

Fall 2022-Spring 2023

### Fall 2022

August 8	Draft PDPs returned to 9-month faculty
August 30	Summer FARS due to AA
August 31	Deadline for Course Syllabi to be placed on Scratch drive
Sept. 5	Bulk changes to Fall 2023 schedule due to Registrar's office
Sept. 7	Finalized PDPs signed for 9-month faculty
Sept. 9	Notice of Intent to Apply for Professional Development Leave due to Provost by 5:00PM (Copy to Dean's office)
Sept. 16	Notice of Intent to Apply for Sabbatical due to Provost by 5:00PM (copy to Dean's office)
Sept. 17	Spring 2022 class schedule viewable (Tentative)
Sept. 23	Application for Professional Development Leave to Dean's office for endorsement by 5PM
Sept. 26	Deadline to submit bulk Schedule Summer 2023
Sept. 30	PDPs finalized and signed for 12 month faculty
Oct. 14	Application for Professional Development Leave submitted by faculty member to AA by 5
Oct. 15	Eagle Expo Deadline for spring textbook orders to Bookstore – Institutional Deadline
Oct. 12	Deadline to submit sabbatical applications to Dean for review prior to Provost's office
Oct. 17	Completed Sabbatical Applications due to the Provost's office by 9:00AM
Oct. 31	Biennial Assessment of Student Learning Outcomes due to Dean's office
Nov. 5	Bulk changes to Summer 2023 Schedule due to Registrar's office
Nov. 10	Deadline for Spring faculty assignments Deadline for spring textbook orders to Bookstore – 60 day deadline Deadline for State Core Courses submitted to scratch Drive
Nov. 15	Bulk changes to Fall 2022 Schedule due to Registrar's office
Nov. 30	Letter of intent to apply for promotion due to Provost's office with copies to chair, Dean's office, and chair of PRSC.
Dec. 20	Grades Due for Fall courses by NOON Fall FARs/ILAs due to Dean's office

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### Spring 2023

Jan. 9	Spring 2022 classes begin
Jan. 17	Promotion Portfolios due to supervisor
Jan. 21	Say Yes to the Nest
Jan. 30	Curriculum Change forms due, per directions: <a href="https://www.fgcu.edu/cas/about/cas-ucc">https://www.fgcu.edu/cas/about/cas-ucc</a>
Jan. 31	Deadline for Course Syllabi to be placed on Scratch drive
Mid Feb	Requests for new \$\$ for 2021-2022
Feb. 18	Eagle Expo
Feb. 28	Fall 2022 class schedule viewable (Tentative)
March 1	End of Year Spending Requests from Faculty due to Chairs
March 7	Supervisor recommendations for promotion due to Dean
March 11	Deadline for Summer supplemental assignments
March X	End of Year Spending Requests from Chairs due to Dean's office – date TBA
March 18	Biennial Assessment: Student Success; 30/20/10 Scholarship Assessment; Service Assessment; Program Mission – create or review/update forms in SharePoint
March 15	Summer textbook orders due to Bookstore
March 22	Faculty receive recommendation on promotion from Dean's office
March 25	Say Yes to the Nest
March 31	APDR due to supervisor for 9 mo. faculty
April 6	Deadline for Fall faculty assignment
April 15	Deadline for Fall textbook assignments to Bookstore
April 29	Annual Evaluation draft due to 9 mo. faculty
May 3	Commencement: time TBA
May 6	Draft PDP due to supervisor for 9 mo. faculty
May 23	Spring FARs/ILAs due to Dean's office
May 18	Spring 2023 Schedules due to Academic Scheduling
May 31	APDR due to supervisor for 12 mo. Faculty Deadline to submit proposed curriculum changes to ACS Bulk changes to Spring 2024 schedule due to Registrar's office (tent.)
June 5	Annual Evaluation finalized for 9 mo. faculty and submitted to Dean's office by 5:00PM
June 20	Syllabi for Fall State Core Courses submitted to scratch Syllabi for summer courses submitted to scratch drive
June 30	Annual evaluation finalized for 12 mo. Faculty and submitted to Dean's office by 5:00PM
July 6	Draft PDP due to supervisor for 12 mo. faculty