CONCORD UNIVERSITY
Athens, West Virginia

2021-22 ACADEMIC PLANNING CALENDAR (7/13/21)

August 4, Wed.	Conflict of Commitment Declaration for fall semester submitted to Provost, Aug. 4
August 9, Mon.	Faculty submit syllabi to Department Program Associates
August 9, Mon.	New Faculty Orientation, 8:30 a.m.-3:30 p.m. – Marsh Hall 237
August 10, Tue.	Opening Faculty Meeting, 8:30 a.m.-1:00 p.m. – Ballroom
August 11, Wed	Faculty Assessment Seminar, 8:30 a.m.-3:30 p.m. – Ballroom
August 12, Thur.	Academic Council meeting, 9:00 a.m. – Concord Room
August 13, Fri.	Faculty available in offices for advising, 9:00 a.m.-3:00 p.m.
August 16, Mon.	Classes begin
August 17, Tue.	Late registration fee begins, 8:00 a.m.
August 20, Fri.	Last day for changing course status to audit, 4:00 p.m.
August 20, Fri.	Last day for adding/dropping courses (requires only signature of advisor), 4:00 p.m.
August 20, Fri.	Last day to pay fees
August 23, Mon.	Faculty submit office hours to Department Chairs
Sept. 6, Mon.	Holiday – Labor Day
Sept. 10, Fri.	Departments have final Spring 2022 schedule of classes entered in BANNER, 4:00 p.m.
Sept. 17, Fri.	First submission of Spring 2022 faculty loading logic to Associate Provost and Provost
Sept. 24, Fri.	Last day to make application for December graduation in order to participate in the Fall 2021 Commencement, 4:00 p.m.
October 1, Fri.	Faculty applying for promotion submit a letter of intent to Department Chair and College Dean, (Oct. 1)
October 1, Fri.	Program Review comments submitted to Chairs from faculty on five-year Program Reviews sent to faculty for comment from Department Chair, (Oct. 1)
October 6, Wed.	Mid-semester grade reports due by 12:00 noon
October 9, Sat.	Homecoming
Oct. 18-29	Advising for course selection for Spring 2022 Semester
Oct. 25-29	Course selection for Spring 2022 Semester (for students currently enrolled)
October 29, Fri.	Last day to apply for Spring 2022 Professional Semester (year-long teaching residency), 4:00 p.m.

November 1, Mon.	Program Review five-year reports from Departments to Assessment Director for committee review, (Nov. 1)
November 1, Mon.	Academic program yearly assessment reports from Departments to Assessment Director for committee review
November 8, Mon.	Second submission of Spring 2022 faculty loading logic to Associate Provost and Provost
Nov. 22-26 (M-F)	Thanksgiving recess
December 1, Wed.	Five-year Program Reviews with comments from Assessment Director back to Departments, (Dec. 1)
December 2, Thur.	Deans submit requests and materials for new adjunct hires for Spring 2022 to Provost
December 3, Fri.	Last day for dropping courses with a grade of "W," 4:00 p.m. (Requires signature of advisor)
December 3, Fri.	Last day to officially withdraw from the University, 4:00 p.m.
December 3, Fri.	Department Chairs complete semester evaluation of adjunct faculty
December 3, Fri.	Last class day fall semester
Dec. 6-10 (M-F)	Fall semester final exams
December 10, Fri.	Fall semester ends, 5:00 p.m.
December 10, Fri.	Graduate Fall Commencement, 6:00 p.m.
December 11, Sat.	Undergraduate Fall Commencement, 11:00 a.m.
December 14, Tue.	Final semester grades are due in MyCU, 12:00 noon
December 17, Fri.	Fall student evaluations of faculty summaries available for faculty to access electronically
December 31, Fri.	Faculty submit Professional Activity Summaries to Department Chairs and Associate Provost
January 3, Mon.	Faculty submit syllabi to Department Program Associates
January 4, Tue.	Conflict of Commitment Declaration for spring semester submitted to Provost, (Jan. 4)
January 6, Thur.	Faculty Seminar, TBA
January 7, Fri.	Faculty available in offices for advising, 9:00 a.m.-3:00 p.m.
January 7, Fri.	Final submission of Spring 2022 faculty loading logic to Associate Provost and Provost
January 10, Mon.	Classes begin
January 14, Fri.	Corrected five-year Program Reviews back to Assessment Director from Departments, (Jan. 15)
January 14, Fri.	Last day for changing course status to audit, 4:00 p.m.
January 14, Fri.	Last day for adding/dropping courses (requires only signature of advisor), 4:00 p.m.

January 14, Fri.	Last day to pay fees
January 17, Mon.	Holiday – Martin Luther King, Jr. Day
January 18, Tue.	Faculty submit office hours to Department Chairs
February 2, Wed.	Summer 2022 faculty loading logic to Associate Provost and Provost
February 4, Fri.	Departments notify Provost in writing the results of Department Chair elections (every third year)
February 9, Wed.	Departments have final Summer 2022 schedule of classes entered in BANNER, 4:00 p.m.
February 15, Tue.	Final five-year Program Reviews and executive summaries to Provost from Assessment Director, (Feb. 15)
February 18, Fri.	Departments have final Fall 2022 schedule of classes entered in BANNER, 4:00 p.m.
February 25, Fri.	First submission of Fall 2022 faculty loading logic to Associate Provost and Provost
March 2, Wed.	Mid-semester grade reports due by 12:00 noon
March 4, Fri.	Department Chairs submit tenure, promotion, post-tenure, tenure-track, and non-tenure-track faculty evaluations and recommendations to College Deans
March 7-11 (M-F)	Spring Break
March 14-25	Advising for course selection for Summer and Fall 2022
March 21-25	Course selection for Summer and Fall 2022 (for students currently enrolled)
March 23, Wed.	DeNuzzo Award nominations to Provost
March 25, Fri.	Last day to apply for Fall 2022 Undergraduate Student Teaching Year-Long Residency, 4:00 p.m.
March 25, Fri.	Last day to apply for Fall 2022 Master of Arts in Teaching Student Teaching, 4:00 p.m.
April 1, Fri.	Departments submit compilation of annual evaluation of Department Chairs to College Deans
April 1, Fri.	College Deans submit tenure, promotion, third-year tenure-track, and post-tenure evaluations/recommendations to Provost
April 5, Tue.	Five-year Program Review executive summaries and resolution from Provost to BoG agenda and BoG Academic Affairs Sub-Committee, (for April BoG meeting)
April 15, Fri.	Department Chairs submit annual evaluation of tenured faculty to College Deans
April 28, Thur.	Deans submit requests and materials for new adjunct hires for Fall 2022 to Provost
April 29, Fri.	Last day for dropping courses with a grade of "W," 4:00 p.m. (requires signature of advisor)
April 29, Fri.	Last day to officially withdraw from the University, 4:00 p.m.
April 29, Fri.	Department Chairs complete semester evaluation of adjunct faculty

April 29, Fri.	Last class day spring semester
May 2, Mon.	Programs/departments notified by Provost of five-year Program Review(s) due next academic year, (May 1)
May 2, Mon.	Second submission of Fall 2022 faculty loading logic to Associate Provost and Provost
May 2-6 (M-F)	Final exams spring semester
May 6, Fri.	Spring semester ends, 5:00 p.m.
May 6, Fri.	Graduate Spring Commencement, 6:00 p.m.
May 7, Sat.	Undergraduate Spring Commencement, 11:00 a.m.
May 10, Tue.	Final semester grades are due in MyCU, 12:00 noon
May 13, Fri.	Spring student evaluations of faculty summaries available for faculty to access electronically
May 18, Wed.	Deadline for Departments to cancel first summer term classes and notify students
May 23, Mon.	First summer term begins
May 24, Tue.	Annual Graduate Degree Report to BoG agenda for June BoG meeting
May 30, Mon.	Holiday – Memorial Day
May 31, Tue.	Five-year Program Review report due to HEPC from Provost, (May 31)
June 15, Wed.	Deadline for Departments to cancel second summer term classes and notify students
June 24, Fri.	First summer term ends
June 27, Mon.	Second summer term begins
July 4, Mon.	Holiday – Independence Day
July 29, Fri.	Second summer term ends
July 29, Fri.	Final submission of Fall 2022 faculty loading logic to Associate Provost and Provost