

**LAMAR STATE COLLEGE - PORT ARTHUR  
ACADEMIC AND CAMPUS EVENT CALENDAR  
2018-2019**

**FALL 2018**

**AUGUST**

- 6 Spring 2019 schedule workbooks to departments
- 16-17 Board of Regents Meeting, Lost Pines, TX
- 20 HB 2504 Course Syllabi are due on-line
- 22 Faculty Development – Parker Center, 2<sup>nd</sup> floor
- 24 2017-2018 Assessment Reports submitted to Office of Institutional Effectiveness
- 24 2018-2019 Unit Plans submitted to Office of Institutional Effectiveness
- 27 First class day fall semester
- 27 First class day academic courses (Stiles)
- 27 HB 2504 new or updated Faculty Curriculum Vitae is due on-line
- 27 Faculty Outside Employment Request form due from faculty to Department Chair
- 28 Faculty Office Hours & Schedule are due to Department Chair
- 28 Annual Faculty & Staff Meeting – Parker Center @ 2:00 p.m. (*campus update*)
- 29 Faculty Outside Employment Request form due from Department Chair to Dean
- 29 Spring 2019 schedule sent out for updates to all departments
- 29-30 Orientation for online courses – Madison Monroe Building
- 31 Faculty Information Report (**F2.18**) due from faculty to Chair/Dean/VPAA & HR office
- 31 Faculty Office Hours & Schedule are due back to faculty for posting
- 31 Faculty Outside Employment Request forms are due to Human Resources
- 31 Faculty Development Leave applications available from website

**SEPTEMBER**

- 3 Labor Day – no campus or prison classes - offices and Gates Library closed
- 4 Application for December 2018 graduation begins
- 4 Faculty Senate meeting – SC 422 (2:00 p.m.)
- 10 Student-Faculty Relations Committee appointed by Dean & VPAA
- 10-14 Academic & Technical Division committee elections conducted by Dean & VPAA offices:  
(1) *Promotion Committee* (2) *Recognition of Teaching Excellence” Selection Committee*
- 10-14 Faculty Senate adjunct & staff representative election conducted by VPAA office
- 10-14 Campus Faculty Tenure Committee election conducted by VPAA office
- 12 Census Date (12th class day)
- 14 Fall Semester Faculty **Load Report** & **F3.2’s** due from Department Chair to Dean & VPAA
- 17 Personnel Action Requests (**F3.2**) for fall 2018 payroll are due from VPAA to HR
- 17 Faculty Development Leave application is due to Department Chair
- 19 Academic & Technical Division election results are due to VPAA
- 22 Spring 2019 schedule deadline for approved workbooks
- 24 Last class day module 1 HVAC (Stiles)
- 24 **Faculty Credentials** form for new faculty is due from Department Chair to Dean/VPAA
- 24 Faculty Development Leave application due from Department Chair to Dean
- 30 Annual Faculty Report (**F2.08**) is due from full-time faculty to Department Chair

## OCTOBER

- 1 First class day module 2 HVAC (Stiles)
- 1 Last class day module 1 AUTO (Stiles)
- 1 Faculty Development Leave application due to Faculty Senate Secretary
- 1 Final day to drop or withdraw from classes *without* academic penalty
- 1 Departmental Performance Review of Tenured Faculty begins (**PRTF**-Appendix C Faculty Handbook)
- 2 Faculty Senate meeting – SC 422 (2:00 p.m.)
- 5 Spring 2019 schedule to print
- 8 First class day module 2 AUTO (Stiles)
- 15 Faculty Development Leave recommendation due from Faculty Senate Committee to VPAA
- 29-Nov 16 College Survey Services (CSS) student evaluation conducted
- 30 Annual Faculty Report (**F2.08**) is due from Department Chair to Dean

## NOVEMBER

- 1 Faculty Development Leave recommendation is due from Faculty Senate to VPAA
- 5 Department Chair begins Annual Faculty Report (**F2.08A**) process with adjunct faculty
- 5 Early registration for spring 2019 begins
- 6 Faculty Senate meeting - SC 422 (2:00 p.m.)
- 9 Final day to apply for December graduation, pay for diploma, cap & gown
- 15-16 Board of Regents Meeting, Sam Houston State University
- 16 Promotion Application (**F2.09A/F2.09T**) is due from faculty to Department Chair
- 16 Recommendation for Tenure (**F2.10**) application is due from faculty to Department Chair
- 19 Faculty Outside Employment Request form for spring 2019 due from faculty to Department Chair
- 21 Final day to drop a course or withdraw with penalty
- 21 Day classes meet at Stiles – no classes after 5:00 pm
- 21 Thanksgiving Holiday begins, offices close at 5 p.m.; no evening classes
- 22-23 Thanksgiving Break - no campus or prison classes - offices and Gates Library closed
- 26 Fall semester classes will resume at 8:00 a.m.
- 26 Faculty Outside Employment Request form for spring 2019 due from Department Chair to Dean
- 30 Faculty Outside Employment Request form for spring 2019 is due to Human Resources
- 30 Annual Faculty Report (**F2.08**) is due from Dean to VPAA

## DECEMBER

- 3 Annual Faculty Report **F2.08A** adjunct copies due from Department Chair to Dean
- 4 Faculty Senate meeting – SC 422 (2:00 p.m.)
- 5 Last class day fall semester
- 6 Final exams begin for all day classes
- 10 Final exams begin for evening classes
- 12 Last class day Module 2 HVAC/AUTO (Stiles)
- 13 Final exams end for all classes
- 13 Final grades for graduates due by 4:00 pm
- 13 Rogers Award at Lamar University's Mary & John Gray Library
- 14 Recommendation for Tenure (**F2.10**) application is due from Department Chair to Dean & VPAA
- 14 Promotion Application (**F2.09A/F2.09T**) due from Dept Chair to Division Promotion Committee

- 14 Fall 2018 Artifacts are due to Office of Institutional Effectiveness
- 14 Fall Commencement – 6:30 p.m.
- 20 Energy Conservation Day
- 21-31 Offices closed for Christmas break - faculty/staff holidays

## SPRING 2019

### JANUARY

- 1 New Year's Day Holiday – no classes, offices closed
- 2 Offices reopen
- 14 HB 2504 new or updated Faculty Curriculum Vitae due on-line
- 16 **Faculty Development** – @ Umphrey Industrial Tech Center, 9:00 am – 4:00 pm
- 21 Martin Luther King Day - no classes, offices closed
- 22 HB 2504 Course syllabi are due on-line
- 22 First class day spring semester
- 22 Application for May 2019 graduation begins
- 23 Faculty Office Hours & Schedule are due to Department Chair
- 25 Faculty Office Hours & Schedule are returned to faculty for posting

### FEBRUARY

- 1 “Recognition of Teaching Excellence” faculty application is due to Dean/VPAA for review
- 1 Promotion Application (**F2.09A/F2.09T**) due from Division Promotion Committee to Dean/VPAA
- 1 Recommendations for Tenure (**F2.10**) all applications are due to VPAA office
- 1 Performance Review of Tenured Faculty (**PRTF**) documentation is due to Department Chair
- 4 Faculty & Staff Incentive award memo & information distributed by VPAA office
- 5 Faculty Senate meeting - SC 422 (2:00 p.m.)
- 6 Census Date (12<sup>th</sup> class day)
- 7 2018-19 Unit Plan Mid-Year Progress checks and 2019-20 Unit Plans with budget proposals (deans, department chairs & program managers)
- 7-8 Board of Regents Meeting, Austin
- 11 Spring Semester Faculty Load Report & F3.2's due from Department Chair to Dean & VPAA
- 13 Personnel Action Request (**F3.2**) for spring 2019 payroll due from VPAA to HR
- 14 Fall 2018 Course and Program Assessment Results & Use of Results
- 15 “Recognition of Teaching Excellence” all application recommendations are due to VPAA office
- 15 All Promotion Applications (**F2.09A/F2.09T**) are due to VPAA office
- 15 Recommendation for Tenure (**F2.10**) are forwarded to Campus Tenure Committee by VPAA
- 18 Faculty & Staff Incentive award application is due to Department Chair and/or Supervisor
- 18 Performance Review of Tenured Faculty (**PRTF**) documentation due from Chairs to Dean/VPAA
- 28 Final day to drop a course or withdraw *without* academic penalty
- 28 **Faculty Credentials** form for new faculty is due from Department Chair to Dean/VPAA
- 28-Mar 2 Texas Community College Teachers Association 72nd Annual Convention - Houston
- 28-Mar 3 Mardi Gras

## MARCH

- 1 Performance Review of Tenured Faculty (**PRTF**) documentation/recommendations due to VPAA
- 1 Faculty & Staff Incentive award applications are due from Department Chair to Dean
- 1 Faculty & Staff Incentive award applications are due from Supervisors to VPAA
- 1 “Recognition of Teaching Excellence” Campus Selection Committee is appointed by VPAA
- 5 Faculty Senate meeting - SC 422 (2:00 p.m.)
- 7 Southeast Texas Regional Citizen Bee Competition – PAC Theater
- 8 **All** Faculty & Staff Incentive award applications are due to VPAA
- 8 “Recognition of Teaching Excellence” applications due to Campus Selection Committee from VPAA
- 8 Promotion Applications (**F2.09A/F2.09T**) forwarded to President by VPAA
- 8 Recommendation for Tenure (**F2.10**) application from Campus Tenure Committee to VPAA
- 11-15 Spring Break - no classes, offices and Library open
- 15 Energy Conservation Day
- 18 Classes will resume at 8:00 a.m.
- 18-Apr 5 College Survey Services (CSS) student evaluation conducted
- 20 Recommendation for Tenure (**F2.10**) applications due from VPAA to President
- 22 Promotion Applications (**F2.09A/F2.09T**) due to VPAA office from President
- 22 “Recognition of Teaching Excellence” applications due from Campus Selection Committee to VPAA
- 25 Summer & Fall 2019 class schedule distribution
- 29 “Recognition of Teaching Excellence” applications due from VPAA to President

## APRIL

- 1 Registration for Summer & Fall 2019 begins
- 1 Department Chair begins Annual Faculty Report (**F2.08A**) process with adjunct faculty
- 1-4 Faculty Senate election of voting representatives for 2019 conducted by VPAA office
- 1-5 Final review of Faculty & Staff Incentive Award applications by VPAA
- 1-19 Noel-Levitz Student Satisfaction Inventory Survey
- 2 Faculty Senate meeting - SC 422 (2:00 p.m.)
- 5 “Recognition of Teaching Excellence” applications due from President to VPAA
- 5 Recommendation for Tenure (**F2.10**) applications due from President to VPAA
- 9 Faculty & Staff Incentive Award recommendations to President
- 11 Faculty & Staff Incentive Award **F3.2**'s due to HR/payroll
- 12 Promotion Application (**F2.09A/F2.09T**) copies are due to HR office for reporting purposes
- 12 Recommendation for Tenure (**F2.10**) copies due to HR for reporting purposes
- 18 Final day to drop a course or withdraw *with* academic penalty
- 19 Good Friday – no classes, offices and Library open
- 26 Last day to apply for spring graduation, pay for diploma, cap & gown

## MAY

- 1 Annual Faculty Report (**F2.08A**) adjunct copies due from Department Chair to Dean
- 7 Faculty Senate meeting - SC 422 (2:00 pm)
- 8 Last class day academic courses (Stiles)
- 8 Last class day Spring Semester
- 9 Spring 2019 Artifacts are due to Office of Institutional Effectiveness

- 9 Final exams begin
- 9-16 Final exams for academic courses (Stiles)
- 15 Faculty & Staff Incentive award presentation and reception (tentative)
- 16 Final exams end
- 16 Final grades for graduates due by 4:00 pm
- 17 Commencement – 5:30 p.m.
- 23-24 Board of Regents Meeting, Texas State University
- 24 HB 2504 Course Syllabi are due on-line
- 27 Memorial Day – no classes, offices and Library closed

### **SUMMER I 2019**

#### **JUNE**

- 3 First Class Day
- 3 First class day academic classes (Stiles)
- 6 Census Date (4<sup>th</sup> class day)
- 10 Personnel Action Request (F3.2) for summer I payroll are due to VPAA
- 11 Spring 2019 Course and Program Assessment Results & Use of Results
- 12 Personnel Action Request (F3.2) for summer I payroll are due to HR
- 12 Final day to drop or withdraw without academic penalty
- 21 Student Orientation
- 27 Final day to drop or withdraw with penalty
- 28 HB 2504 Course Syllabi are due on-line

#### **JULY**

- 4 Independence Day, no classes, offices closed
- 8 Last Class Day/Final Exams
- 8 Final grades due by 4:00 am

### **SUMMER II 2019**

#### **JULY**

- 9 First Class Day
- 11 Progress Reporting of 2019-2020 Unit Plans
- 12 Census Date (4<sup>th</sup> class day)
- 15 Personnel Action Request (F3.2) for summer II payroll are due to VPAA/ HR
- 19 Final day to drop or withdraw without academic penalty
- 26 Student Orientation

#### **AUGUST**

- 2 Final day to drop or withdraw with academic penalty
- 7 Student Orientation
- 13 Last Class Day/Final Exams
- 14 Final grades due by 8:00 am
- 22-23 Board of Regents Meeting, Sul Ross State University
- 26 First Class Day fall semester

## **IMPORTANT DATES FOR STUDENT SERVICES & BUSINESS OFFICE**

### **Fall 2018**

Aug 16	Deadline for bacterial meningitis immunization for fall Semester
Aug 20	Students dropped from classes for non-payment
Sept 24	Students dropped from classes for non-payment
Sept 25	First Installment Loan payment due
Oct 30	Semester is 60% complete- <i>critical date for financial aid students</i>
Oct 30	Second installment loan payment due
Oct 30	Short-term loan payment due
Oct 30	Book Loan payment due

### **Spring 2019**

Jan 11	Deadline for bacterial meningitis immunization for spring semester
Feb 14	Students dropped from classes for non-payment
Feb 26	First installment loan payment due
Mar 26	Second installment loan payment due
Mar 26	Short-term loan payment due
Mar 26	Book Loan payment due
Apr 4	Semester is 60% complete- <i>critical for financial aid students</i>

### **Summer I 2019**

May 24	Deadline for bacterial meningitis immunization for summer I
May 28	Students dropped from classes for non-payment
June 21	Students dropped from classes for non-payment
June 24	Semester is 60% complete- <i>critical for financial aid students</i>

### **Summer II 2019**

June 29	Deadline for bacterial meningitis immunization for summer II
July 1	Students dropped from classes for non-payment
July 29	Students dropped from classes for non-payment
July 30	Semester is 60% complete- <i>critical for financial aid students</i>