

**LAMAR STATE COLLEGE - PORT ARTHUR
ACADEMIC AND CAMPUS EVENT CALENDAR
2021-2022**

FALL 2021

AUGUST 2021

- 2 2020-2021 IE Assessment Reports for Technical Programs...
- 6 New Student Orientation
- 12-13 Board of Regents Meeting @ Sul Ross State University in Alpine, TX
- 13 2020-2021 IE Assessment Reports for Technical Departments submitted to Dean
- 16 HB 2504 Course Syllabi are due on-line
- 17 Faculty Development Day
- 19 New Student Orientation
- 23 First class day
- 23 HB 2504 *new or updated* Faculty Curriculum Vitae are due on-line
- 23 8-Week On-Line Session I begins
- 23 Faculty Outside Employment Request form is due to Department Chair
- 24 Faculty Office Hours & Schedule are due to Department Chair
- 25 Faculty Outside Employment Request form is due to Dean/VPAA
- 27 Faculty Information Report (**F2.18**) *new or updated information* is due to HR (form on website)
- 27 Faculty Office Hours & Schedule are due back to faculty for posting
- 27 Faculty Outside Employment Request *approved* forms are due to HR office
- 27 Faculty Development Leave application is available on website
- 27 2020-2021 IE Assessment Reports for all Academic Affairs offices/departments submitted to VPAA
- 27 2020-2021 IE Assessment Reports for Presidential, F & O, and Support Offices submitted to OIE
- 31 8-Week On-Line Session I – Census Date

SEPTEMBER 2021

- 1 Department Chair begins Annual Faculty Report (**F2.08A**) *process* with **adjunct faculty**
- 1 Application for December 2021 graduation begins
- 1-3 Campus Faculty Tenure Committee election conducted by VPAA office
- 1-3 Faculty Senate adjunct & staff representative election conducted by VPAA office
- 1-30 2020-2021 IE Assessment Report evaluations
- 3 Faculty Senate meeting
- 6 Labor Day – no campus or prison classes - offices and Gates Library closed
- 7 Promotion committee election conducted by VPAA office
- 7 “Recognition of Teaching Excellence” Nominating Committee election
- 7 Fall Semester Faculty **proposed Load Report** is due from Department Chair to Dean/VPAA for review
- 8 Census Date (12th class day)
- 9 8-Week On-Line Session I – final day to drop or withdraw without penalty
- 13 Faculty Development Leave application is due to Department Chair
- 13-24 The Survey of Entering Student Engagement (SENSE) to be administered
- 14 Electronic Personnel Action Forms (**EPAF**) for fall 2021 payroll are due to HR
- 17 Faculty Development Leave application is due from Department Chair to Dean/VPAA
- 17 Annual Faculty Report (**F2.08**) from **full-time faculty** is due to Department Chair

- 27 Final day to drop a course or withdraw *without* academic penalty
- 30 8-Week On-Line Session I – final day to drop or withdraw with penalty

OCTOBER 2021

- 1 Faculty Development Leave application is due to Faculty Senate Secretary
- 1 Departmental Performance Review of Tenured Faculty begins (**PRTF**-Appendix C Faculty Handbook)
- 1 Faculty Senate meeting
- 11 Annual Faculty Reports (**F2.08**) from Technical Program Chairs are due to Dean
- 11 Annual Faculty Reports (**F2.08**) from Gen/Ed Chair are due to VPAA
- 15 8-Week On-Line Session I – Last Class/Final Exam Day, grades due by 4:00 pm
- 18 8-Week On-Line Session II begins
- 25- Nov 12 College Survey Services (CSS) student evaluation of instruction
- 25 8-Week On-Line Session II – Census Date
- 27 Priority registration begins for Spring semester for graduating students and athletes

NOVEMBER 2021

- 1 Registration begins for Spring semester
- 1 **All** Annual Faculty Reports (**F2.08**) are due to VPAA for review
- 3 8-Week On-Line Session II – final day to drop or withdraw without penalty
- 5 New Student Orientation
- 5 Faculty Senate meeting
- 5 Faculty Development Leave recommendation due from Development Leave committee to VPAA
- 5 Promotion Application (**F2.09A/F2.09T**) is due from faculty to Department Chair
- 5 Recommendation for Tenure (**F2.10**) application is due from faculty to Department Chair
- 15 Faculty Outside Employment Request form (spring 2022) is due to Department Chair
- 18 Final day to drop a course or withdraw *with* academic penalty
- 18 New Student Orientation
- 18-19 Board of Regents Meeting @ Sam Houston State University in Huntsville, TX
- 19 Final day to apply for fall graduation and pay for diploma, cap & gown
- 19 Faculty Outside Employment Request (spring 2022) due to Dean/VPAA from department chair
- 24 8-Week On-Line Session II – final day to drop or withdraw with penalty
- 24 Thanksgiving Holiday begins, offices close at 5 p.m.; no evening classes
- 25-26 Thanksgiving Holidays - no classes - offices and Gates Library closed
- 29 Fall semester classes resume at 8:00 a.m.
- 30 Faculty Outside Employment Request forms (spring 2022) *approved* forms are due to HR office
- 30 **All** Annual Faculty Reports (**F2.08**) are returned to Department Chairs (electronically)

DECEMBER 2021

- 3 New Student Orientation
- 3 Faculty Senate meeting
- 3 Recommendation for Tenure (**F2.10**) application is due from Department Chair to Dean/VPAA
- 3 Promotion Application (**F2.09A/F2.09T**) due from Dept Chair to Division Promotion Committee
- 9 8-Week On-Line Session II – Last Class Day/Final Exam Day
- 9 Last class day
- 9 Final grades for graduates due by 4:00 pm
- 10 Final grades for all others due at noon

- 10 Fall Commencement – 5:30 p.m.
- 16 New Student Orientation
- 16 Fall 2021 Course Assessment Submission Forms posted to Blackboard/IE drive
- 20-31 Winter Holiday, no classes, offices closed

SPRING 2022

JANUARY 2022

- 1 New Year’s Day Holiday – no classes, offices closed
- 3 Offices reopen
- 7 New Student Orientation
- 10 HB 2504 Course syllabi are due on-line
- 11 Faculty Development Day (*tentative*)
- 17 Martin Luther King Day - no classes, offices closed
- 18 First class day spring semester
- 18 8-Week On-Line Session I begins
- 18 HB 2504 *new or updated* Faculty Curriculum Vitae are due on-line
- 19 Faculty Office Hours & Schedule are due to Department Chair
- 21 Faculty Office Hours & Schedule are returned to faculty for posting
- 25 Application for May 2022 graduation begins
- 25 8-Week On-Line Session I – Census Date

FEBRUARY 2022

- 1 Department Chair begins Annual Faculty Report (**F2.08A**) *process* with **adjunct faculty**
- 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 Recommendation for Tenure (**F2.10**) *all* applications are due to VPAA
- 1 Performance Review of Tenured Faculty (**PRTF**) documentation is due to Department Chair
- 1 Faculty & Staff Incentive award memo & information distributed by VPAA office
- 1 Spring Semester Faculty **proposed Load Report** is due from Department Chair to Dean & VPAA for review
- 2 Census Date (12th class day)
- 3 8-Week On-Line Session I – final day to drop or withdraw *without* penalty
- 4 Faculty Senate meeting
- 9 Electronic Personnel Action Forms (**EPAF**) for spring 2022 payroll are due to HR
- 11 “Recognition of Teaching Excellence” *all* application recommendations are due to VPAA
- 11 Promotion Application (**F2.09A/F2.09T**) *all* applications are due to VPAA
- 11 Recommendation for Tenure (**F2.10**) applications forwarded to Campus Tenure Committee by VPAA
- 14 Faculty & Staff Incentive award application is due to Department Chair and/or Supervisor
- 14 Performance Review of Tenured Faculty (**PRTF**) documentation due from Chairs to Dean/VPAA
- 17-18 Board of Regents Meeting, Lamar University
- 24 8-Week On-Line Session I – final day to drop or withdraw with penalty
- 28 2021-2022 IE Unit Plans Mid-Year Status Updates & Budget Hearing preparation
- 28 Last day to drop a course or withdraw *without* academic penalty

MARCH 2022

- 1 All Performance Review of Tenured Faculty (**PRTF**) documentation/recommendations due to VPAA
- 1 Faculty & Staff Incentive award applications are due from Department Chair to Dean/VPAA
- 1 Faculty & Staff Incentive award applications are due from Supervisors to VPAA
- 3 Southeast Texas Regional Citizen Bee Competition
- 4 Faculty Senate meeting
- 4 All Faculty & Staff Incentive award applications are due to VPAA
- 4 Promotion Applications (**F2.09A/F2.09T**) forwarded to President by VPAA
- 4 Recommendation for Tenure (**F2.10**) application from Campus Tenure Committee to VPAA
- 11 Recommendation for Tenure (**F2.10**) applications due from VPAA to President
- 11 8-Week On-Line Session I – Last Class/Final Exam Day, grades due by 4:00 pm
- 14-18 Spring Break - no classes, offices and Library are open
- 18 Spring Break – no classes, offices and Gates Library are closed
- 21 Classes resume at 8:00 a.m.
- 21 Promotion Applications (**F2.09A/F2.09T**) due to VPAA office from President
- 21 8-Week On-Line Session II begins
- 21-24 Faculty Senate election of voting representatives for 2022 conducted by VPAA office
- 21-Apr 8 College Survey Services (CSS) student evaluation of instruction
- 25 Proposed Summer Load Reports are due to VPAA office for budget purposes
- 25 “Recognition of Teaching Excellence” applications due from VPAA to President
- 28 Distribution of Summer & Fall semester class schedules
- 28-31 Final review of Faculty & Staff Incentive Award applications by VPAA
- 28 8-Week On-Line Session II – Census Day
- 29 Priority registration begins for Summer and Fall semesters for graduating students and athletes

APRIL 2022

- 1 Registration begins for Summer & Fall semesters
- 1 Faculty Senate meeting
- 1 “Recognition of Teaching Excellence” applications due from President to VPAA
- 1 Recommendation for Tenure (**F2.10**) applications due from President to VPAA
- 4 Faculty & Staff Incentive Award recommendations to President
- 4-22 Noel-Levitz Student Satisfaction Inventory Survey administered
- 6 8-Week On-Line Session II – final day to drop or withdraw *without* penalty
- 11 Faculty & Staff Incentive Award **F3.2**'s due to HR/payroll
- 11 Promotion Application (**F2.09A/F2.09T**) copies are due to HR office for reporting purposes
- 11 Recommendation for Tenure (**F2.10**) copies due to HR for reporting purposes
- 15 Good Friday – no classes, offices and Gates Library open
- 15 Final day to drop a course or withdraw *with* academic penalty
- 22 Last day to apply for spring graduation and pay for diploma, cap & gown
- 27 8-Week On-Line Session II – final day to drop or withdraw *with* penalty

MAY 2022

- 6 Faculty Senate meeting
- 9-13 Dual Credit Faculty Appreciation week
- 10 Faculty and Staff Service Recognition awards/reception (*tentative*)
- 12 8-Week On-Line Session II – Last Class Day/Final Exam Day

- 12 Last class day spring semester
- 12 Final grades for graduates due by 4:00 pm
- 13 Final grades for all others due at noon
- 13 Commencement – 5:30 p.m.
- 18 Spring 2022 Course Assessment Submission Forms posted to Blackboard/IE drive
- 19-20 Board of Regents Meeting, Sam Houston State University
- 27 HB 2504 Course Syllabi are due on-line
- 30 Memorial Day – no classes, offices and Gates Library closed

SUMMER I 2022

JUNE 2022

- 6 First Class Day
- 8 **Proposed Faculty Load Report** is due from Department Chair to Dean & VPAA for review
- 9 Census Date (4th class day)
- 14 Electronic Personnel Action Forms (**EPAF**) for summer I & III payroll are due to HR
- 15 Final day to drop or withdraw *without* academic penalty

JULY 2022

- 1 2021-2022 IE Course Assessment Reports distributed...
- 1 HB 2504 Course Syllabi are due on-line
- 1 Last day to drop a course or withdraw *with* penalty
- 4 Independence Day observed, no classes, offices closed
- 11 Last Class Day/Final Exams
- 11 Final grades due by 4:00 am
- 29 2021-2022 IE Course Action Plans submitted to Office of IE

SUMMER II 2022

JULY 2022

- 12 First Class Day
- 13 **Proposed Faculty Load Report** is due from Department Chair to Dean & VPAA for review
- 15 Census Date (4th class day)
- 18 Electronic Personnel Action Forms (**EPAF**) for summer II payroll are due to HR
- 21 Last day to drop a course or withdraw *without* academic penalty

AUGUST 2022

- 8 Last day to drop a course or withdraw *with* academic penalty
- 15 Last Class Day/Final Exams
- 15 Final grades due by 4:00 pm

SUMMER III 2022 (11 weeks)

JUNE 2022

- 6 First Class Day
- 15 Census Date
- 20 Last day to drop a course or withdraw *without* academic penalty

JULY 2022

- 4 Independence Day observed, no classes, offices closed

AUGUST 2022

- 8 Last day to drop a course or withdraw *with* academic penalty
- 15 Last Class Day/Final Exams
- 15 Final grades due by 4:00 pm