

**LAMAR STATE COLLEGE - PORT ARTHUR
ACADEMIC AND CAMPUS EVENT CALENDAR
2022-2023**

FALL 2022

AUGUST 2022

- 1 2021-2022 IE Assessment Reports for Technical Programs...
- 11-12 Board of Regents Meeting @ Texas State University System, Austin
- 12 2021-2022 IE Assessment Reports for Technical Departments submitted to Dean
- 15 HB 2504 Course Syllabi are due on-line
- 16 Faculty Development Day
- 22 First class day fall semester
- 22 HB 2504 *new or updated* Faculty Curriculum Vitae are due on-line
- 22 8-Week Session I begins
- 22 Faculty Outside Employment Request forms due to Department Chair (form on HR website)
- 23 Faculty Office Hours & Schedule are due to Department Chair (template on website)
- 24 Faculty Outside Employment Request forms due to Dean/VPAA
- 26 Faculty Information Report (**F2.18**) *new or updated information* is due to HR (form on website)
- 26 Faculty Office Hours & Schedule are due back to faculty for posting
- 26 Faculty Outside Employment Request *approved* forms are due to HR office
- 26 2021-2022 IE Assessment Reports for all Academic Affairs offices/departments submitted to VPAA
- 26 2021-2022 IE Assessment Reports for Presidential, F & O, and Support Offices submitted to OIE
- 29 8-Week Session I – Census Date

SEPTEMBER 2022

- 1 Department Chair begins Annual Faculty Report (**F2.08A**) *process* with **adjunct faculty**
- 1 Application for December 2022 graduation begins
- 1-30 2021-2022 IE Assessment Report evaluations
- 2 Campus Faculty Tenure Committee election conducted by VPAA office
- 2 Faculty Senate adjunct & staff representative election conducted by VPAA office
- 2 Faculty Senate meeting (tba)
- 5 Labor Day – no campus or prison classes - offices and Gates Library closed
- 6 Promotion committee election conducted by VPAA office
- 6 "Recognition of Teaching Excellence" Nominating Committee election
- 7 Census Date (12th class day)
- 8 8-Week Session I – final day to drop or withdraw without penalty
- 9 Fall Semester Faculty **proposed Load Report** is due to HR/Dean/VPAA for review
- 12 Faculty Development Leave application due to Department Chair
- 12-23 **SENSE** Survey of Entering Student Engagement administered
- 13 Electronic Personnel Action Forms (**EPAF**) for fall 2022 payroll are due to HR
- 16 Faculty Development Leave application due from Department Chair to Dean/VPAA
- 26 Final day to drop a course or withdraw *without* academic penalty
- 29 8-Week Session I – final day to drop or withdraw with penalty
- 30 Annual Faculty Report (**F2.08**) from **full-time faculty** due to Department Chairs

6-8-22

OCTOBER 2022

- 1 Faculty Development Leave application due to Faculty Senate Secretary
- 1 Departmental Performance Review of Tenured Faculty process begins (**PRTF**-Appendix C Faculty Handbook)
- 7 Faculty Senate meeting (tba)
- 14 Annual Faculty Reports (**F2.08**) from Technical Program Chairs are due to Dean
- 14 Annual Faculty Reports (**F2.08**) from Gen/Ed Chair are due to VPAA
- 14 8-Week Session I – Last Class/Final Exam Day, grades due by 4:00 pm
- 17 8-Week Session II begins
- 24-Nov 11 College Survey Services (**CSS**) Fall student evaluation of instruction
- 24 8-Week Session II – Census Date
- 26 Priority registration begins for Spring semester for graduating students and athletes

NOVEMBER 2022

- 1 Faculty Development Leave recommendation due to President
- 1 Registration begins for Spring semester
- 1 **All** Annual Faculty Reports (**F2.08**) are due to VPAA for review
- 2 8-Week Session II – final day to drop or withdraw without penalty
- 4 Faculty Senate meeting (tba)
- 4 Promotion Application (**F2.09A/F2.09T**) due from faculty to Department Chair
- 4 Recommendation for Tenure (**F2.10**) application due from faculty to Department Chair
- 14 Faculty Outside Employment Request form (spring 2022) due to Department Chair
- 17 Final day to drop a course or withdraw *with* academic penalty
- 17-18 Board of Regents Meeting @ Texas State University, San Marcos
- 18 Final day to apply for fall graduation and pay for diploma, cap & gown
- 18 Faculty Outside Employment Request (spring 2022) due to Dean/VPAA
- 23 8-Week Session II – final day to drop or withdraw with penalty
- 23 Thanksgiving Holiday begins, offices close at 5 p.m.; **no evening classes**
- 24-25 Thanksgiving Holidays - no classes - offices and Gates Library closed
- 28 Fall semester classes resume at 8:00 a.m.
- 30 Faculty Outside Employment Request forms (spring 2023) *approved* forms due to HR office
- 30 **All** Annual Faculty Reports (**F2.08**) are returned to Department Chairs (electronically)

DECEMBER 2022

- 2 Faculty Senate meeting (tba)
- 2 Recommendation for Tenure (**F2.10**) application due from Department Chair to Dean/VPAA
- 2 Promotion Application (**F2.09A/F2.09T**) due from Dept Chair to Division Promotion Committee
- 8 8-Week Session II – Last Class Day/Final Exam Day
- 8 Last class day fall semester
- 8 Final grades for graduates due by 4:00 pm
- 9 Final grades for all others due at noon
- 9 Fall Commencement – 5:30 p.m.
- 15 Fall 2022 Course Assessment Submission Forms posted to Blackboard/IE drive
- 19-30 Winter Holiday, no classes, offices closed (**tentative**)

SPRING 2023**JANUARY 2023**

- 1 New Year's Day Holiday (Sunday)
- 2 Offices reopen
- 9 HB 2504 Course syllabi are due on-line
- 10 Faculty Development Day
- 16 Martin Luther King Day - no classes, offices closed
- 17 First class day spring semester
- 17 8-Week Session I begins
- 17 HB 2504 *new or updated* Faculty Curriculum Vitae are due on-line
- 18 Faculty Office Hours & Schedule are due to Department Chair
- 20 Faculty Office Hours & Schedule are returned to faculty for posting
- 24 Application for May 2023 graduation begins
- 24 8-Week Session I – Census Date

FEBRUARY 2023

- 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 Census Date (12th class day)
- 2 8-Week Session I – final day to drop or withdraw *without* penalty
- 3 Spring Semester Faculty **proposed Load Report** is due to HR/Dean/VPAA for review
- 3 Faculty Senate meeting (tba)
- 7 Electronic Personnel Action Forms (**EPAF**) for spring 2022 payroll are due to HR
- 10 “Recognition of Teaching Excellence” *all* application recommendations are due to VPAA
- 10 Promotion Application (**F2.09A/F2.09T**) *all* applications are due to VPAA
- 10 Recommendation for Tenure (**F2.10**) applications forwarded to Campus Tenure Committee by VPAA
- 15 Faculty & Staff Incentive award application is due to Department Chair and/or Supervisor
- 15 Performance Review of Tenured Faculty (**PRTF**) documentation due from Chairs to Dean/VPAA
- 16-17 Board of Regents Meeting (**tentative**)
- 23 8-Week Session I – final day to drop or withdraw with penalty
- 27 Last day to drop a course or withdraw *without* academic penalty
- 28 2022-2023 IE Unit Plans Mid-Year Status Updates & Budget Hearing preparation

MARCH 2023

- 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 Faculty Senate meeting (tba)
- 3 **All** Faculty & Staff Incentive award applications are due to VPAA
- 3 Promotion Applications (**F2.09A/F2.09T**) forwarded to President by VPAA
- 3 Recommendation for Tenure (**F2.10**) application from Campus Tenure Committee to VPAA

6-8-22

- 10 Recommendation for Tenure (**F2.10**) applications due from VPAA to President
- 10 8-Week Session I – Last Class/Final Exam Day, grades due by 4:00 pm
- 13-17 Spring Break - no classes, offices and Library are open
- 17 Spring Break – no classes, offices and Gates Library are closed
- 20 Classes resume at 8:00 a.m.
- 20 Promotion Applications (**F2.09A/F2.09T**) due to VPAA office from President
- 20 8-Week Session II begins
- 20-24 Faculty Senate election of voting representatives for 2023 conducted by VPAA office
- 20-Apr 7 College Survey Services (**CSS**) Spring student evaluation of instruction
- 24 Proposed Summer Load Reports are due to VPAA office for budget purposes
- 24 “Recognition of Teaching Excellence” applications due from VPAA to President
- 27 Distribution of Summer & Fall semester class schedules
- 27-31 Final review of Faculty & Staff Incentive Award applications by VPAA
- 27 8-Week Session II – Census Day
- 28 Priority registration begins for Summer and Fall semesters for graduating students and athletes

APRIL 2023

- 1 Registration begins for Summer & Fall semesters
- 1 “Recognition of Teaching Excellence” applications due from President to VPAA
- 1 Recommendation for Tenure (**F2.10**) applications due from President to VPAA
- 3 Faculty & Staff Incentive Award recommendations to President
- 3-21 **CCSSE** Community College Survey of Student Engagement Survey administered
- 5 8-Week Session II – final day to drop or withdraw *without* penalty
- 7 Faculty Senate meeting (tba)
- 7 Good Friday – no classes, offices and Gates Library open
- 10 Faculty & Staff Incentive Award **F3.2**'s due to HR/payroll
- 10 Promotion Application (**F2.09A/F2.09T**) copies are due to HR office for reporting purposes
- 10 Recommendation for Tenure (**F2.10**) copies due to HR for reporting purposes
- 14 Final day to drop a course or withdraw *with* academic penalty
- 21 Last day to apply for spring graduation and pay for diploma, cap & gown
- 26 8-Week Session II – final day to drop or withdraw *with* penalty

MAY 2023

- 5 Faculty Senate meeting (tba)
- 8-12 Dual Credit Faculty Appreciation week
- 10 Faculty and Staff Service Recognition awards/reception (*tentative*)
- 11 8-Week Session II – Last Class Day/Final Exam Day
- 11 Last class day spring semester
- 11 Final grades for graduates due by 4:00 pm
- 12 Final grades for all others due at noon
- 12 Commencement – 5:30 p.m.
- 17 Spring 2023 Course Assessment Submission Forms posted to Blackboard/IE drive
- 18-19 Board of Regents Meeting (**tentative**)
- 26 HB 2504 Course Syllabi are due on-line
- 29 Memorial Day – no classes, offices and Gates Library closed

SUMMER I 2023

JUNE 2023

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

JULY 2023

- 3 2022-2023 IE Course Assessment Reports distributed...
- 3 HB 2504 Course Syllabi are due on-line
- 4 Independence Day observed, no classes, offices closed
- 10 Last Class Day/Final Exams
- 10 Final grades due by 4:00 am
- 28 2022-2023 IE Course Action Plans submitted to Office of IE

SUMMER II 2023

JULY 2023

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

AUGUST 2023

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

SUMMER III 2023 (11 weeks)

JUNE 2023

- 5 First Class Day
- 20 Census Date

JULY 2023

- 4 Independence Day observed, no classes, offices closed
- 12 Last day to drop a course or withdraw *without* academic penalty

AUGUST 2023

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