

**LAMAR STATE COLLEGE - PORT ARTHUR
ACADEMIC AND CAMPUS EVENT CALENDAR
2023-2024**

FALL 2023

AUGUST 2023

- 1 2022-2023 IE Assessment Reports for Technical Programs...
- 10-11 Board of Regents Meeting @ Sul Ross State University, Alpine
- 11 2022-2023 IE Assessment Reports for Technical Departments submitted to Dean
- 21 HB 2504 Course Syllabi are due on-line
- 22 Faculty Development Day – Parker Center
- 25 2022-2023 IE Assessment Reports for all Academic Affairs offices/departments submitted to VPAA
- 25 2022-2023 IE Assessment Reports for Presidential, F & O, and Support Offices submitted to OIE
- 28 First class day fall semester
- 28 HB 2504 *new or updated* Faculty Curriculum Vitae are due on-line
- 28 8-Week Session I begins
- 28 Faculty Outside Employment Request forms due to Department Chair (form on HR website)
- 29 Faculty Office Hours & Schedule are due to Department Chair (template on website)
- 31 Faculty Outside Employment Request forms are due to Dean

SEPTEMBER 2023

- 1 Department Chair begins Annual Faculty Report (**F2.08A**) *process* with **adjunct faculty**
- 1-29 2022-2023 IE Assessment Report evaluations
- 1 Campus Faculty Tenure Committee election conducted by VPAA office
- 1 Faculty Senate adjunct & staff representative election conducted by VPAA office
- 1 Faculty Senate meeting, Friday @ 12:00 noon, SC 4th floor
- 1 Faculty Office Hours & Schedule are due back to faculty for posting
- 1 Faculty Information Report (**F2.18**) *new or updated information* is due to HR (form on website)
- 4 Application for December 2023 graduation begins
- 4 Labor Day – no classes, offices closed
- 5 Faculty Outside Employment Request *approved* forms are due to HR office
- 5 8-Week Session I – Census Date
- 5 Promotion committee election conducted by VPAA office
- 5 “Recognition of Teaching Excellence” Nominating Committee election conducted by VPAA office
- 8 Fall Semester Faculty **proposed Load Report** is due to HR and Dean for review
- 11 Faculty Development Leave application due to Department Chair
- 11-22 **SENSE** Survey of Entering Student Engagement administered
- 13 Census Date (12th class day)
- 14 8-Week Session I – final day to drop without penalty
- 15 Electronic Personnel Action Forms (**EPAF**) for fall 2023 payroll are due to HR
- 15 Faculty Development Leave application due from Department Chair to Dean
- 29 Annual Faculty Report (**F2.08**) from **full-time faculty** due to Department Chairs

OCTOBER 2023

- 2 Faculty Development Leave application due to Faculty Senate Secretary
- 2 Departmental Performance Review of Tenured Faculty process begins (**PRTF**- Policy & Procedure Manual 7.2)
- 2 Final day to drop without academic penalty
- 5 8-Week Session I – final day to drop with penalty
- 6 Faculty Senate meeting, Friday @ 12:00 noon, SC 4th floor
- 13 Annual Faculty Reports (**F2.08**) from Technical Program Chairs are due to Dean
- 13 Annual Faculty Reports (**F2.08**) from Gen/Ed Chair are due to Dean
- 20 8-Week Session I – Last Class/Final Exam Day
- 23 8-Week Session I - grades due at noon
- 23 8-Week Session II begins
- 23-Nov 10 College Survey Services (**CSS**) Fall student evaluation of instruction
- 25 Priority registration begins for Spring semester for graduating students and athletes
- 30 8-Week Session II – Census Date

NOVEMBER 2023

- 1 Final day to apply for fall graduation and pay for diploma, cap & gown
- 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
- 3 Faculty Senate meeting, Friday @ 12:00 noon, SC 4th floor
- 3 Promotion Application (**F2.09A/F2.09T**) due from faculty to Department Chair
- 3 Recommendation for Tenure (**F2.10**) application due from faculty to Department Chair
- 8 8-Week Session II – final day to drop without penalty
- 13 Faculty Outside Employment Request form (spring 2024) due to Department Chair
- 16-17 Board of Regents Meeting @ Lamar University, Beaumont
- 17 Faculty Outside Employment Request (spring 2024) due to Dean
- 22 Energy Conservation Day – campus closed
- 23-24 Thanksgiving - no classes, offices closed
- 27 Fall semester classes resume at 8:00 a.m.
- 27 Final day to drop with academic penalty
- 30 8-Week Session II – final day to drop with penalty
- 30 Faculty Outside Employment Request forms (spring 2024) *approved* forms due to HR office
- 30 All Annual Faculty Reports (**F2.08**) are returned to Department Chairs (electronically)

DECEMBER 2023

- 1 Faculty Senate meeting, Friday @ 12:00 noon, SC 4th floor
- 1 Recommendation for Tenure (**F2.10**) application due from Department Chair to Dean
- 1 Promotion Application (**F2.09A/F2.09T**) due from Dept Chair to Division Promotion Committee
- 7 Winter Mini begins
- 8 Winter Mini - census date
- 13 Winter Mini - Final day to drop without penalty
- 14 8-Week Session II – Last Class Day/Final Exam Day
- 14 Last class day fall semester
- 14 Final grades for graduates due by 4:00 pm
- 14 Fall 2023 Course Assessment Submission Forms posted to Blackboard/IE drive

Revised 9/1/23

- 15 Final grades for all others due at noon
- 15 Fall Commencement
- 18-19 Energy Conservation Day – campus closed
- 20-29 Christmas Break - no classes, offices closed
- 27 Winter Mini - Final day to drop with penalty
- 28 Winter Mini - Last Class Day/Final Exam Day
- 29 Winter Mini - Final grades are due by noon

SPRING 2024

JANUARY 2024

- 1 New Year's Day
- 2 Offices reopen
- 9 HB 2504 Course syllabi are due on-line
- 9 Faculty Development Day – Parker Center
- 15 Martin Luther King, Jr. Day - no classes, offices closed
- 16 First class day spring semester
- 16 8-Week Session I begins
- 16 HB 2504 *new or updated* Faculty Curriculum Vitae are due on-line
- 17 Faculty Office Hours & Schedule are due to Department Chair
- 19 Faculty Office Hours & Schedule are returned to faculty for posting
- 23 Application for May 2024 graduation begins
- 23 8-Week Session I – Census Date
- 31 Census Date (12th class day)

FEBRUARY 2024

- 1 Department Chair begins Annual Faculty Report (**F2.08A**) *process* with **adjunct faculty**
- 1 “Recognition of Teaching Excellence” faculty application is due to Dean for review
- 1 Promotion Application (**F2.09A/F2.09T**) due from Division Promotion Committee to Dean
- 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 8-Week Session I – final day to drop without penalty
- 2 Spring Semester Faculty **proposed Load Report** is due to HR/Dean for review
- 2 Faculty Senate meeting, Friday @ 12:00 noon, SC 4th floor
- 7 Electronic Personnel Action Forms (**EPAF**) for spring 2024 payroll are due to HR
- 9 “Recognition of Teaching Excellence” *all* application recommendations are due to VPAA
- 9 Promotion Application (**F2.09A/F2.09T**) *all* applications are due to VPAA
- 9 Recommendation for Tenure (**F2.10**) applications forwarded to Campus Tenure Committee by VPAA
- 16 Faculty & Staff Incentive award application is due to Department Chair and/or Supervisor
- 16 Performance Review of Tenured Faculty (**PRTF**) documentation due from Chairs to Dean
- 22-23 Board of Regents Meeting @ Sam Houston State University (Huntsville)
- 22 8-Week Session I – final day to drop with penalty
- 26 Final day to drop *without* academic penalty
- 29 2023-2024 IE Unit Plans Mid-Year Status Updates & Budget Hearing preparation

MARCH 2024

- 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
- 1 Faculty & Staff Incentive award applications are due from Supervisors to VPAA
- 1 Faculty Senate meeting, Friday @ 12:00 noon, SC 4th floor
- 1 Promotion Applications (**F2.09A/F2.09T**) forwarded to President by VPAA
- 1 Recommendation for Tenure (**F2.10**) application from Campus Tenure Committee to VPAA
- 8 All Faculty & Staff Incentive award applications are due to VPAA
- 8 Recommendation for Tenure (**F2.10**) applications due from VPAA to President
- 8 8-Week Session I – Last Class/Final Exam Day
- 11 8-Week Session I – Final grades due at noon
- 11-15 Spring Break - no classes
- 13-14 Energy Conservation Day – campus closed
- 15 Spring Break – no classes, offices closed
- 18 Classes resume at 8:00 a.m.
- 18 Promotion Applications (**F2.09A/F2.09T**) due to VPAA office from President
- 18 8-Week Session II begins
- 18-22 Faculty Senate election of voting representatives for 2024 conducted by VPAA office
- 18-Apr 5 College Survey Services (**CSS**) Spring student evaluation of instruction
- 25 “Recognition of Teaching Excellence” applications due from VPAA to President
- 25 Distribution of Summer & Fall semester class schedules
- 25-29 Final review of Faculty & Staff Incentive Award applications by VPAA
- 25 8-Week Session II – Census Day
- 25 Priority registration begins for Summer and Fall semesters for graduating students and athletes
- 29 Good Friday – no classes, offices and Gates Library are open

APRIL 2024

- 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
- 1 Faculty & Staff Incentive Award recommendations to President
- 3 8-Week Session II – Final day to drop without penalty
- 5 Faculty Senate meeting, Friday @ 12:00 noon, SC 4th floor
- 8 Faculty & Staff Incentive Award **F3.2**'s due to HR/payroll
- 8 Promotion Application (**F2.09A/F2.09T**) copies are due to HR office for reporting purposes
- 8 Recommendation for Tenure (**F2.10**) copies due to HR for reporting purposes
- 12 Final day to drop with academic penalty
- 19 Last day to apply for spring graduation and pay for diploma, cap & gown
- 24 8-Week Session II – Final day to drop with penalty

MAY 2024

- 3 Faculty Senate meeting, Friday @ 12:00 noon, SC 4th floor
- 6-10 Dual Credit Faculty Appreciation week
- 8 Faculty and Staff Service Recognition awards/reception (*tentative*)
- 9 Spring Mini - First Class Day

Revised 9/1/23

- 9 8-Week Session II – Last Class Day/Final Exam Day
- 9 Last class day spring semester
- 9 Final grades for graduates due by 4:00 pm
- 10 Spring Mini - Census Day
- 10 Final grades for all others due at noon
- 10 Commencement
- 15 Spring Mini - Final day to drop without penalty
- 15 Spring 2024 Course Assessment Submission Forms posted to Blackboard/IE drive
- 16-17 Board of Regents Meeting @ Texas State University (San Marcos)
- 22 Spring Mini - Final day to drop with penalty
- 24 HB 2504 Course Syllabi are due on-line
- 27 Memorial Day – no classes, offices closed
- 29 Spring Mini - Last Class Day/Final Exam Day
- 30 Spring Mini - All grades are due by noon

SUMMER I 2024

JUNE 2024

- 3 First Class Day
- 6 Census Date (4th class day)
- 7 **Proposed Faculty Load Report** is due from Department Chair to HR/Dean for review
- 11 Electronic Personnel Action Forms (**EPAF**) for summer I & III payroll are due to HR
- 12 Final day to drop without academic penalty
- 19 Juneteenth – no classes, offices closed

JULY 2024

- 1 Final day to drop with penalty
- 1 2023-2024 IE Course Assessment Reports distributed...
- 1 HB 2504 Course Syllabi are due on-line
- 4 Independence Day - no classes, offices closed
- 8 Last Class Day/Final Exams
- 8 Final grades due by 4:00 am
- 26 2023-2024 IE Course Action Plans submitted to Office of IE

SUMMER II 2024

JULY 2024

- 9 First Class Day
- 12 Census Date (4th class day)
- 15 **Proposed Faculty Load Report** is due from Department Chair to HR/Dean for review
- 16 Electronic Personnel Action Forms (**EPAF**) for summer II payroll are due to HR
- 18 Final day to drop without penalty
- 19 Juneteenth – no classes, offices closed

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AUGUST 2024

- 5 Final day to drop with penalty
- 12 Last Class Day/Final Exams
- 12 Final grades due by 4:00 pm

SUMMER III 2024 (11 weeks)

JUNE 2024

- 3 First Class Day
- 18 Census Date
- 19 Juneteenth – no classes, offices closed

JULY 2024

- 4 Independence Day - no classes, offices closed
- 11 Final day to drop without penalty

AUGUST 2024

- 5 Final day to drop with penalty
- 12 Last Class Day/Final Exams
- 12 Final grades due by 4:00 pm