Full-Time Faculty Report Dates 2023-2024

Employees on academic year appointments are contracted for August-May. Such employees may also be subject to call for duty during that period, regardless of whether classes are in session. Department Chairs are responsible for the management of this procedure.

Purpose of Establishing these Faculty Report Dates:

- Human Resources can apply sick leave, parental leave, and FMLA on a consistent and fair basis across the university.
- Deans, Department Chairs, and others, can clearly articulate to students, parents, and other stakeholders when faculty are available to respond to questions and concerns.

The following have been established as report dates for Fall and Spring semesters:

Fall Semester report date:

For "returning" full-time faculty, this date shall be two weeks prior to the first day of Fall semester. In 2023, the first day of Fall semester is Monday, August 28, and the report date for "returning" full-time faculty is Monday, August 14, 2023.

For new first-year faculty, the 2023 report date is the first day of August. This allows new faculty additional time to become oriented to the university and triggers health benefits (insurance) coverage to begin September 1, rather than October 1. In 2023, the report date for first year faculty is Tuesday, August 1, 2023.

The syllabus and first week assignments should be posted in D2L and accessible to students at least two business days prior to the first day of Fall semester. In Fall 2023, D2L will open for students at 8:30am, Thursday, August 24.

Fall Semester end date:

This date shall be the day after Fall Semester final grades are due. In 2023, the end date is Tuesday, December 20. *Faculty are encouraged to respond to students seeking grade changes or appeals or have advising and registration questions between this date and the Spring Semester report date.*

Spring Semester report date:

This date shall be one week (or 5 business days) prior to the start of Spring Semester. In 2023, the first day of the Spring semester is Tuesday, January 16, 2024, and the report date is Monday, January 8, 2024.

The syllabus and first week assignments should be posted in D2L and accessible to students at least two business days prior to the first day of Spring semester. In Spring 2024, D2L will open for students at 8:30am, Thursday, January 11, 2024.

Spring Semester end date:

This date shall be the day after Spring Semester final grades are due. In 2024, the end date is Tuesday, May 7.

Note: Faculty are not required to be on campus or hold office hours during Fall Break, Spring Break, and the day before Thanksgiving. However, they are encouraged to respond to students seeking grade changes or appeals or have advising and registration questions during these time periods.