

**SUBJECT TO CHANGE!****August 2024**

- 1 2023-24 tenure/promotion candidates' last day to file an appeal by 11:59pm
- 14 RCC Training for New RCC Advisors only(Part 1 of 3) from 10:00am-2:00pm in Woolson House
- 15 RCC Training (Part 1 of 2) from 8:30am-4:00pm CSS 230 (Cornell Social Sciences Building)
- 15 Deans' Office notifies 2026-27 sabbatical candidates of their eligibility
- 16 RCC Training (Part 2 of 2) from 8:30am-4:00pm CSS 230 (Cornell Social Sciences Building)
- 19 New International Students Move-In ([more info](#))
- 20-21 New Domestic Students Report to Campus/Move-In (by assignment)
- 20 CLA Faculty Retreat/Mtg from 8:00am – 2:00pm in Rice Family Pavilion, Banquet Room
- 21-25 All New International & Domestic Student Orientation ([more info](#))
- 21 New/Returning Chairs Orientation from 11:00am-12:00pm in CSS 118
- 21 New Faculty Orientation (Nancy Chick & Adeline Davis)
- 23-24 Returning Students Report to Campus/Move-In (by assignment)

**26 Fall 2024 Classes Begin**

- 26 Convocation from 9-10am in Alford Sports Center, Warden Arena
- 26 2023-24 Final Research Grant Reports due via ([link](#)) by 11:59pm
- 26-30 Add/Drop ([course schedules](#))
- 27 State of the College Open Forum from 12:30-1:45pm in Bush Auditorium
- 30 Last Day to Add a Course Without Instructor Signature
- 30 Waitlist Notifications End
- 30 Fall 2024 syllabi due to Dean's Office via SharePoint Link (access given to Admin Assistants) by 11:59pm (questions? Email: [jxsmith@rollins.edu](mailto:jxsmith@rollins.edu))
- TBA Registrar's Office sends a call for Spring 2025 course schedule updates

**September 2024**

- 1 2024-25 Tenure/promotion awardees' new titles/salaries in effect
- 1 2024-25 Chairs/Coordinators/Directors stipends in effect

**2 Labor Day**

- 5 rFLA Faculty Mtg 12:30-1:45pm in Bush 176
- 6 Credit/No Credit Deadline
- 6 Last Day to Drop a Course Without Transcript Notation
- 12 Dept. Chairs & Faculty Directors Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 19 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room
- 26 New Faculty Meeting from 12:30-1:45pm @ The Faculty Club
- 27 Ashforth, Critchfield, IDG's Early Proposals Due via ([link](#))
- 27 FYRSTs Grant Proposals Due via ([link](#))
- 30 2024-25 CVs due to Zach Mendez; [zmendez@rollins.edu](mailto:zmendez@rollins.edu) by 11:59pm
- TBA Spring 2025 course schedule preliminary updates due to the Registrar's Office

**October 2024**

- 1 2024-25 CVs due to Zach Mendez; [zmendez@rollins.edu](mailto:zmendez@rollins.edu) by 11:59pm (late submissions)
- 1 CEC's 2024-25 appt to Tenure letters due to Provost, [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) & FEC Chair by 11:59pm
- 1 Dept. Chairs (only) Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310

- 3 rFLA Faculty Mtg from 12:30-1:45pm in Bush 176
- 10 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room

**12-15 Fall Break (for both CLA and HOLT)**

- 15 CEC's 2024-25 Promotion to Prof. letters due to Provost, [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) & FEC Chair by 11:59pm
- 17 R-Compass Fair; McKean Gym 12:30-1:45pm
- 24 New Faculty Meeting from 12:30-1:45pm @ The Faculty Club
- 28-Nov. 4 Academic/Career Planning for Intersession & Spring 2025
- TBA Spring 2025 course schedule final updates due to Registrar's Office

**November 2024**

- 1 Registrar's Office sends a proof of the Spring 2025 course schedule
- 1-3 Family Weekend ([more info](#))
- 4 Rollins College's Birthday
- 4 Intersession & Spring 2025 Registration Begins ([course schedules](#))
- 5 Dept. Chairs (only) Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 7 rFLA Faculty Mtg from 12:30-1:45pm in Bush 176
- 8 Last Day to Withdraw from a Course ('W' deadline)
- 14 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room
- 15 2023-24 Sabbatical Reports due to [zmendez@rollins.edu](mailto:zmendez@rollins.edu) & [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) by 11:59pm
- 21 New Faculty Meeting from 12:30-1:45pm @ The Faculty Club
- 22-Dec. 8<sup>th</sup> Fall 2024 CIEs open via MyRollins

**27-Dec. 1 Thanksgiving Break**

**December 2024**

- 3 Fall 2024 rFLA Summit from 9-10:30am in various locations
- 5 New Faculty Meeting from 12:30-1:45pm @ The Faculty Club
- 6 **Fall 2024 Classes End**
- 6 One-Time Credit/No Credit Deadline
- TBA 2024-25 midcourse review & promotion to Sr. Lecturer/Artist-in-Residence candidates & CEC chairs meet w/FEC, IDT & the Deans' Office from 8-9am
- 7-8 & 11 Reading Days
- 9-10 & 12-13 Finals ([exam schedule](#))
- 11 CLA Faculty Mtg from 12-2pm in Rice Family Pavilion, Banquet Room
- 13 Incomplete Grade Contract Deadline
- 15 FYRSTs Grant Mid-Year Reports Due via ([link](#)) & to Janette Smith; [jxsmith@rollins.edu](mailto:jxsmith@rollins.edu)
- 16-20 Contingency Days
- 17 Fall 2024 grades due to Registrar's Office by noon

**24- Jan. 1 Closure Days & Holidays**

**January 2025**

- 2 2024-25 Midcourse & Sr. Lecturer/AiR candidates publish Canvas sites
- 6 Reminder that Post-Tenure Review candidates' professional assessment statements due to CECs & [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) In Early Spring Time
- 6-10 **Intersession 2025 Classes**
- 8-10 Intersession 2024 CIEs open via MyRollins
- 9 New International Students Report
- 10 New Domestic Students Report to Campus/Move-In
- 11-12 Returning Students Report to Campus/Move-In

- 14 Intersession 2024 grades due to Registrar's Office by noon
- 15 Provost's 2024-25 tenure/promotion letters due to Pres., [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) & CEC Chair by 11:59pm

### 15 Spring 2025 Classes Begin

- 15-21 Add/Drop ([course schedules](#))
- 16 New Faculty Meeting from 12:30-1:45pm @ The Faculty Club
- 17 2024-25 Mid-Year Research Grant Reports for Ashforth, Cornell, Critchfield, & IDGs due to Janette Smith; [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) by 11:59pm and via ([link](#))
- 17 2024-25 Ashforth, Critchfield, Individual/Course Dev. Grant Proposals due to [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) by 11:59pm ([link](#))
- 17 Celebration of Rollins Scholars (New Faculty Day of Scholarship)

### 21 Dr. Martin Luther King Jr. Day

- 21 Last Day to Add a Course Without Instructor Signature
- 23 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room
- 24 Spring 2024 syllabi due to Dean's Office via SharePoint Link (access given to Admin Assistants) by 11:59pm (questions? Email: [jxsmith@rollins.edu](mailto:jxsmith@rollins.edu))
- 28 Dept. Chairs & Faculty Directors Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 28 Credit/No Credit Deadline
- 28 Last Day to Drop a Course Without Transcript Notation
- 30 rFLA Faculty Mtg from 12:30-1:45pm in Bush 176

### February 2025

- 13 New Faculty Meeting from 12:30-1:45pm @Olin Library 230
- 15 CEC's 2024-25 Midcourse Review letters due to [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) & FEC Chair by 11:59pm
- 15 CEC's 2024-25 Promotion to Sr. Lecturer/AiR letters due to [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) by 11:59pm
- 15 CEC's 2024-25 Annual Review letters due to [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) by 11:59pm
- TBA Thaddeus & Polly Seymour Acts of Kindness Day ([more info](#))
- TBA Scholars Weekend ([more info](#))
- 20 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room
- 25 Dept. Chair (only) Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 27 rFLA Faculty Mtg from 12:30pm-1:45pm in Bush 176
- 28 President shares Board of Trustees' decision for 2024-25 tenure/promotion candidates by 11:59pm

### March 2025

- 1 Deans' Office notifies 2025-26 Post-Tenure Review candidates of their eligibility
- 6 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room

### 10-16 Spring Break

- 17-31 Academic/Career Planning for Maymester & Fall 2025 Begins
- TBA Major Madness 12:45 – 1:30 Tars Plaza
- 20 New Faculty Meeting from 12:30-1:45pm @The Faculty Club
- 25 Dept. Chair (only) Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 28 Withdraw Deadline
- 27 CLA Faculty Mtg from 12:30-1:45pm in Bush Auditorium
- 31 Maymester & Fall 2025 Registration Begins ([course schedules](#))

### April 2025

- 1 FEC's 2024-25 promotion to Professor letters due to Provost, [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) & CEC Chair by 11:59pm
- 3 rFLA Faculty Mtg from 12:30-1:45pm in Bush 176

- TBA 2025-26 tenure/promotion to Associate Professor & promotion to Professor candidates & CEC chairs meet w/FEC, IDT & the Deans' Office from 8-9am KWR 300, (Galloway)
- 15 Dept. Chairs & Faculty Directors Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 15 CEC's 2024-45 Post-Tenure Review letters due to [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) by 11:59pm
- 15 2026-27 Sabbatical Proposals due to [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) by 11:59pm
- 15 2025-26 Dept. Chairs & Directors election results due to [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) by 11:59pm
- 15 Deans' Office notifies 2025-26 tenure/promotion candidates of their eligibility
- 15 Provost's 2024-25 promotion to Professor letters due to Pres., [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) & CEC Chair by 11:59pm
- 15-30 Spring 2025 CIEs open via MyRollins
- 17 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room
- 24 Spring 2025 rFLA Summit from 9-11am in various locations
- TBA Honors Thesis Celebration
- 24 New Faculty Meeting from 12:30-1:45pm @ The Faculty Club
- 29 **Spring 2025 Classes End**
- 29 One-Time Credit/No Credit Deadline
- 30 Reading Day
- 30 CLA Faculty Mtg & End-of-Year Celebration from 12-2:30pm in Rice Family Pavilion, Banquet Room

### May 2025

- April 30 & 3-4 Reading Days
- 1-2 & 5-6 Finals ([exam schedule](#))
- 6 Incomplete Grade Contract Deadline
- 7 Spring 2025 seniors' grades due to Registrar's Office by noon
- 10 Hamilton Holt School's Commencement
- 11 College of Liberal Arts' Commencement

### 12 Maymester 2025 Classes Begin

- 12 Spring 2025 other grades due to Registrar's Office by noon
- 15 FEC's 2024-25 Midcourse Review letters due to [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) & CEC Chair by 11:59pm
- 15 2025-26 tenure/promotion candidates notify [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) of intention by 11:59pm

### 26 Memorial Day

- 28-Jun 5<sup>th</sup> Maymester 2025 CIEs open via MyRollins
- 31 President shares Board of Trustees' decision for 2024-25 promotion to Professor candidates by 11:59pm

### June 2025

- 1 2025-26 Dept. Chairs to notify [deanofcla@rollins.edu](mailto:deanofcla@rollins.edu) of their promotion/tenure candidates' CEC make-up

### 5 Maymester 2025 Classes End

- 5 One Time Credit/ No credit Deadline
- 6 Incomplete Grade Contract Deadline
- 6 Finals ([exam schedule](#))
- 10 Maymester 2025 grades due to Registrar's Office by noon
- 15 2024-25 Chairs submit their DoL Report via Xitracs (SACOs encouraged deadline)

### 19 Juneteenth

- 30 2024-25 Dept. Chairs complete Staff Performance Reviews via Trackstar Perform

### July 2025

- 1 2025-26 tenure/promotion candidates publish Canvas sites

### 4 Independence Day