

August 2023

- 1 2022-23 tenure/promotion candidates' last day to file an appeal by 11:59pm
- 10 RCC Training (Part 1 of 2) from 9:00am – 3pm in Kathleen W. Rollins Hall, Room 300 (Galloway)
- 11 RCC Training (Part 2 of 2) from 9:00am – 3pm in Kathleen W. Rollins Hall, Room 300 (Galloway)
- 13 New Faculty Welcome Dinner from 5:30-7pm at the Barker House
- 14 New International Students Report to Campus/Move-In
- 15 Deans' Office notifies 2025-26 sabbatical candidates of their eligibility
- 14 New Faculty Orientation w/Endeavor (Part 1 of 3) from 9am – 3:30pm in Reeve's Lodge
- 15 CLA Faculty Retreat/Mtg from 8:30am – 2:45pm at the Alford Inn
- 15 New Faculty Onboarding w/HR & Deans' Office from 3-5pm in Reeve's Lodge
- 15 & 16 New Domestic Students Report to Campus/Move-In
- 15 & 16 New International Student Orientation ([more info](#))
- 16 New/Returning Chairs Orientation from 11:00am-12:00pm in Bush 201
- 16 New Faculty Orientation w/Endeavor (Part 2 of 3) from 9:00am – 4:00pm in Kathleen W. Rollins Hall, Room 320
- 16 First-Year/Transfer Commuter Student Check-In
- 18 Free for meetings/retreats within individual departments
- 18 *OPTIONAL* Syllabus Drop-In Clinic w/Endeavor & IDT from 8-10am or 3-5pm in Faculty Club
- 18 – 21 All New Student Orientation ([more info](#))
- 18 RCC Advising Day from 8am – 6pm in Olin Library
- 18 New Faculty Orientation w/Endeavor (Part 3 of 3) from 9am – 3pm in Faculty Club
- 17, 18, & 19 Returning Students Report to Campus/Move-In
- 19 SPARC Day from 8am – 3pm

21 Fall 2022 Classes Begin

- 21 Convocation from 9-10am in Alford Sports Center, Warden Arena
- 21 2022-23 Final Research Grant Reports due to Janette Smith; deanofcla@rollins.edu by 11:59pm
- 22 Dept. Chairs/Faculty Director Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 21-25 Add/Drop ([course schedules](#))
- 25 Last Day to Add a Course Without Instructor Signature
- 25 Waitlist Notifications End
- 25 Fall 2023 syllabi due to Dean's Office via SharePoint Link or (zmendez@rollins.edu) by 11:59pm
- 29 State of the College Open Forum from 12:30-1:45pm in Rice Family Pavilion, Banquet Room
- 31 rFLA Faculty Mtg from 12:30-1:45pm in Bush 176
- TBA Registrar's Office sends a call for Spring 2024 course schedule updates

September 2023

- 1 2023-24 tenure/promotion awardees' new titles/salaries in effect
- 1 2023-24 Chairs/Coordinators/Directors stipends in effect
- 1 Credit/No Credit Deadline
- 1 Last Day to Drop a Course Without Transcript Notation

4 Labor Day

September 2023 (continued)

- 7 New Faculty Mtg w/Endeavor Center from 12:30-1:45pm in Faculty Club
- 14 Dept. Chairs Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 21 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room
- 30 Candidates/Chairs Mtg re: 2022-
- 30 2023-24 CVs due to Zach Mendez; zmendez@rollins.edu by 11:59pm
- TBA Spring 2023 course schedule preliminary updates due to the Registrar's Office

October 2023

- 1 CEC's 2023-24 appt to Tenure letters due to Provost, deanofcla@rollins.edu & FEC Chair by 11:59pm
- 5 rFLA Faculty Mtg from 12:30-1:45pm in Bush 176
- 7-10 Fall Break (for both CLA and HOLT)**
- 12 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room
- 15 CEC's 2023-24 Promotion to Prof. letters due to Provost, deanofcla@rollins.edu & FEC Chair by 11:59pm
- 23-Nov. 3 Academic/Career Planning for Intersession & Spring 2023
- 19 New Faculty Monthly Mtg w/Endeavor Center from 12:30-1:45pm in Faculty Club
- 19 RCompass Fair from 12:30-1:45pm in Alford Sports Center, McKean Gym
- 26 Dept. Chairs Meeting from 12:30 – 1:45 in Kathleen W. Rollins Hall, Room 310
- TBA Registrar's Office sends a proof of the Spring 2023 course schedule
- TBA Spring 2023 course schedule final updates due to Registrar's Office

November 2023

- 1 Intersession & Spring 2023 Registration Begins ([course schedules](#))
- 2 New Faculty Monthly Mtg w/Endeavor Center from 12:30-1:45pm in Galloway or Woolson House
- 3 Last Day to Withdraw from a Course ('W' deadline)
- 3 – 5 Family Weekend ([more info](#))
- 4 Rollins College's Birthday
- 9 rFLA Faculty Mtg from 12:30-1:45pm in Bush 176
- 15 2022-23 Sabbatical Reports due to zmendez@rollins.edu & deanofcla@rollins.edu by 11:59pm
- 16 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room
- 20-3 Fall 2023 CIEs open via MyRollins
- 22– 26 Thanksgiving Break**
- 28 Fall 2023 rFLA Summit from 9-10:30am in various locations

December 2023

- 1 Fall 2022 Classes End**
- 1 One-Time Credit/No Credit Deadline
- TBA 2023-24 midcourse review & promotion to Sr. Lecturer/Artist-in-Residence candidates & CEC chairs meet w/FEC, IDT & the Deans' Office from 8-9am
- 2-3 & 6 Reading Days

December 2023 (continued)

- 4-5 & 7-8 Finals ([exam schedule](#))
- 6 CLA Faculty Mtg from 12-2pm in Rice Family Pavilion, Banquet Room
- 7 New Faculty Monthly Mtg w/Endeavor Center from 12:30-1:45pm in Galloway or Woolson House
- 8 Incomplete Grade Contract Deadline
- 11-15 Contingency Days
- 12 Fall 2023 grades due to Registrar's Office by noon

15 FEC's 2023-24 tenure/promotion letters due to Provost, deanofcla@rollins.edu & CEC Chair by 11:59pm

22– Jan. 1 Closure Days & Holidays

January 2024

2 2023-24 Midcourse & Sr. Lecturer/AiR candidates publish Canvas sites

2 2023-24 Annual Review & Post-Tenure Review candidates' professional assessment statements due to CECs & deanofcla@rollins.edu by 11:59pm

8-12 Intersession 2024 Classes

12-14 Intersession 2024 CIEs open via MyRollins

11 New International Students Report to Campus/Move-In

12 New Domestic Students Report to Campus/Move-In

13 & 14 Returning Students Report to Campus/Move-In

15 Provost's 2023-24 tenure/promotion letters due to Pres., deanofcla@rollins.edu & CEC Chair by 11:59pm

15 Dr. Martin Luther King, Jr. Day

16 Intersession 2024 grades due to Registrar's Office by noon

17 Spring 2023 Classes Begin

17 2023-24 Mid-Year Research Grant Reports due to Janette Smith; deanofcla@rollins.edu by 11:59pm

17-23 Add/Drop ([course schedules](#))

17 2024-25 Grant Proposals due to deanofcla@rollins.edu by 11:59pm

23 Last Day to Add a Course Without Instructor Signature

23 Dept. Chairs/Faculty Director Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310

25 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room

26 Spring 2024 syllabi due to Dean's Office via SharePoint Link or (zmendez@rollins.edu) by 11:59pm

30 Credit/No Credit Deadline

30 Last Day to Drop a Course Without Transcript Notation

February 2024

1 New Faculty Monthly Mtg w/Endeavor Center from 12:30-1:45pm in Faculty Club

8 rFLA Faculty Mtg from 12:30pm-1:45pm in Bush 176

15 CEC's 2023-24 Midcourse Review letters due to deanofcla@rollins.edu & FEC Chair by 11:59pm

15 CEC's 2023-24 promotion to Sr. Lecturer/AiR letters due to deanofcla@rollins.edu by 11:59pm

15 CEC's 2023-24 Annual Review letters due to deanofcla@rollins.edu by 11:59pm

15 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room

TBD Thaddeus & Polly Seymour Acts of Kindness Day ([more info](#))

18 & 19 Scholars Weekend ([more info](#))

22 Dept. Chairs Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310

22-23 Celebration of Rollins Scholars (New Faculty Day of Scholarship)

29 President shares Board of Trustees' decision for 2023-24 tenure/promotion candidates by 11:59pm

March 2024

1 Deans' Office notifies 2024-25 Post-Tenure Review candidates of their eligibility

21 New Faculty Monthly Mtg w/Endeavor Center from 12:30-1:30pm in Galloway or Woolson House

7 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room

8 rFLA Faculty Mtg from 12:30pm-1:45pm in Bush 176

11 – 17 Spring Break

- 18 – 29 Academic/Career Planning for Maymester & Fall 2023 Begins
- 19 Major Madness 12:45 – 1:30 Tars Plaza
- 21 rFLA Faculty Mtg from 12:30pm-1:45pm in Bush 176
- 25 Maymester & Fall 2023 Registration Begins ([course schedules](#))
- 28 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room
- 29 Withdraw Deadline

April 2024

- 1 FEC's 2023-24 promotion to Professor letters due to Provost, deanofcla@rollins.edu & CEC Chair by 11:59pm
- 2 Dept. Chairs/Faculty Directors Mtg from 12:30-1:45pm in Kathleen W. Rollins Hall, Room 310
- 4 New Faculty Monthly Mtg w/Endeavor Center from 12:30-1:45pm in Faculty Club
- TBA 2024-25 tenure/promotion to Associate Professor & promotion to Professor candidates & CEC chairs meet w/FEC, IDT & the Deans' Office from 8-9am KWR 300, (Galloway)
- 11 rFLA Faculty Mtg from 12:30-1:45pm in Bush 176
- 15 CEC's 2023-24 Post-Tenure Review letters due to deanofcla@rollins.edu by 11:59pm
- 15 2025-26 Sabbatical Proposals due to deanofcla@rollins.edu by 11:59pm
- 15 2024-2025 Dept. Chairs & Directors election results due to deanofcla@rollins.edu by 11:59pm
- 15 Deans' Office notifies 2024-25 tenure/promotion candidates of their eligibility
- 15 Provost's 2023-24 promotion to Professor letters due to Pres., deanofcla@rollins.edu & CEC Chair by 11:59pm
- 18 – May 2 Spring 2024 CIEs open via Foxlink
- 18 CLA Faculty Mtg from 12:30-1:45pm in Rice Family Pavilion, Banquet Room
- 25 Spring 2023 rFLA Summit from 9-11am in various locations
- 25 Honors Thesis Celebration

30 Spring 2023 Classes End

- 2 One-Time Credit/No Credit Deadline

May 2024

- 1 CLA Faculty Mtg & End-of-Year Celebration from 12-2pm in Rice Family Pavilion, Banquet Room
- 2 New Faculty Monthly Mtg w/Endeavor Center from 12:30-1:45pm in Galloway or Woolson House
- 1, 4 & 5 Reading Days
- 2-3 & 6-7 Finals ([exam schedule](#))
- 7 Incomplete Grade Contract Deadline
- 8 Spring 2024 seniors' grades due to Registrar's Office by noon
- 11 Hamilton Holt School's Commencement
- 12 College of Liberal Arts' Commencement

13 Maymester 2023 Classes Begin

- 13 Spring 2024 other grades due to Registrar's Office by noon
- 15 FEC's 2023-24 Midcourse Review letters due to deanofcla@rollins.edu & CEC Chair by 11:59pm
- 15 2024-25 tenure/promotion candidates notify deanofcla@rollins.edu of intention by 11:59pm

27 Memorial Day

May 2024 (continued)

- 31 President shares Board of Trustees' decision for 2023-24 promotion to Professor candidates by 11:59pm

June 2024

- 1 2024-25 Chairs to notify deanofcla@rollins.edu of their promotion/tenure candidates' CEC make-up
- 1-8 Maymester 2023 CIEs open via Foxlink

6 Maymester 2023 Classes End

7 Finals ([exam schedule](#))

11 Maymester 2024 grades due to Registrar's Office by noon

15 2023-24 Chairs submit their DoL Report via Xitracs

19 Juneteenth

30 2023-24 Dept. Chairs complete Staff Performance Reviews via Trakstar Perform

July 2024

1 2024-25 tenure/promotion candidates publish Canvas sites

4 Independence Day