Full-Time Faculty Report Dates 2021-2022

As of November 11, 2020

Employees on academic year appointments are contracted for a (9) month period, 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 the Fall semester. In 2021, the first day of the Fall semester is Monday, August 23, and the report date for "returning" full-time faculty is Monday, August 9, 2021.

For new first year faculty, the 2021 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 2021, the report date for new first year faculty is Monday, August 2, 2021.

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 the Fall semester. In Fall semester 2021, the D2L will open for students at 8:30am on Thursday, August 19.

Fall Semester end date:

This date shall be the day after Fall Semester final grades are due. In 2021, the end date is Tuesday, December 14, 2021.

Spring Semester report date:

This date shall be one week (or 5 business days) prior to the start of Spring Semester. In 2022, the first day of the Spring semester is Tuesday, January 18, 2022, and the report date is Monday, January 10, 2022.

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 the Spring semester. In Spring semester 2022, the D2L will open for students at 8:30am on Thursday, January 13.

Spring Semester end date:

This date shall be the day after Spring Semester final grades are due. In 2020, the end date is Tuesday, May 10, 2022.

Note: Faculty are not required to work during Fall Break and Spring Break.