

Full-Time Faculty Report Dates 2019-2020 and 2020-2021

Revised April 9, 2019

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 2019, the report date for “returning” full-time faculty is Monday, August 12, 2019. In 2020, the report date for “returning” full-time faculty is August 10, 2020.

For new first year faculty, the 2019 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 2019, the report date for new first year faculty is Thursday, August 1, 2019. In 2020, the report date is Monday, August 3, 2020.

Fall Semester end date:

This date shall be the day after Fall Semester final grades are due. In 2019, the end date is Tuesday, December 17, 2019. In 2020, the end date is Tuesday, December 15, 2020.

Spring Semester report date:

This date shall be one week (or 5 business days) prior to the start of Spring Semester. In 2020, the report date is Monday, January 13, 2020. In 2021, the report date is Monday, January 11, 2021.

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 12, 2020. In 2021, the end date is Tuesday, May 11, 2021.

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