

**LAMAR STATE COLLEGE - PORT ARTHUR  
ACADEMIC AND CAMPUS EVENT CALENDAR  
2024-2025**

**FALL 2024**

**AUGUST 2024**

- 1 2023-2024 IRE Assessment Reports for Technical Programs...
- 8-9 Board of Regents meeting @ TSUS Austin
- 12 2023-2024 IRE Assessment Reports for Technical Departments submitted to Dean
- 19 HB 2504 Course Syllabi are due on-line
- 20 Faculty & Staff In-Service Meeting – Parker Center banquet room, 9:00 – 11:00 am
- 26 2023-2024 IRE Assessment Reports for all Academic Affairs offices/departments submitted to VPAA
- 26 2023-2024 IRE Assessment Reports for Presidential, F & O, and Support Offices submitted to IRE
- 26 First class day fall semester
- 26 HB 2504 *new or updated* Faculty Curriculum Vitae are due on-line
- 26 8-Week Session I begins
- 26 Faculty Outside Employment Request forms due to Department Chair (form on HR website)
- 27 Faculty Office Hours & Schedule are due to Department Chair (template on website)
- 30 Faculty Outside Employment Request forms are due to Dean
- 30 Faculty Office Hours & Schedule are due back to faculty for posting

**SEPTEMBER 2024**

- 2 Labor Day – no classes, offices closed
- 3 Department Chair begins Annual Faculty Report (**F2.08A**) *process* with **adjunct faculty**
- 3-30 2023-2024 IRE Assessment Report evaluations
- 3 Campus Faculty Tenure Committee election conducted by VPAA office
- 3 Faculty Senate adjunct & staff representative election conducted by VPAA office
- 3 Faculty Information Report (**F2.18**) *new or updated information* is due to HR (form on website)
- 3 Faculty Outside Employment Request *approved* forms are due to HR office
- 3 8-Week Session I – Census Date
- 6 Promotion committee election conducted by VPAA office
- 6 Teaching Excellence Nominating Committee election conducted by VPAA office
- 6 Faculty Senate meeting, Friday @ 12:00 noon (*virtual and face-face*) Ruby Fuller 101
- 9 Application for December 2024 graduation begins
- 9 Fall Semester Faculty **proposed Load Report** is due to HR and Dean for review
- 9 Faculty Development Leave application due to Department Chair
- 11 Census Date (12th class day)
- 12 8-Week Session I – final day to drop without penalty
- 12 Electronic Personnel Action Forms (**EPAF**) for fall 2024 payroll are due to HR
- 13 Faculty Development Leave application due from Department Chair to Dean
- 30 Annual Faculty Report (**F2.08**) from **full-time faculty** due to Department Chairs
- 30 Final day to drop without academic penalty
- 30 Faculty Development Dual Credit Symposium, Parker Center banquet room 11:00 - 5:00 pm

8-21-24

## OCTOBER 2024

- 1 Faculty Development Leave application due to Faculty Senate Secretary
- 1 Departmental Performance Review of Tenured Faculty process begins (**PRTF**- Policy & Procedure Manual 7.2)
- 3 8-Week Session I – final day to drop with penalty
- 4 Faculty Senate meeting, Friday @ 12:00 noon (*virtual and face-face*) Ruby Fuller 101
- 11 Annual Faculty Reports (**F2.08**) from Technical Program Chairs are due to Dean
- 11 Annual Faculty Reports (**F2.08**) from Gen/Ed Chair are due to Dean
- 18 8-Week Session I – Last Class/Final Exam Day
- 21 8-Week Session I - grades due at noon
- 21 8-Week Session II begins
- 21-Nov 15 College Survey Services (**CSS**) Fall student evaluation of instruction
- 28 Priority registration begins for Spring semester for graduating students and athletes
- 28 8-Week Session II – Census Date

## NOVEMBER 2024

- 1 Final day to apply for fall graduation and pay for diploma, cap & gown
- 1 Faculty Development Leave recommendation due to President
- 1 Registration begins for Spring semester
- 1 All Annual Faculty Reports (**F2.08**) are due to VPAA for review
- 1 Faculty Senate meeting, Friday @ 12:00 noon (*virtual and face-face*) Ruby Fuller 101
- 1 Promotion Application (**F2.09A/F2.09T**) due from faculty to Department Chair
- 1 Recommendation for Tenure (**F2.10**) application due from faculty to Department Chair
- 6 8-Week Session II – final day to drop without penalty
- 11 Faculty Outside Employment Request form (spring 2025) due to Department Chair
- 21-22 Board of Regents meeting @ LU Beaumont
- 15 Faculty Outside Employment Request (spring 2025) due to Dean
- 15 Fall 2024 Course Assessment Submission Forms posted to Blackboard/IRE drive
- 25 Final day to drop with academic penalty
- 26 8-Week Session II – final day to drop with penalty
- 27 Energy Conservation Day – campus closed
- 28-29 Thanksgiving - no classes, offices closed

## DECEMBER 2024

- 2 Fall semester classes resume at 8:00 a.m.
- 2 Faculty Outside Employment Request forms (spring 2025) *approved* forms due to HR office
- 2 All Annual Faculty Reports (**F2.08**) are returned to Department Chairs (electronically)
- 2 Recommendation for Tenure (**F2.10**) application due from Department Chair to Dean
- 2 Promotion Application (**F2.09A/F2.09T**) due from Dept Chair to Division Promotion Committee
- 5 Winter Mini – First class day
- 6 Faculty Senate meeting, Friday @ 12:00 noon (*virtual and face-face*) Ruby Fuller 101
- 6 Winter Mini - census date
- 11 Winter Mini - Final day to drop without penalty
- 12 8-Week Session II – Last Class Day/Final Exam Day
- 12 Last class day fall semester
- 12 Final grades for graduates due by 4:00 pm
- 13 Final grades for all others due at noon

8-21-24

- 13 Fall Commencement
- 20 Energy Conservation Day – no classes, offices closed
- 23-31 Christmas Break - no classes, offices closed
- 25 Winter Mini - Final day to drop with penalty
- 26 Winter Mini - Last Class Day/Final Exam Day
- 27 Winter Mini - Final grades are due by noon

## SPRING 2025

### **JANUARY 2025**

- 1 New Year's Day
- 2-3 Administrative Agency Holiday – campus closed
- 6 Offices reopen
- 13 HB 2504 Course syllabi are due on-line
- 14 Faculty Development Day – Parker Center
- 20 Martin Luther King, Jr. Day - no classes, offices closed
- 21 First class day spring semester
- 21 8-Week Session I begins
- 21 HB 2504 *new or updated* Faculty Curriculum Vitae are due on-line
- 22 Faculty Office Hours & Schedule are due to Department Chair
- 24 Faculty Office Hours & Schedule are returned to faculty for posting
- 28 Application for May 2025 graduation begins
- 28 8-Week Session I – Census Date

### **FEBRUARY 2025**

- 3 Department Chair begins Annual Faculty Report (**F2.08A**) *process* with **adjunct faculty**
- 3 “Recognition of Teaching Excellence” faculty application is due to Dean for review
- 3 Promotion Application (**F2.09A/F2.09T**) due from Division Promotion Committee to Dean
- 3 Recommendation for Tenure (**F2.10**) *all* applications are due to VPAA
- 3 Performance Review of Tenured Faculty (**PRTF**) documentation is due to Department Chair
- 3 Faculty & Staff Incentive award memo & information distributed by VPAA office
- 5 Census Date (12<sup>th</sup> class day)
- 6 8-Week Session I – final day to drop without penalty
- 7 Spring Semester Faculty **proposed Load Report** is due to HR/Dean for review
- 7 Faculty Senate meeting, Friday @ 12:00 noon (*virtual and face-face*) Ruby Fuller 101
- 11 Electronic Personnel Action Forms (**EPAF**) for spring 2025 payroll are due to HR
- 11 “Recognition of Teaching Excellence” *all* application recommendations are due to VPAA
- 11 Promotion Application (**F2.09A/F2.09T**) *all* applications are due to VPAA
- 11 Recommendation for Tenure (**F2.10**) applications forwarded to Campus Tenure Committee by VPAA
- 13-14 Board of Regents meeting @ TSUS Austin
- 14 Faculty & Staff Incentive award application is due to Department Chair and/or Supervisor
- 18 Performance Review of Tenured Faculty (**PRTF**) documentation due from Chairs to Dean
- 24 Final day to drop *without* penalty
- 27 8-Week Session I – final day to drop with penalty

8-21-24

28 2024-2025 IRE Unit Plans Mid-Year Status Updates & Budget Hearing preparation

### **MARCH 2025**

- 3 All Performance Review of Tenured Faculty (**PRTF**) documentation/recommendations due to VPAA
- 3 Faculty & Staff Incentive award applications are due from Department Chair to Dean
- 3 Faculty & Staff Incentive award applications are due from Supervisors to VPAA
- 3 Promotion Applications (**F2.09A/F2.09T**) forwarded to President by VPAA
- 3 Recommendation for Tenure (**F2.10**) application from Campus Tenure Committee to VPAA
- 4 Citizen Bee competition – PAC theater – evening event
- 7 Faculty Senate meeting, Friday @ 12:00 noon (*virtual and face-face*) Ruby Fuller 101
- 7 All Faculty & Staff Incentive award applications are due to VPAA
- 10-14 Spring Break – no classes
- 12 Energy Conservation Day – campus closed
- 13-14 Administrative Agency Holiday – campus closed
- 17 Classes resume at 8:00 a.m.
- 17 Recommendation for Tenure (**F2.10**) applications due from VPAA to President
- 21 8-Week Session I – Last Class/Final Exam Day
- 21 8-Week Session I – Final grades due at noon
- 24 Promotion Applications (**F2.09A/F2.09T**) due to VPAA office from President
- 24 8-Week Session II begins
- 24-28 Faculty Senate election of voting representatives for 2025 conducted by VPAA office
- 24-Apr 11 College Survey Services (**CSS**) Spring student evaluation of instruction
- 24 “Recognition of Teaching Excellence” applications due from VPAA to President
- 24 Distribution of Summer & Fall semester class schedules
- 24-28 Final review of Faculty & Staff Incentive Award applications by VPAA
- 24 Priority registration begins for Summer and Fall semesters for graduating students and athletes
- 31 8-Week Session II – Census Day

### **APRIL 2025**

- 1 Registration begins for Summer & Fall semesters
- 1 “Recognition of Teaching Excellence” applications due from President to VPAA
- 1 Recommendation for Tenure (**F2.10**) applications due from President to VPAA
- 1 Faculty & Staff Incentive Award recommendations to President
- 4 Faculty Senate meeting, Friday @ 12:00 noon (*virtual and face-face*) Ruby Fuller 101
- 7 Faculty & Staff Incentive Award **F3.2**'s due to HR/payroll
- 7 Promotion Application (**F2.09A/F2.09T**) copies are due to HR office for reporting purposes
- 7 Recommendation for Tenure (**F2.10**) copies due to HR for reporting purposes
- 9 8-Week Session II – Final day to drop without penalty
- 15 Spring 2025 Course Assessment Submission Forms posted to Blackboard/IRE drive
- 18 Final day to drop with penalty
- 18 Administrative Agency Holiday (Good Friday) – campus closed
- 18 Last day to apply for spring graduation and pay for diploma, cap & gown
- 22 Phi Theta Kappa Induction Ceremony – PAC theater – evening event
- 30 8-Week Session II – Final day to drop with penalty

8-21-24

## **MAY 2025**

- 1-2 Board of Regents meeting @ TSU San Marcos
- 2 Faculty Senate meeting, Friday @ 12:00 noon (*virtual and face-face*) Ruby Fuller 101
- 5 Expressions Magazine Awards Ceremony – PAC theater -evening event
- 5-9 Dual Credit Faculty Appreciation week
- 14 Faculty and Staff Service Recognition awards/reception
- 15 Spring Mini - First class Day
- 15 8-Week Session II – Last Class Day/Final Exam Day
- 15 Last class day spring semester
- 15 Final grades for graduates due by 4:00 pm
- 16 Spring Mini - Census Day
- 16 Final grades for all others due at noon
- 16 Commencement
- 21 Spring Mini - Final day to drop without penalty
- 23 HB 2504 Course Syllabi are due on-line
- 26 Memorial Day – no classes, offices closed
- 28 Spring Mini - Final day to drop with penalty
- 29 Spring Mini - Last Class Day/Final Exam Day
- 30 Spring Mini - All grades are due by noon

## **SUMMER I 2025**

## **JUNE 2025**

- 2 First class Day
- 5 Census Date (4<sup>th</sup> class day)
- 9 **Proposed Faculty Load Report** is due from Department Chair to HR/Dean for review
- 11 Electronic Personnel Action Forms (**EPAF**) for summer I & III payroll are due to HR
- 11 Final day to drop without penalty
- 19 Juneteenth – no classes, offices closed
- 30 Final day to drop with penalty
- 30 HB 2504 Course Syllabi are due on-line

## **JULY 2025**

- 1 2024-2025 IRE Course Assessment Reports distributed...
- 4 Independence Day - no classes, offices closed
- 7 Last Class Day/Final Exams
- 7 Final grades due by 4:00 am
- 25 2024-2025 IRE Course Action Plans submitted to Office of IRE

## **SUMMER II 2025**

## **JULY 2025**

- 4 Independence Day - no classes, offices closed
- 8 First class Day

8-21-24

- 11 Census Date (4<sup>th</sup> class day)
- 14 **Proposed Faculty Load Report** is due from Department Chair to HR/Dean for review
- 15 Electronic Personnel Action Forms (**EPAF**) for summer II payroll are due to HR
- 17 Final day to drop without penalty

**AUGUST 2025**

- 5 Final day to drop with penalty
- 7-8 Board of Regents meeting @ Sul Ross Alpine
- 11 Last Class Day/Final Exams
- 11 Final grades due by 4:00 pm

**SUMMER III 2025 (11 weeks)**

**JUNE 2025**

- 2 First class Day
- 17 Census Date
- 19 Juneteenth – no classes, offices closed

**JULY 2025**

- 4 Independence Day - no classes, offices closed
- 10 Final day to drop without penalty

**AUGUST 2025**

- 5 Final day to drop with penalty
- 7-8 Board of Regents meeting @ Sul Ross Alpine
- 11 Last Class Day/Final Exams
- 11 Final grades due by 4:00 pm