



2024-25 Academic Year
At-A-Glance



Academic Affairs

JACKSONVILLE STATE UNIVERSITY

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Message from the Provost

Welcome to a new academic year at JAX State! I hope everyone is as excited for the new year as I am.

To help you plan your new academic year, the Provost Council has put together a planner full of events and corresponding dates that will take place throughout the year. The items are listed by subject, with contact information in case any questions arise or you would like more information. Please keep in mind that preparation for this booklet began last April so there is a possibility that dates could change over the course of the year. Also, this booklet will not replace regular communication regarding events and deadlines, it is an at a glance planning tool.

I hope you find this booklet useful and as always, we welcome feedback or suggestions on how to make this booklet more helpful and useful next year.

I look forward to seeing you all during the welcome back events and hope you all have a wonderful year!

Christie Shelton,
*Provost and Senior Vice
President for Academic Affairs*



Categorized Events

Welcome Back!

| | |
|-----------------|---|
| August 15, 2024 | Faculty Return |
| August 19, 2024 | Faculty and Staff Convocation <i>8 am at Coliseum</i> University Called Faculty Meeting <i>10 am -12 pm at Merrill B10</i> |
| August 20, 2024 | Honors Welcome Back Social <i>1:30 pm– 2:30 pm at Merrill Hall Atrium</i> New Freshman College Connection Event <i>3:30 pm – 5:15 pm</i> Freshman Convocation <i>6:00 p.m. AmFirst Stadium</i> Welcome Back Cookout/Mixer for Faculty, Staff, and Students <i>7 p.m. on the Quad</i> |

Important Faculty Dates

| | |
|--------------------|--|
| August 5, 2024 | New faculty orientation |
| August 6, 2024 | New Faculty Orientation from <i>1:00 pm -4:30 pm</i> |
| August 13, 2024 | Jax MIX training <i>8:00 am to 2:00 pm</i> |
| August 31, 2024 | Last day to spend faculty research grant funds |
| November 6, 2024 | Faculty Research Symposium |
| January 2, 2025 | Faculty Return to Campus |
| January 2025 TBD | Student Deadline for Student Symposium Abstracts |
| February 2025 TBD | Student Symposium |
| February 4-5, 2025 | Student Success Summit |
| April 10, 2025 | Faculty Awards Ceremony <i>Leone Cole 3:30-7:00</i> |

Census Dates

| | |
|--------------------|-------------|
| September 11, 2024 | Fall 2024 |
| January 29, 2025 | Spring 2025 |
| June 25, 2025 | Summer 2025 |

Academic Term Dates

Contact: Registrar's Office

Full Fall Term 2024

August 14 Deadline to cancel classes due to low enrollment (*fewer than 12 students in undergraduate and 10 students in graduate courses*)

August 21 Classes Begin

August 27 Last Day to Register or Add a Class
Last Day to Apply for Fall Graduation

September 2 Labor Day Observed

October 10-11 Advisement/Grading Days

October 13 Midterm Grades Due by 11:59 PM

November 13 Last Day to Drop a Class or Withdraw

November 25-29 Thanksgiving Break

December 3 Last Day of Class

December 4-10 Final Exams

December 12-13 Fall Commencement

December 13 Grades Due by Noon

Fall A 2024

August 12 Deadline to cancel classes due to low enrollment (*fewer than 12 students in undergraduate and 10 students in graduate courses*)

August 21 Classes Begin

August 22 Last Day to Register or Add a Class

September 2 Labor Day Observed

October 2 Last Day to Drop a Class or Withdraw

October 9 Final Exams

October 11 Grades Due by Noon

December 12-13 Fall Commencement

Fall Block 1 2024

| | |
|----------------|---|
| August 14 | Deadline to cancel classes due to low enrollment (<i>fewer than 12 students in undergraduate and 10 students in graduate courses</i>) |
| August 21 | Classes Begin |
| August 22 | Last Day to Register or Add a Class |
| August 27 | Last Day to Apply for Fall Graduation |
| September 2 | Labor Day Observed |
| October 2 | Last Day to Drop a Class or Withdraw |
| October 9 | Final Exams |
| October 11 | Grades Due by Noon |
| December 12-13 | Fall Commencement |

Fall B 2024

| | |
|----------------|---|
| August 27 | Last Day to Apply for Fall Graduation |
| October 7 | Deadline to cancel classes due to low enrollment (<i>fewer than 12 students in undergraduate and 10 students in graduate courses</i>) |
| October 14 | Classes Begin |
| October 15 | Last Day to Register or Add a Class |
| November 25-29 | Thanksgiving Break |
| December 12-13 | Fall Commencement |

Fall Block 2 2024

| | |
|----------------|---|
| August 27 | Last Day to Apply for Fall Graduation |
| October 7 | Deadline to cancel classes due to low enrollment (<i>fewer than 12 students in undergraduate and 10 students in graduate courses</i>) |
| October 14 | Classes Begin |
| October 15 | Last Day to Register or Add a Class |
| November 25-29 | Thanksgiving Break |
| December 2 | Last Day to Drop a Class or Withdraw |

December 9 Final Exams

December 13 Grades Due by 12 PM

December 12-13 Fall Commencement

Full Spring Term 2025

January 1 Deadline to cancel classes due to low enrollment (*fewer than 12 students in undergraduate and 10 students in graduate courses*)

January 2 Faculty Return

January 8 Classes Begin

January 14 Last Day to Register or Add a Class
Last Day to Apply for Spring Graduation

January 20 Martin Luther King Jr. Day Observed

February 4-5 Student Success Summit

February 27-28 Advisement/Grading Days

March 2 Midterm Grades Due by 11:59 PM

March 3 Midterm Grades Viewable to Students 10 AM

March 24-28 Spring Break

April 22 Last Day of Class

April 23-29 Final Exams

May 2 Grades Due by noon

May 1-2 Spring Commencement

Spring A 2025

January 1 Deadline to cancel classes due to low enrollment (*fewer than 12 students in undergraduate and 10 students in graduate courses*)

January 2 Faculty Return

January 8 Classes Begin

January 9 Last Day to Register or Add a Class

January 14 Last Day to apply for Spring Graduation

| | |
|--------------|-------------------------------------|
| January 20 | Martin Luther King Jr. Day Observed |
| February 4-5 | Student Success Summit |
| February 26 | Final Exams |
| February 28 | Grades Due by Noon |
| May 1-2 | Spring Commencement |

Spring Block 1 2025

| | |
|--------------|---|
| January 1 | Deadline to cancel classes due to low enrollment (<i>fewer than 12 students in undergraduate and 10 students in graduate courses</i>) |
| January 2 | Faculty Return |
| January 8 | Classes Begin |
| January 9 | Last Day to Register or Add a Class |
| January 14 | Last Day to apply for Spring Graduation |
| January 20 | Martin Luther King Jr. Day Observed |
| February 4-5 | Student Success Summit |
| February 26 | Final Exams |
| February 28 | Grades Due by Noon |
| May 1-2 | Spring Commencement |

Spring B 2025

| | |
|-------------|---|
| January 14 | Last Day to Apply for Spring Graduation |
| February 24 | Deadline to cancel classes due to low enrollment (<i>fewer than 12 students in undergraduate and 10 students in graduate courses</i>) |
| March 3 | Classes Begin – Late Registration Fee Charged |
| March 4 | Last Day to Register or Add a Class |
| March 24-28 | Spring Break |
| April 28 | Final Exams |
| May 2 | Grades Due by Noon |

May 1-2 Spring Commencement

Spring Block 2 2024

January 14 Last Day to Apply for Spring Graduation

February 24 Deadline to cancel classes due to low enrollment (*fewer than 12 students in undergraduate and 10 students in graduate courses*)

March 3 Classes Begin – Late Registration Fee Charged

March 4 Last Day to Register or Add a Class

March 24-28 Spring Break

April 28 Final Exams

May 2 Grades Due by Noon

May 1-2 Spring Commencement

Class Cancellation Dates for Low Course Enrollment

Contact: Provost’s Office

Defined as fewer than 12 students in undergraduate and 10 students in graduate courses. The course must be dropped at least 5 days business days before the start of the term. Dates can be found in academic term dates.

Preview Days _____

Contact: Admissions Office

September 21, 2024 Preview Day (Homecoming)

October 23, 2024 Preview Day

April 12, 2025 Preview Day

Admitted Students Days _____

Contact: Admission’s Office

November 11, 2024 Admitted Students Day

January 31, 2025 Admitted Students Day

February 17, 2025 Admitted Students Day

March 6, 2025

Admitted Students Day

Important Finance Days

Contact:

Ms. Kim Turner

September 10, 2024

Purchasing closes for FY24

September 18, 2024

Banner new user training 2-3:30 – TBD

September 30, 2024

FY 2024 budget closes.

October 7, 2024

FY 2025 Budgets Open

October 9, 2024

Due Date for Invoices of POs that have been received

Miscellaneous Dates

September 17

Oral Arguments of the Supreme Court 9:30 am 11th Floor Library

September 16-21

Homecoming Week

September 24

Accreditation Academy 1-4:30

October 14-15

Board of Trustees Meeting

November 25-29

Thanksgiving Break

January 2025 TBD

Board of Trustees Meeting

January 20

Martin Luther King Jr. Day Observed

February 4-5

Student Success Summit

March 24-28

Spring Break

TBD

Board of Trustees Meeting

May 14

Insight Summit

Progress Report Campaign Dates

Contact: Ms. Kimberly Hudgins

Overview *Three strategic Progress Report Campaigns are created each semester to better connect students to resources that can help them be more successful. Progress Report Campaigns allow student support staff to request feedback directly from faculty about students who may need additional assistance or may potentially be at risk of failing a course.*

Fall 2024

- Sept. 16 - Sept. 23 Progress Report Campaign 1
- Oct. 7 - Oct. 14 Progress Report Campaign 2 *(select student athletes)*
- Nov. 4 - Nov. 11 Progress Report Campaign 3

Spring 2025

- Jan. 27 - Feb. 3 Progress Report Campaign 1
- Feb. 23 - Mar. 3 Progress Report Campaign 2 *(select student athletes)*
- Mar. 17 - Mar. 24 Progress Report Campaign 3

Budget Dates and Timeline

Contact: Ms. Kim Turner

- December 12 Divisional leaders to share process and deadlines with budget managers *(suggested)*
- January 15-17 Deans meet with Provost on Fiscal Year Budget Requests and Plans for Visiting Faculty for next academic year
- January 19 All expenditure and revenue requests to be submitted to divisional leaders *(mandatory)*
- February 2 Divisional leaders provide vetted and prioritized requests to subcommittee chairs
- February 7-25 Position Justification Request and Personnel Action Request Forms due VP for approval
- February 19 Revenue and expenditure subcommittees to provide feedback and request additional information to divisional leaders
- February 25 Position Budget Requests *(new and reclassification)*, Course Fees, & Capital Budget Requests due to VP

| | |
|---------------------------|--|
| February 26 | All additional information due back to subcommittees |
| March 7 | Subcommittee chairs to present draft proposals to the Budget Committee |
| March 15 | Faculty that do not plan to return to Jax State for the next academic year will submit a written resignation to his/her immediate supervisor (<i>see Faculty Handbook Section 2.7.1</i>) |
| March 31 - April 7 | Departments initiate returning Faculty Renewal Contracts and new Adjunct Contracts |
| April 7 | Send out Department Head Letters (<i>Only New or Changes</i>) |
| April 19 | All returning Faculty Renewal Contracts and new Adjunct contracts due to the Provost and Department Head Letters (<i>Only New or Changes</i>) |
| April 25 | Signed returning Faculty Renewal Contracts and Department Head Letters (<i>Only New or Changes</i>) are due to Academic Affairs/Human Resources |
| June 15- Sept. 30 | No Personnel Action Requests submitted due to new fiscal year preparation |
| July 1 | College Compensation Plans are due to the Provost |
| August 1 | Effective Start Date for all new hire Faculty |
| August 15 | Current Faculty return to campus Effective date of change for existing position adjustments (<i>ePARF</i>) |
| August 21 | Current Fiscal Year ends |
| September 30 | New Fiscal year begins |
| October 1 | Anticipated start date for new position or vacant recruitment requests (<i>non-academic</i>) |

Advising and Grading Days

Contact: Dr. Janet Bavonese

Fall 2024

| | |
|----------------------|--|
| October 10-11 | Advising and Grading Days |
| October 13 | Midterm grades due by 11:59 pm. (<i>Full Fall term only</i>) |
| October 14 | Midterm grades viewable to students at 10:00 am |

Spring 2025

- February 27-28 Advising and Grading Days
- March 2 Midterm grades due by 11:59 pm. *(Full Spring term only)*
- March 3 Midterm grades viewable to students at 10:00 am

Strategic Plan Progress Report Dates _____

- Contact:** Ms. Amanda Abernathy
- December 9, 2024 Strategic Plan Progress Report Deadline
- June 28, 2025 Strategic Plan Progress Report Deadline

Program Review Accrediation Letters Date _____

- Contact:** Ms. Amanda Abernathy
- June 30, 2025 Program Review Accrediation Letters Due

Fall 2024 Faculty Contract Dates _____

- Contact:** Ms. Kim Turner
- August 12** Full Fall, Fall A, & Fall Block 1 contracts are due in the Provost’s queue for the September 1, 2024 paycheck. All summer contracts are due in the Provost’s queue for any summer services completed in the summer months *(May-June-July)*.
- August 14** Contracts will be signed by provost and routed to the faculty member.
- August 15** Faculty Return.
- August 16** Signed contracts by the faculty are due in the Human Resources queue.
- August 19** Payroll deadline for September 1 paycheck.
- August 26** Begin submitting overload contracts to be paid over 4 months *(October 2024-January 2025 pay dates)*. This date is before the payment due date.
- August 30** Faculty overload contracts are due in the Provost’s queue, close of business. If the contracts are not in her queue by then, they will not be processed for October 1 payroll.

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| September 4 | Contracts will be signed by Provost and routed to the faculty member. |
| September 9 | In order for these to reach HR and Payroll in a timely manner, overload contracts must be signed by faculty. |
| September 11 | Census Date. Departments can submit amended faculty contracts based on class enrollment on this date, if applicable. |
| September 12 | All amended contracts for Full Fall, Fall A, and Fall Block 1 should be submitted. |
| September 13 | Faculty contracts are due in the Provost's queue, close of business. These will be processed for November 1 paycheck. |
| September 19 | Payroll Deadline. |
| September 25 | Begin submitting faculty contracts for Fall B and Fall Block 2. |
| October 14 | Faculty contracts are due in the Provost's queue, close of business. |
| October 17 | Faculty contracts are due in Human Resources. |
| October 21 | Payroll deadline for November 1 paycheck. |
| October 22 | Departments can submit amended faculty contracts for Fall B and Fall Block 2 based on class enrollment on this date, if applicable. |
| November 8 | Faculty Contracts are due in the Provost's queue, close of business. |
| November 11 | Faculty contracts will be signed by Provost and routed to the faculty member. |
| November 13 | Faculty contracts are due in Human Resources. |
| November 15 | Payroll deadline for December 1 paycheck. |

Important Note

For accurate W-2 and financial reporting, we are requesting that all contracts be submitted in time for the final monthly payroll of the year (December 2, 2024 pay date). Please be sure to check that any outstanding contracts for work completed in 2024 are submitted by November 8, 2024 so that they will be signed by the Provost in time to be included in the December 2, 2024 payroll.

Promotion and Tenure Timeline

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|----------------------------|--|
| Contact: | Provost's Office |
| September 1, 2024 | Call for Promotion and Tenure Applications |
| October 1, 2024 | Faculty Portfolios Due To Dept Heads |
| October 16-31, 2024 | Portfolios due to college promotion and tenure committee |

November 1-30, 2024 Portfolios due to Provost

March 1, 2025 Candidates notified

Schedule Dates by Semester

Contact: Registrar’s Office

Spring Semester 2025

August 1 Schedule rolls to departments

October 1 Deadline for schedule changes
Schedule is viewable to students and advisers

Summer Semester 2025

November 1 Schedule rolls to departments

February 3, 2025 Deadline for schedule changes
Schedule is viewable to students and advisers

Fall Semester 2025

November 1 Schedule rolls to departments

February 3, 2025 Deadline for schedule changes
Schedule is viewable to students and advisers

2025-2026 Courseleaf Deadlines

Contact: Registrar’s Office

August 1, 2024 Courseleaf opens for submission for 2025-2026 academic
year submission

November 30, 2024 Last day to submit new or revised program proposals in courseleaf

December 20 (*last day before break*) Last day for Department Head approval

January 15, 2025 last day for college curriculum committee chair approval

February 15, 2025 last day for Dean approval

March 15, 2025 last day for university and graduate curriculum committee approval

| | |
|----------------|-------------------------------------|
| April 15, 2025 | last day for provost approval |
| May 15, 2025 | academic catalog is finalized |
| June 2025 | catalog is published to the website |

Academic Affairs Programs and Initiatives Committee Meeting Dates ---

Contact: Ms. Kim Presson

Overview *Dates are by invitation after new program or initiative information is presented to the Extended Dean’s Council by the Department Head. The committee meets and gives the Department Head next steps in program or initiative implementation. The committee meets on the 2nd Wednesday of every month at 3:00 pm*

| | |
|--------------------|----------------|
| August 28, 2024 | AAPI Committee |
| September 11, 2024 | AAPI Committee |
| October 9, 2024 | AAPI Committee |
| November 13, 2024 | AAPI Committee |
| January 8, 2025 | AAPI Committee |
| February 12, 2025 | AAPI Committee |
| March 12, 2025 | AAPI Committee |
| April 9, 2025 | AAPI Committee |
| May 14, 2025 | AAPI Committee |
| June 11, 2025 | AAPI Committee |
| July 9, 2025 | AAPI Committee |

Helpful Information ---

Navigate360 Newsletter is launching for the 24/25 academic year to share success stories, tips & tricks, and new features.

Department Head Resources Webpage

<https://www.jsu.edu/academicaffairs/departmenthead/index.html>

Faculty Resources Webpage

<https://www.jsu.edu/academicaffairs/facultyresources/index.html>

Academic Affairs Leadership Academy

Contact: Dr. Andrea Porter

Friday, October 25 from 8:30-1:00

Friday February 14 from 8:30-1:00

Tuesday, April 22 from 1:00-4:30

Department Head Council

Contact: Dr. Lori Hensley

August 27, 2024 Department Head Council (9:15-10:45am HCL1103C)

September 24, 2024 Department Head Council (9:15-10:45am HCL1103C)

October 29, 2024 Department Head Council (9:15-10:45am HCL1103C)

November 19, 2024 Department Head Council (9:15-10:45am HCL1103C)

December 10, 2024 Department Head Council (9:15-10:45am HCL1103C)

January 28, 2024 Department Head Council (9:15-10:45am HCL1103C)

February 25, 2024 Department Head Council (9:15-10:45am HCL1103C)

March 18, 2024 Department Head Council (9:15-10:45am HCL1103C)

April 29, 2024 Department Head Council (9:15-10:45am HCL1103C)

Faculty Senate

Contact: Dr. Heidi Dempsey

August 19 Faculty Senate Meeting 3:15-4:30 pm in Merrill B01

September 9 Faculty Senate Meetings 3:15-4:30 pm in Merrill B01

September 23 Faculty Senate Meetings 3:15-4:30 pm in Merrill B01

October 7 Faculty Senate Meetings 3:15-4:30 pm in Merrill B01

| | |
|---|---|
| October 21 | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |
| November 1 | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |
| November 18 | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |
| December 9 | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |
| January 6 or 13 <i>(whichever is not BOT)</i> | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |
| January 27 | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |
| February 10 | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |
| February 24 | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |
| March 10 | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |
| March 31 | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |
| April 14 <i>(if not BOT)</i> | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |
| April 28 | Faculty Senate Meetings 3:15-4:30 pm in Merrill B01 |

Office of Sponsored Programs Lunch and Learn

Contact: Ms. Lynn Garner

September 6 Lunch and Learn *11:30-noon*

(Check back with the Office of Sponsored Programs for future dates!)