

**Minot State University Academic Year Calendar  
2022-2023**

**Please review Registrar's 2022-2023 calendar [HERE](#) for all class information  
Please also review the NDUS 2022-2023 calendar [HERE](#) for other information**

<b>August 2022 (2310)</b>	
<b>15-16</b>	New Faculty Orientation
<b>17</b>	Convocation and faculty meetings
<b>17</b>	Convocation mini-sessions (1:00 p.m. to 4:00 p.m.)
<b>18-19</b>	Registration / Orientation
<b>20</b>	Move-In Day
<b>20-21</b>	Welcome Weekend
<b>22</b>	Final draft of Spring 2023 class schedule to chairs
<b>22</b>	Classes begin at 4:00 p.m. or later
<b>23</b>	Classes begin
<b>26</b>	First eight-week non-attendance course rosters due via Starfish (4 <sup>th</sup> day after classes begin)
<b>29</b>	Sixteen-week non-attendance course rosters due via Starfish (7 <sup>th</sup> day after classes begin)
<b>September 2022 (2310)</b>	
<b>5</b>	Labor Day – University Closed
<b>6</b>	The President of the University, considering the financial situation, determines the maximum number of sabbaticals that can be awarded, and notifies the Faculty Senate President. (first week of September)
<b>9</b>	Sabbatical application due from faculty to chair (due 2 <sup>nd</sup> Friday in Sept. per bylaws)
<b>14</b>	Final draft of Spring 2023 class schedule from chairs to Registrar's Office
<b>15</b>	Tenured faculty must select fall courses being used for annual course evaluation.
<b>15</b>	Call for Advanced Study Grant Applications (due to VPAA on October 15)
<b>19</b>	Enrollment census date (NDUS)
<b>19</b>	Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)
<b>20</b>	Fall load reports due from chairs to VPAA Office
<b>23</b>	Sabbatical application due from chairperson to VPAA Office (due 4 <sup>th</sup> Friday in Sept. per bylaws)
<b>October 2022 (2310)</b>	
<b>8</b>	Second-year faculty self-evaluation, goals and updated CV due to chairperson
<b>14</b>	VPAA sends sabbatical binders and recommendations to Faculty Senate Sabbatical Committee (Due 2 <sup>nd</sup> Friday in Oct. per bylaws).
<b>15</b>	Advanced Study Grant applications due to Academic Affairs Office
<b>21</b>	Second eight-week non-attendance course rosters due via Starfish (4 <sup>th</sup> day after classes start)
<b>22</b>	Chairperson's evaluation of goals for second-year faculty due from chairperson to faculty
<b>November 2022 (2310)</b>	
<b>1</b>	Notice of non-renewal to second-year faculty.
<b>1</b>	<b>Annual assessment reports due from chairperson to the VPAA Office</b>
<b>1</b>	Promotion and tenure application packets due from faculty to chairperson
<b>1</b>	First draft of (Summer 2023-Spring 2024) yearlong class schedule from Registrar's Office to Departments

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<b>5</b>	Second-year faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairperson's to VPAA office (1 of 2 evals)
<b>11</b>	University Closed – Veterans Day
<b>15</b>	Letter from chairperson for promotion applicants due to the faculty member and the promotion application binder
<b>15</b>	Letter from chairperson for tenure applicants due to the faculty member and the tenure application binder
<b>23</b>	Faculty Senate Sabbatical Committee makes recommendations to University President (Wed. prior to Thanksgiving Day break per bylaws)
<b>23</b>	University Open – No Classes
<b>24</b>	University Closed – Thanksgiving
<b>25</b>	University Open – No Classes
<b>30</b>	First draft of (Summer 2023-Spring 2024) yearlong class schedule from chairs to Registrar's Office and VPAA
<b>December 2022 (2310)</b>	
<b>1</b>	Tenure-track faculty in their third year of appointment submit a pre-tenure portfolio to their chair
<b>2</b>	University President makes announcement of sabbatical recipients (1 <sup>st</sup> Friday of December per bylaws)
<b>26</b>	University Closed – Christmas Day Observed (Monday)
<b>January 2023 (2230)</b>	
<b>2</b>	University Closed - New Year's Day Observed (Monday)
<b>3</b>	First-year faculty annual self-evaluation, goals, and updated CV due to chairperson
<b>10</b>	Spring Classes Begin
<b>13</b>	First eight-week non-attendance course rosters due via Starfish (4 <sup>th</sup> day after classes begin)
<b>14</b>	Chairperson's evaluation of goals for first-year faculty due from chairperson to faculty
<b>15</b>	Faculty evaluation of department chairs emailed to all MSU faculty
<b>16</b>	University Closed – Martin Luther King Jr. Day
<b>16</b>	Sixteen-week non-attendance course rosters due via Starfish (7 <sup>th</sup> day after classes begin)
<b>17</b>	Final draft of (Summer 2023-Spring 2024) Year Long class schedules from Registrar's Office to Departments
<b>24</b>	First-year faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office.
<b>31</b>	Faculty Evaluation of chair due to VPAA Office
<b>31</b>	Faculty self-evaluation, goals, and updated CV due to chairperson (special contract and second-year and later faculty ONLY)
<b>February 2023 (2330)</b>	
<b>1</b>	Tenure-track faculty in their third year of appointment must submit a pre-tenure portfolio due from chair to VPAA Office; also due to Tenure Committee on Feb. 1
<b>1</b>	Notice of non-renewal to first-year faculty.
<b>3</b>	Final draft of (Summer 2023-Spring 2024) yearlong class schedules from chairs to VPAA
<b>6</b>	Enrollment census date (NDUS)

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<b>8</b>	Spring load reports due from chairs to VPAA Office
<b>15</b>	Promotion and Tenure Committees' recommendations due to President
<b>15</b>	Tenured faculty must select spring courses being used for annual course evaluation.
<b>20</b>	University Closed – Presidents' Day
<b>21</b>	Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)
<b>24</b>	Final draft of (Summer 2023-Spring 2024) yearlong class schedules from chairs to Registrar's Office and VPAA
<b>March 2023 (2330)</b>	
<b>6</b>	Chairperson's evaluation and goals for all faculty (other than first year & chairs) due from chairperson to faculty
<b>10</b>	Second eight-week non-attendance course rosters due via Starfish (4 <sup>th</sup> day after classes begin)
<b>13</b>	Faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office.
<b>13-17</b>	Spring Break
<b>25</b>	Annual chairs self-evaluation due to VPAA Office
<b>31</b>	Faculty / Chair position descriptions for 2022-2023 due to VPAA Office
<b>April 2023 (2330)</b>	
<b>5</b>	The Tenure Committee completes pre-tenure review and distributes the results to the faculty member and the chair of the department/division.
<b>7</b>	University Closed – Good Friday
<b>10</b>	University Open – No classes – Easter Break
<b>17</b>	Third year probationary faculty self-evaluation, goals, chairperson's evaluation, updated CV, and pre-tenure review due from chairperson to VPAA office.
<b>May 2023 (2330)</b>	
<b>12</b>	Commencement
<b>29</b>	University Closed – Memorial Day
<b>30</b>	Summer Classes begin
<b>June 2023 (2340)</b>	
<b>3</b>	Summer eight-week non-attendance course rosters due via Starfish (4 <sup>th</sup> day after classes begin)
<b>July 2023 (2340)</b>	
<b>4</b>	University Closed - Independence Day