

**Minot State University Academic Year Calendar
2023-2024**

**Please review [Registrar's 2023-2024 calendar](#) for all class information
Please also review the [NDUS 2023-2024 calendar](#) for other information**

August 2023	
14-15	New Faculty Orientation
16	Convocation and faculty meetings
17	Registration / Orientation
18-20	Welcome Weekend
21	New Student Convocation at 9:00 a.m. in Ann Nicole Nelson Hall, Old Main Welcome Back Campus BBQ at 12:00 p.m. on Old Main lawn
21	Classes begin at 4:00 p.m. or later
22	Final draft of Spring 2024 class schedule to chairs
22	Classes begin
26	First eight-week non-attendance course rosters due via Starfish (4 th day after classes begin)
29	Sixteen-week non-attendance course rosters due via Starfish (7 th day after classes begin)
September 2023	
4	Labor Day – University Closed
5	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)
8	Sabbatical application due from faculty to chair (due 2 nd Friday in Sept. per bylaws)
13	Final draft of Spring 2024 class schedule from chairs to Registrar's Office
15	Tenured faculty must select fall courses being used for annual course evaluation.
15	Call for Advanced Study Grant Applications (due to VPAA on October 15)
18	Enrollment census date (NDUS)
20	Fall load reports due from chairs to VPAA Office
22	Sabbatical application due from chairperson to VPAA Office (due 4 th Friday in Sept. per bylaws)
October 2023	
5	Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)
8	Second-year faculty self-evaluation, goals and updated CV due to chairperson
13	VPAA sends sabbatical binders and recommendations to Faculty Senate Sabbatical Committee (Due 2 nd Friday in Oct. per bylaws).
15	Advanced Study Grant applications due to Academic Affairs Office
21	Second eight-week non-attendance course rosters due via Starfish (4 th day after classes start)
22	Chairperson's evaluation of goals for second-year faculty due from chairperson to faculty (1 st of 2 evals during second year)
November 2023	
1	Annual assessment reports due from chairperson to the VPAA Office
1	Promotion and tenure application packets due from faculty to chairperson
1	First draft of (Summer 2024-Spring 2025) yearlong class schedule from Registrar's Office to Departments

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5	Second-year faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairperson's to VPAA office (1 st of 2 evals during second year)
10	University Closed – Veterans Day
15	Letter from chairperson for promotion applicants due to the faculty member and the promotion application binder
15	Letter from chairperson for tenure applicants due to the faculty member and the tenure application binder
22	Faculty Senate Sabbatical Committee makes recommendations to University President (Wed. prior to Thanksgiving Day break per bylaws)
22	University Open – No Classes
23	University Closed – Thanksgiving
24	University Open – No Classes
30	First draft of (Summer 2024-Spring 2025) yearlong class schedule from chairs to Registrar's Office and VPAA
December 2023	
1	Tenure-track faculty in their third year of appointment submit a pre-tenure portfolio to their chair
1	University President makes announcement of sabbatical recipients. (1 st Friday of December per bylaws)
15	Notice of non-renewal to second-year faculty.
25	University Closed – Christmas Day Observed
January 2024	
1	University Closed - New Year's Day Observed
3	First-year faculty annual self-evaluation, goals, and updated CV due to chairperson
9	Spring Classes Begin
13	First eight-week non-attendance course rosters due via Starfish (4 th day after classes begin)
14	Chairperson's evaluation of goals for first-year faculty due from chairperson to faculty
15	Faculty evaluation of department chairs emailed to all MSU faculty
15	University Closed – Martin Luther King Jr. Day
16	Sixteen-week non-attendance course rosters due via Starfish (7 th day after classes begin)
17	Final draft of (Summer 2024-Spring 2025) yearlong class schedules from Registrar's Office to Departments
24	First-year faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office.
31	Faculty Evaluation of chair due to VPAA Office
31	Faculty self-evaluation, goals, and updated CV due to chairperson (special contract and second-year and later faculty ONLY)
31	Department/Division chairs self-evaluation, goals, and updated CV due to AVPAA
February 2024	
1	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

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2	Final draft of (Summer 2024-Spring 2025) yearlong class schedules from chairs to VPAA
5	Enrollment census date (NDUS)
8	Spring load reports due from chairs to VPAA Office
11	Promotion and Tenure Committees' recommendations due to President
15	Tenured faculty must select spring courses being used for annual course evaluation.
19	University Closed – Presidents' Day
20	Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)
23	Final draft of (Summer 2024-Spring 2025) yearlong class schedules from chairs to Registrar's Office and VPAA
March 2024	
1	Notice of non-renewal to first-year faculty.
1	Catalog and curriculum updates/changes due in Courseleaf
4-8	Spring Break
6	Chairperson's evaluation and goals for all faculty (other than first year & chairs) due from chairperson to faculty
16	Second eight-week non-attendance course rosters due via Starfish (4 th day after classes begin)
13	Faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office.
29	University Closed – Good Friday
31	Faculty / Chair position descriptions for 2024-2025 due to VPAA Office
April 2024	
1	University Open – No classes – Easter Break
5	The Tenure Committee completes pre-tenure review and distributes the results to the faculty member and the chair of the department/division.
17	Third year probationary faculty self-evaluation, goals, chairperson's evaluation, updated CV, and pre-tenure review due from chairperson to VPAA office.
May 2024	
10	Commencement
27	University Closed – Memorial Day
28	Summer Classes begin
June 2024	
1	Summer eight-week non-attendance course rosters due via Starfish (4 th day after classes begin)
July 2024	
4	University Closed - Independence Day