

**Minot State University Academic Year Calendar
2024-2025**

**Please review Registrar's 2024-2025 calendar [HERE](#) for all class information
Please also review the NDUS 2024-2025 calendar [HERE](#) for other information**

August 2024	
19-20	New Faculty Orientation
21	Convocation and faculty meetings
22	Registration / Orientation
23	Move-In Day
23-25	Welcome Weekend
23	Final draft of Spring 2025 class schedule to chairs
26	Online classes and classes that start at 4:00 p.m. or later begin
27	Classes begin
31	First eight-week non-attendance course rosters due via Starfish (4 th day after classes begin)
September 2024	
2	Labor Day – University Closed
3	Sixteen-week non-attendance course rosters due via Starfish (7 th day after classes begin)
3-6	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)
13	Sabbatical application due from faculty to chair (due 2 nd Friday in Sept. per bylaws)
13	Final draft of Spring 2025 class schedule from chairs to Registrar's Office
13	Load Reports showing faculty loads for Spring 2025 to AVPAA
15	Tenured faculty must select fall courses being used for annual course evaluation.
16	Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)
23	Call for Advanced Study Grant Applications (due to VPAA on October 15)
23	Enrollment census date (NDUS)
25	Fall load reports due from chairs to VPAA Office
27	Sabbatical application due from chairperson to VPAA Office (due 4 th Friday in Sept. per bylaws)
October 2024	
7	Annual Assessment reports due from chairperson to VPAA office
8	Second-year faculty self-evaluation, goals, and updated CV due to chairperson
11	VPAA sends sabbatical applications 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
22	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
November 2024	
1	Electronic promotion and tenure application portfolios due from faculty to chairperson
1	First draft of (Summer 2025-Spring 2026) 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 of 2 evals)
11	University Closed – Veterans Day
15	Letter from chairperson for promotion applicants due to the faculty member and the electronic promotion folder
15	Letter from chairperson for tenure applicants due to the faculty member and the electronic tenure folder
16	Electronic tenure and promotion portfolios made available to Tenure and Promotion Committees
27	Faculty Senate Sabbatical Committee makes recommendations to University President (Wed. prior to Thanksgiving Day break per bylaws)
27	University Open – No Classes
28	University Closed – Thanksgiving
29	University Open – No Classes
30	First draft of (Summer 2025-Spring 2026) yearlong class schedule from chairs to Registrar's Office and VPAA
December 2024	
1	Tenure-track faculty in their third year of appointment submit a pre-tenure portfolio to their chair
6	University President makes announcement of sabbatical recipients. (1 st Friday of December per bylaws)
15	Notice of non-renewal to second-year faculty.
24	University Closed – Institutions close at noon
25	University Closed – Christmas Day Observed
January 2025	
1	University Closed - New Year's Day Observed
3	First-year faculty annual self-evaluation, goals, and updated CV due to chairperson
13	Online classes and classes that start at 4:00 p.m. or later begin
14	Spring Classes Begin
14	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
17	Final draft of (Summer 2025-Spring 2026) Year Long class schedules from Registrar's Office to Departments
20	University Closed – Martin Luther King Jr. Day
20	Sixteen-week non-attendance course rosters due via Starfish (7 th day after classes begin)
24	First-year faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office.
29	Faculty Evaluation of chair due to AVPAA
31	Annual chairs self-evaluation, goals, and updated CV due to AVPAA
31	Faculty self-evaluation, goals, and updated CV due to chairperson (all FT faculty except first-year tenure-track faculty)
February 2025	

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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
10	Enrollment census date (NDUS)
11	Promotion and Tenure Committees' recommendations due to President
13	Spring load reports due from chairs to VPAA Office
15	Tenured faculty must select spring courses being used for annual course evaluation.
17	University Closed – Presidents' Day
18	Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)
24	Final draft of (Summer 2025-Spring 2026) yearlong class schedules from chairs to Registrar's Office and VPAA
25	Load Reports showing faculty loads for Fall 2025 to AVPAA
March 2025	
1	Notice of non-renewal to first-year faculty.
6	Chairperson's evaluation and goals for all faculty (other than first year & chairs) due from chairperson to faculty
10-14	Spring Break
13	Faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office.
21	Second eight-week non-attendance course rosters due via Starfish (4 th day after classes begin)
30	Faculty / Chair position descriptions for 2022-2023 due to VPAA Office
April 2025	
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.
18	University Closed – Good Friday
21	University Open – No classes – Easter Break
May 2025	
16	Commencement
26	University Closed – Memorial Day
27	Summer Classes begin
31	Summer eight-week non-attendance course rosters due via Starfish (4 th day after classes begin)
June 2025	
July 2025	
4	University Closed - Independence Day