

## Academic Affairs Important Dates by Activity 2023-2024

Category	Date	Activity	Submit to
<b>Advisory Committees</b>			
	Friday, May 31, 2024	Division Chair submits Advisory Committee information/updates	Provost, Dean, Shared drive
<b>Awards</b>			
	Friday, March 15, 2024	All Faculty & Staff Award Nominations Due	Provost
	Friday, April 5, 2024	Faculty & Staff Recognition Event	Provost
<b>Commencement</b>			
	Friday, May 10, 2024	Commencement held in Lewiston	
<b>Curriculum</b>			
	Friday, September 1, 2023	Provost submits internal 3 year plan materials	Division Chairs, Deans
	Sunday, October 1, 2023	Last day to submit new program/program changes	Curriculum website
	Friday, January 12, 2024	Dean submits internal 3 year plan	Provost
<b>Evaluation - 1st Year Faculty</b>			
	Wednesday, November 1, 2023	Deans submit names of first year faculty	IR&E
	Friday, January 12, 2024	1st year faculty submit materials for evaluation	Division Chair
	Thursday, January 25, 2024	Division Chair submits recommendation for renewal of contract for 1st yr faculty	Dean
	Thursday, January 25, 2024	Division Chair submits evaluation of 1st year faculty	Dean
	Thursday, February 1, 2024	Dean submits recommendation for renewal of contract for 1st yr faculty	Provost
	Thursday, February 1, 2024	Dean submits evaluation of 1st year faculty	Human Resource Services
<b>Evaluation - 2nd Year Faculty</b>			
	Monday, October 23, 2023	2nd year faculty submit materials for evaluation	Division Chair
	Wednesday, November 8, 2023	Division Chair submits recommendation for renewal of contract for 2nd yr faculty	Dean
	Wednesday, November 8, 2023	Division Chair submits evaluation of 2nd year faculty	Dean
	Wednesday, November 15, 2023	Dean submits recommendation for renewal of contract for 2nd yr faculty	Provost
	Wednesday, November 15, 2023	Dean submits evaluation of 2nd year faculty	Human Resource Services
<b>Evaluation - Adjunct</b>			
	Monday, April 15, 2024	Adjunct faculty submit materials for evaluation	Division Chair
	Wednesday, May 1, 2024	Division Chair submits evaluation of adjunct faculty	Dean
<b>Evaluation - 3+ year Faculty</b>			
	Thursday, February 1, 2024	3+ year faculty submit materials for evaluation	Division Chair
	Friday, March 1, 2024	Division Chair submits annual evaluations of faculty (3+ years)	Dean
	Friday, March 1, 2024	Division Chair submits recommendation for renewal of contract (3 + years non-tenured faculty)	Dean
	Friday, March 15, 2024	Dean submits recommendation for renewal of contract (3+ years for non-tenured faculty)	Provost
	Friday, March 15, 2024	Dean submits annual evaluation of faculty (3+ years)	Human Resource Services
<b>Faculty Workload</b>			
	Monday, October 2, 2023	Division Chairs submit to review	Dean
	Wednesday, February 1, 2024	Division Chairs submit faculty workload to review	Dean
<b>Instructional Calendar</b>			
	Monday, July 15, 2024	Provost submits Instructional Calendar	OSBE
<b>Job Descriptions</b>			
	Friday, March 1, 2024	Division Chair submits signed job descriptions for regular/permanent faculty	Dean
<b>NWCCU</b>			
	Tuesday, August 1, 2023	Provost submits NWCCU Annual Report	NWCCU
<b>Performance Review</b>			
	Monday, September 4, 2023	Faculty submit Periodic Performance Review portfolio	Division Office
	Monday, September 11, 2023	Division Chair ensures Periodic Performance Reviews are ready for review in Division Office and notifies faculty	Division Faculty
	Monday, September 25, 2023	Division Faculty submits recommendations for Performance review	Dean
	Monday, September 25, 2023	Division Faculty, Chairs, and Dean's submit recommendations for Periodic Performance Review	Provost
	Friday, September 29, 2023	Provost submits recommendations for Periodic Performance Review to President	President
	Monday, October 2, 2023	President submits recommendation for Periodic Performance Review	Provost
	Monday, October 9, 2023	Provost completes Performance Review process and prepares written statement for candidates that the performance review has been conducted, calls for tenure review when necessary	Provost
	Wednesday, May 8, 2024	Provost notifies faculty due for Performance Review during upcoming year	Faculty
<b>Promotion</b>			
	Monday, August 21, 2023	Provost notifies faculty of Promotion eligibility	Faculty
	Monday, August 28, 2023	Faculty notify Provost of intention to seek Promotion	Provost
	Friday, September 1, 2023	Provost submits list of faculty seeking Promotion	Dean, Division Chair, Faculty Senate Chair of STPRC/SPRC

	Monday, September 18, 2023	Division submits names of Individual Promotion Committee, indicating chair	STPRC/SPRC Chairs
	Monday, September 25, 2023	STPRC/SPRC Chair issues list of approved Individual Promotion Committees, indicating chair	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
	Monday, October 2, 2023	Applicant submits Promotion Portfolio	Division Office
	Monday, October 9, 2023	Dean notifies reviewers that Promotion Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Promotion committees
	Monday, October 30, 2023	Division Chair submits Promotion summative evaluation/recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
	Monday, October 30, 2023	Division Faculty Members submit Promotion recommendation	Applicant, Promotion Portfolio
	Monday, November 20, 2023	Individual Promotion Committee submits recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
	Monday, December 11, 2023	Dean submits Promotion recommendation	Applicant, Division Chair, Individual Promotion Committee, Promotion Portfolio, STPRC/SPRC
	Monday, December 11, 2023	Dean submits Promotion Portfolios to Provost office	Provost
	Monday, January 8, 2024	Provost submits list of Promotion applicants for review	STPRC/SPRC
	Monday, January 29, 2024	STPRC considers Promotion portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, Provost
	Monday, February 19, 2024	Provost submits Promotion recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, President, STPRC/SPRC
	Monday, March 11, 2024	President submits Promotion recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Promotion Committee, Provost, STPRC/SPRC, Human Resource Services
<b>Research Symposium</b>			
	Wednesday & Thursday, May 1-2, 2024	Research Symposium-Lewiston	
	Friday, May 3, 2024	Research Symposium-Coeur d'Alene	
<b>Sabbatical</b>			
	Monday, October 1, 2023	Faculty submit Sabbatical proposals	Dean, Division Chair, Faculty Affairs Committee Chair, Provost
	Monday, October 8, 2023	Division Chair submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Monday, October 15, 2023	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Tuesday, October 25, 2023	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, Provost
	Monday, November 1, 2023	Provost and President meet to finalize Sabbatical offers	Provost
	Tuesday, November 15, 2023	Provost makes written offers of Sabbaticals	Faculty
	Wednesday, November 30, 2023	Faculty accepts or rejects Sabbatical offer in writing to Provost	Provost
	Monday, December 5, 2023	Campus notification of Sabbatical Recipients	Provost Office / College Communications
	Friday, April 15, 2024	Provost notifies faculty of process to apply for sabbatical during upcoming year	Faculty
<b>Special Course Fees</b>			
	Thursday, December 7, 2023	Special Course Fee Change Proposal's for Summer/Fall 2024	Provost
	Friday, May 10, 2024	Special Course Fee Change Proposal's for Spring 2024	Provost
	Monday, July 29, 2024	Deans submit annual Special Course Fee reviews	Provost
<b>Syllabi</b>			
	Monday, August 21, 2023	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
	Monday, October 16, 2023	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their division Chair	Division Chair, Library
	Tuesday, January 16, 2024	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
	Monday, March 11, 2024	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their division Chair	Division Chair, Library
<b>Tenure</b>			
	Monday, August 21, 2023	Provost notifies faculty (including eligible instructors) of Tenure eligibility	Faculty
	Monday, August 28, 2023	Faculty notify Provost of intention to seek Tenure	Provost
	Friday, September 1, 2023	Provost submits list of faculty seeking Tenure	Dean, Division Chair, Faculty Senate Chair, STPRC
	Monday, September 18, 2023	Division submits names of Individual Tenure Committee , indicating chair	STPRC Chair
	Monday, September 25, 2023	STPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
	Monday, October 2, 2023	Applicant submits Tenure Portfolio	Division Office
	Monday, October 9, 2023	Dean notifies reviewers that Tenure Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Tenure committees
	Monday, October 30, 2023	Division Chair submits Tenure summative evaluation/recommendation	Applicant, Tenure Portfolio, STPRC
	Monday, October 30, 2023	Division Faculty Members submit Tenure recommendation	Applicant, Tenure Portfolio

	Monday, November 20, 2023	Individual Tenure Committee submits recommendation	Applicant, Tenure Portfolio, STPRC
	Monday, December 11, 2023	Dean submits tenure recommendation	Applicant, Division Chair, Individual Tenure Committee, Tenure Promotion Portfolio, STPRC
	Monday, December 11, 2023	Dean submits Promotion Portfolios to Provost Office	Provost
	Monday, January 8, 2024	Provost submits list of Tenure applicants for review	STPRC
	Monday, January 29, 2024	STPRC considers Tenure Portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, Provost
	Monday, February 19, 2024	Provost submits Tenure recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC
	Monday, March 11, 2024	President submits Tenure recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Tenure Committee, Provost, STPRC, Human Resource Services
<b>Vita</b>			
	Friday, October 13, 2023	Faculty vitae updated	Division Chair
<b>Year-End</b>			
	Wednesday, March 20, 2024	Divisions submit year-end activity dates	President, Provost, Dean
	Friday, June 28, 2024	Provost prepares HERC Infrastructure final report	
	Friday, July 12, 2024	Provost creates HERC Infrastructure budget for next fiscal year	

Updated 10/02/2023