

Lewis-Clark State College
Academic Affairs - Important Dates - 2008-09

Date	Activity	Submit to
May-11-08	Provost notifies faculty who are due for performance review during upcoming year	Faculty
Aug-25-08	Provost notifies faculty of promotion eligibility	Faculty
Aug-25-08	Provost notifies faculty of tenure eligibility	Faculty
Aug-29-08	Syllabi (Fall courses)	Division Chair, Library
Sep-02-08	Faculty submit performance review portfolio	Dean
Sep-02-08	Faculty notify Provost of intention to seek promotion	Provost
Sep-02-08	Faculty notify Provost of intention to seek tenure	Provost
Sep-08-08	Dean ensures periodic performance reviews are ready for review	
Sep-08-08	Provost submits list of faculty seeking promotion	Faculty Senate Chair, STPRC/SPRC, Division Chair, Dean
Sep-08-08	Provost submits list of faculty seeking tenure	Faculty Senate Chair, STPRC, Division Chair, Dean
Sep-15-08	Faculty notify Provost of intention to apply for sabbatical	Provost
Sep-19-08	Faculty Development grant proposals due	Provost
Sep-22-08	Division Faculty, Division Chairs, Deans submit recommendations for performance review	Provost
Sep-22-08	Division submits names of Individual Promotion Committee, indicating chair	STPRC/SPRC Chair
Sep-22-08	Division submits names of Individual Tenure Committee, indicating chair	STPRC Chair
Sep-29-08	STPRC/SPRC Chair issues list of approved Individual Promotion Committees, indicating chair	Applicant, Faculty Senate Chair, Division Chair, Dean, Provost
Sep-29-08	STPRC/SPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Applicant, Faculty Senate Chair, Division Chair, Dean, Provost
Oct-01-08	Provost submits list of faculty applying for sabbatical	Division Chair, Dean, Faculty Development Chair
Oct-01-08	Faculty submit sabbatical proposals	Faculty Development Committee, Division Chair, Dean
Oct-01-08	President submits recommendation for performance review	Provost
Oct-03-08	Co-Curricular fall proposals due	Director, Student Life
Oct-03-08	Non-Curricular fall proposals due	Director, Student Life
Oct-06-08	Applicant submits Promotion Portfolio	Division Office
Oct-06-08	Applicant submits Tenure Portfolio	Division Office
Oct-08-08	Provost completes performance review process and calls for full tenure review	
Oct-10-08	Division Chair submits sabbatical recommendations	Faculty Development Committee
Oct-10-08	Dean submits sabbatical recommendation	Faculty Development Committee
Oct-13-08	Dean notifies reviewers that Promotion Portfolio is available in Division Office	Division Chair, Division Faculty, Promotion committees
Oct-13-08	Dean notifies reviewers that Tenure Portfolio is available in Division Office	Division Chair, Division Faculty, Tenure committees
Oct-17-08	Faculty vitae updated	Division Chair
Oct-24-08	2nd year faculty submit materials for evaluation	Division Chair
Oct-25-08	Faculty Development Committee submits sabbatical rankings	Faculty Senate Chair, Faculty
Oct-30-08	Faculty Senate Chair submits sabbatical rankings	Provost

Date	Activity	Submit to
Nov-01-08	Division Chair submits advisory board information/updates	Dean
Nov-02-08	Division Chair submits recommendation for renewal of contract for 2nd yr faculty	Dean
Nov-03-08	Division Chair submits promotion summative evaluation/recommendation	Promotion Portfolio, STPRC/SPRC, Applicant
Nov-03-08	Division Chair submits tenure summative evaluation/recommendation	Tenure Portfolio, STPRC, Applicant
Nov-03-08	Division Faculty Members submit promotion recommendation (optional)	Promotion Portfolio, Applicant
Nov-03-08	Division Faculty Members submit tenure recommendation (optional)	Tenure Portfolio, Applicant
Nov-07-08	Special Course Fee change proposals	Provost
Nov-08-08	Division Chair and Evaluators submit evaluation of 2nd year faculty	Dean
Nov-09-08	Dean updates Advisory Board Database	
Nov-12-08	Division Chair submits consulting activities report	Dean
Nov-15-08	Dean submits recommendation for renewal of contract for 2nd yr faculty	Provost
Nov-15-08	Dean submits evaluation of 2nd year faculty	Provost
Nov-15-08	Provost notifies faculty of sabbatical decisions	Faculty
Nov-19-08	Dean submits consulting activities summary report	Provost
Nov-30-08	Faculty notify Provost of acceptance of sabbatical	Provost
Dec-01-08	Division moves portfolios to Dean's office	Dean's office
Dec-01-08	Individual Promotion Committee submits recommendation	Promotion Portfolio, STPRC/SPRC, Applicant
Dec-02-08	Division moves portfolios to Dean's Office	Dean's office
Dec-02-08	Individual Tenure Committee submits recommendation	Tenure Portfolio, STPRC, Applicant
Jan-05-09	Dean submits promotion recommendation	Promotion Portfolio, Individual Promotion Committee, STPRC/SPRC, Applicant
Jan-05-09	Dean submits tenure recommendation	Tenure Portfolio, Individual Tenure Committee, STPRC, Applicant
Jan-06-09	Dean moves Promotion Portfolios to Provost's office	Provost's office
Jan-06-09	Dean moves Tenure Portfolios to Provost's office	Provost's office
Jan-13-09	Division Chair submits all adjunct faculty PAs for fall & spring	Dean
Jan-15-09	1st year faculty submit materials for evaluation	Division Chair
Jan-16-09	Syllabi (Spring courses)	Division Chair, Library
Jan-20-09	Dean submits final report against adjunct funding allocation for academic year	Provost
Jan-23-09	Faculty Development grant proposals due	Provost
Jan-25-09	Division Chair and Evaluators submit evaluation of 1st year faculty	Dean
Jan-25-09	Division Chair submits recommendation for renewal of contract for 1st yr faculty	Dean
Feb-01-09	3+ year faculty submit materials for evaluation	Division Chair
Feb-01-09	Dean submits evaluation of 1st year faculty	Provost
Feb-01-09	Dean submits recommendation for renewal of contract for 1st yr faculty	Provost
Feb-02-09	Provost submits list of promotion applicants for review	STPRC/SPRC
Feb-02-09	Provost submits list of tenure applicants for review	STPRC
Feb-06-09	Co-Curricular spring proposals due	Director, Student Life
Feb-06-09	Non-Curricular spring proposals due	Director, Student Life

Date	Activity	Submit to
Feb-23-09	STPRC/SPRC considers portfolios, if requested, and makes recommendation	Provost, Division Chair, Individual Promotion Committee, Dean, Applicant
Feb-23-09	STPRC/SPRC considers portfolios, if requested, and makes recommendation	Provost, Division Chair, Individual Tenure Committee, Dean, Applicant
Mar-01-09	Division Chair submits signed job descriptions for regular/permanent faculty	Dean
Mar-01-09	Division Chair and Evaluators submit annual evaluations of faculty (3+ years)	Dean
Mar-13-09	Institutional Development Grant Proposals due	Dean, Student Services
Mar-15-09	Dean submits annual evaluation of faculty (3+ years)	Provost
Mar-16-09	Book orders (summer)	Bookstore
Mar-16-09	Provost submits promotion recommendation	President
Mar-16-09	Provost submits tenure recommendation	President
Apr-02-09	Division Chair submits consulting activities report	Dean
Apr-06-09	President submits promotion recommendation	Applicant, Division Chair, Faculty Senate Chair, Individual Promotion Committee, Dean, STPRC/SPRC, Provost
Apr-06-09	President submits tenure recommendation	Applicant, Division Chair, Faculty Senate Chair, Individual Tenure Committee, Dean, STPRC, Provost
Apr-09-09	Dean submits consulting activities summary report	Provost
Apr-15-09	Book orders (Fall courses)	Bookstore
Apr-15-09	Provost notifies faculty of process to apply for sabbatical during upcoming year	Faculty
Apr-29-09	Faculty / Staff Recognition Event	
May-03-09	Commencement - Coeur d'Alene	
May-15-09	Adjunct faculty submit materials for evaluation	Division Chair
May-15-09	Commencement	
Jun-01-09	Division Chair and Evaluators submit evaluation of adjunct faculty	Dean
Jun-15-09	Dean submits evaluation of adjunct faculty	Provost
Oct-15-09	Book orders (Spring semester)	Bookstore