

**Lewis-Clark State College**  
**Academic Affairs Important Dates 2019-2020**

<b>New Date</b>	<b>Activity</b>	<b>Submit to</b>
Aug-01-19	NWCCU Annual Report is due	NWCCU
Aug-24-19	Provost notifies faculty of Promotion eligibility	Faculty
Aug-24-19	Provost notifies faculty (including eligible instructors) of Tenure eligibility	Faculty
Aug-31-19	Faculty submit syllabi (Fall courses)	Division Chair, Library
Aug-31-19	Faculty submit Performance Review portfolio	Division Office
Aug-31-19	Faculty notify Provost of intention to seek Promotion	Provost
Aug-31-19	Faculty notify Provost of intention to seek Tenure	Provost
Sep-01-19	Provost submits internal 3 year plan materials	Division Chairs, Deans
Sep-07-19	Division Chair ensures Periodic Performance Reviews are ready for review	Division Faculty
Sep-07-19	Provost submits list of faculty seeking Promotion	Dean, Division Chair, Faculty Senate Chair, STPRC/SPRC
Sep-07-19	Provost submits list of faculty seeking Tenure	Dean, Division Chair, Faculty Senate Chair, STPRC
Sep-21-19	Division Faculty submits recommendations for Performance Review	Dean
Sep-21-19	Division Chair submits recommendations for Performance Review	Applicant, Dean
Sep-21-19	Dean submits recommendations for Performance Review	Provost
Sep-21-19	Division submits names of Individual Promotion Committee, indicating chair	STPRC/SPRC Chair
Sep-21-19	Division submits names of Individual Tenure Committee, indicating chair	STPRC Chair
Sep-28-19	STPRC/SPRC Chairs issue list of approved Individual Promotion Committees, indicating chair	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
Sep-28-19	STPRC Chairs issues list of approved Individual Tenure Committees, indicating chair	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
Oct-01-19	Division Chairs submit updated faculty workload	Deans
Oct-01-19	Faculty submit Sabbatical proposals	Dean, Division Chair, Faculty Affairs Committee Chair, Provost
Oct-05-19	President submits recommendation for Performance Review	Provost
Oct-08-19	Division Chair submits Sabbatical recommendations	Faculty Affairs Committee
Oct-12-19	Applicant submits Promotion Portfolio	Division Office
Oct-12-19	Applicant submits Tenure Portfolio	Division Office
Oct-12-19	Provost completes Performance Review process	Provost
Oct-15-19	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
Oct-16-19	Faculty vitae updated	Division Chair
Oct-19-19	Dean notifies reviewers that Promotion Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Promotion committees
Oct-19-19	Dean notifies reviewers that Tenure Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Tenure committees
Oct-24-19	2nd year faculty submit materials for evaluation	Division Chair
Oct-24-19	Special Course Fee Change Proposal's for Fall 2020	Provost
Oct-25-19	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, Provost

<b>New Date</b>	<b>Activity</b>	<b>Submit to</b>
Oct-31-19	Last day to submit new program/program changes	Curriculum website
Nov-1-19	Deans submit names of first year faculty	IR&E
Nov-08-19	Division Chair submits recommendation for renewal of contract for 2nd year faculty	Dean
Nov-08-19	Division Chair submits evaluation of 2nd year faculty	Dean
Nov-09-19	Division Chair submits Promotion summative evaluation/recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
Nov-09-19	Division Chair submits Tenure summative evaluation/recommendation	Applicant, Tenure Portfolio, STPRC
Nov-09-19	Division Faculty Members submit Promotion recommendation	Applicant, Promotion Portfolio
Nov-09-19	Division Faculty Members submit Tenure recommendation	Applicant, Tenure Portfolio
Nov-15-19	Provost makes written offers of Sabbaticals	Faculty
Nov-15-19	Dean submits recommendation for renewal of contract for 2nd yr faculty	Provost
Nov-15-19	Dean submits evaluation of 2nd year faculty	Human Resource Services
Nov-30-19	Faculty accepts or rejects Sabbatical offer in writing to Provost	Provost
Nov-30-19	Individual Promotion Committee submits recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
Nov-30-19	Individual Tenure Committee submits recommendation	Applicant, Tenure Portfolio, STPRC
Dec-3-19	Division moves Promotion Portfolios to Dean's office	Dean's office
Dec-3-19	Division moves Tenure Portfolios to Dean's office	Dean's office
Dec-6-19	Campus notification of Sabbatical Recipients	Provost's Office/College Communications
Dec-21-19	Dean submits Promotion recommendation	Applicant, Division Chair, Individual Promotion Committee, Promotion Portfolio,
Dec-21-19	Dean moves Promotion Portfolios to Provost's office	Provost's office
Dec-21-19	Dean submits Tenure recommendation	Applicant, Division Chair, Individual Tenure Committee, Tenure Promotion Portfolio,
Dec-21-19	Dean moves Tenure Portfolios to Provost's office	Provost's office
Jan-15-20	Dean submits internal 3 year plan	Provost
Jan-15-20	1st year faculty submit materials for evaluation	Division Chair
Jan-18-20	Provost submits list of Promotion applicants for review	STPRC/SPRC
Jan-18-20	Provost submits list of Tenure applicants for review	STPRC
Jan-22-20	Faculty submit Syllabi (Spring courses)	Division Chair, Library
Jan-25-20	Division Chair submits recommendation for renewal of contract for 1st yr faculty	Dean
Jan-25-20	Division Chair submits evaluation of 1st year faculty	Dean
Feb-1-20	Division Chairs submit faculty workload	Dean
Feb-01-20	Dean submits recommendation for renewal of contract for 1st yr faculty	Provost
Feb-01-20	Dean submits evaluation of 1st year faculty	Human Resource Services
Feb-01-20	3+ year faculty submit materials for evaluation	Division Chair
Feb-08-20	STPRC/SPRC consider Promotion Portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, Provost
Feb-08-20	STPRC considers Tenure Portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, Provost

<b>New Date</b>	<b>Activity</b>	<b>Submit to</b>
Mar-01-20	Division Chair submits signed job descriptions for regular/permanent faculty	Dean
Mar-01-20	Provost submits Promotion recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, President,
Mar-01-20	Provost submits Tenure recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC
Mar-01-20	Division Chair submits annual evaluations of faculty (3+ years)	Dean
Mar-01-20	Division Chair submits recommendation for renewal of contract (3+ years non-tenured faculty)	Dean
Mar-13-20	All Faculty & Staff Award Nominations Due	Provost
Mar-15-20	Dean submits recommendation for renewal of contract 3+years, non tenured faculty	Provost
Mar-15-20	Dean submits annual evaluation of faculty (3+ years)	Human Resource Services
Mar-20-20	Divisions submit year-end activity dates	President, Provost, Dean
Mar-22-20	President submits Promotion recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Promotion Committee, Provost, STPRC/SPRC, Human Resource Services
Mar-22-20	President submits Tenure recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Tenure Committee, Provost, STPRC, Human Resource Services
Apr-10-20	Faculty & Staff Recognition Luncheon	Provost
Apr-15-20	Provost notifies faculty of process to apply for Sabbatical during upcoming year	Faculty
Apr-15-20	Adjunct faculty submit materials for evaluation	Division Chair
Apr-23-20	Special Course Fee Change Proposal's for Spring 2021	Provost
May-1-20	Research Symposium-Coeur d'Alene (week 15)	
May-01-20	Division Chair submits evaluation of adjunct faculty	Dean
May-03-20	Commencement - Coeur d'Alene	
May-7-8-20	Research Symposium-Lewiston (week 16)	
May-11-20	Provost notifies faculty due for Performance/Tenure review during upcoming year	Faculty
May-15-20	Commencement-Lewiston	
Jun-01-20	Division Chair submits Advisory Committee information/updates	Provost, Dean, Database
Jun-30-20	Prepare HERC Infrastructure final report	
Jul-10-20	Create HERC Infrastructure budget	
Jul-15-20	Provost submits Instructional Calendar	OSBE
Jul-31-20	Deans submit annual Special Course Fee reviews to Provost	Provost