

Academic Affairs Important Dates by Activity 2019-2020

Category	Date	Activity	Submit to
Advisory Committees			
	Jun-01-20	Division Chair submits Advisory Committee information/updates	Provost, Dean, Database
Awards			
	Mar-13-20	Faculty & Staff Award Nominations Due	Provost
	Apr-10-20	Faculty & Staff Recognition Luncheon	Provost
Commencement			
	May-03-20	Commencement-Coeur d' Alene	
	May-15-20	Commencement-Lewiston	
Curriculum			
	Sep-01-19	Provost submits internal 3 year plan materials	Division Chairs, Deans
	Oct-31-19	Last day to submit new program/program changes	Curriculum website
	Jna-15-20	Dean submits internal 3 year plan	Provost
Evaluation - 1st Year Faculty			
	Nov-1-19	Deans submit names of first year faculty	IR&E
	Jan-15-20	1st year faculty submit materials for evaluation	Division Chair
	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-01-20	Dean submits recommendation for renewal of contract for 1st yr faculty	Provost
	Feb-01-20	Dean submits evaluation of 1st year faculty	Provost
Evaluation - 2nd Year Faculty			
	Oct-24-19	2nd year faculty submit materials for evaluation	Division Chair
	Nov-08-19	Division Chair submits recommendation for renewal of contract for 2nd yr faculty	Dean
	Nov-08-19	Division Chair submits evaluation of 2nd year faculty	Dean
	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
Evaluation - Adjunct			
	Apr-15-20	Adjunct faculty submit materials for evaluation	Division Chair
	May-01-20	Division Chair submits evaluation of adjunct faculty	Dean

Evaluation - 3+ year Faculty			
	Feb-01-20	3+ year faculty submit materials for evaluation	Division Chair
	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-15-20	Dean submits annual evaluation of faculty (3+ years for non-tenured faculty)	Provost
	Mar 15-20	Dean submits annual evaluation of faculty (3+ years)	Human Resource Services
Faculty Workload			
	Oct-01-19	Division Chairs submit updated faculty workload	Dean
	Feb-01-20	Division Chairs submit faculty workload	Dean
Instructional Calendar			
	Jul-15-20	Provost submits Instructional Calendar	OSBE
Job Descriptions			
	Mar-01-20	Division Chair submits signed job descriptions for regular/permanent faculty	Dean
NWCCU			
	Aug-01-19	Provost submits NWCCU Annual Report	NWCCU
Performance Review			
	Aug-31-19	Faculty submit Performance Review portfolio	Division Office
	Sep-07-19	Division Chair ensures Periodic Performance Reviews are ready for review	Division Faculty
	Sep-21-19	Division Chair submits recommendations for Performance Review	Applicant, Dean
	Sep-21-19	Division Faculty submits recommendations for Performance review	Dean
	Sep-21-19	Dean submits recommendations for Performance Review	Provost
	Oct-05-19	President submits recommendation for Performance Review	Provost
	Oct-12-19	Provost completes Performance Review process	Provost
	May-11-20	Provost notifies faculty due for Performance/Tenure Review during upcoming year	Faculty
Promotion			
	Aug-24-19	Provost notifies faculty of Promotion eligibility	Faculty
	Aug-31-19	Faculty notify Provost of intention to seek Promotion	Provost
	Sep-07-19	Provost submits list of faculty seeking Promotion	Dean, Division Chair, Faculty Senate Chair, STPRC/SPRC
	Sep-21-19	Division submits names of Individual Promotion Committee, indicating chair	STPRC/SPRC Chair

	Sep-28-19	STPRC/SPRC Chair issues list of approved Individual Promotion Committees, indicating chair	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
	Oct-12-19	Applicant submits Promotion Portfolio	Division Office
	Oct-19-19	Dean notifies reviewers that Promotion Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Promotion committees
	Nov-09-19	Division Faculty Members submit Promotion recommendation	Applicant, Promotion Portfolio
	Nov-09-19	Division Chair submits Promotion summative evaluation/recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
	Nov-30-19	Individual Promotion Committee submits recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
	Dec-3-19	Division moves Promotion Portfolios to Dean's office	Dean's office
	Dec-21-19	Dean moves Promotion Portfolios to Provost's office	Provost's office
	Dec-21-19	Dean submits Promotion recommendation	Applicant, Division Chair, Individual Promotion Committee, Promotion Portfolio, STPRC/SPRC
	Jan-18-20	Provost submits list of Promotion applicants for review	STPRC/SPRC
	Feb-08-20	STPRC considers Promotion portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, Provost
	Mar-01-20	Provost submits Promotion recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, President, STPRC/SPRC
	Mar-22-20	President submits Promotion recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, Provost, STPRC/SPRC, Human Resource Services
Research Symposium			
	May-1-2020	Research Symposium-Coeur d'Alene (week 15)	
	May 7-8-20	Research Symposium-Lewiston (week 16)	
Sabbatical			
	Oct-01-19	Faculty submit Sabbatical proposals	Dean, Division Chair, Faculty Affairs Committee Chair, Provost

	Oct-08-19	Division Chair submits Sabbatical recommendations	Faculty Affairs Committee
	Oct-15-19	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Oct-25-19	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, Provost
	Nov-15-19	Provost makes written offers of Sabbaticals	Faculty
	Nov-30-19	Faculty accepts or rejects Sabbatical offer in writing to Provost	Provost
	Dec-6-19	Campus notification of Sabbatical Recipients	Provost's Office/College Communications
	Apr-15-20	Provost notifies faculty of process to apply for sabbatical during upcoming year	Faculty
Special Course Fees			
	Oct-24-19	Special Course Fee Change Proposal's for Fall 2020	Provost
	Apr-23-20	Special Course Fee Change Proposal's for Spring 2021	Provost
	Jul-31-20	Deans submit annual Special Course Fee reviews to Provost	Provost
Syllabi			
	Aug-31-19	Syllabi (Fall courses)	Division Chair, Library
	Jan-22-20	Syllabi (Spring courses)	Division Chair, Library
Tenure			
	Aug-24-19	Provost notifies faculty (including eligible instructors) of Tenure eligibility	Faculty
	Aug-31-19	Faculty notify Provost of intention to seek Tenure	Provost
	Sep-07-19	Provost submits list of faculty seeking Tenure	Dean, Division Chair, Faculty Senate Chair, STPRC
	Sep-21-19	Division submits names of Individual Tenure Committee, indicating chair	STPRC Chair
	Sep-28-19	STPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
	Oct-12-19	Applicant submits Tenure Portfolio	Division Office
	Oct-19-19	Dean notifies reviewers that Tenure Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Tenure committees
	Nov-09-19	Division Faculty Members submit Tenure recommendation	Applicant, Tenure Portfolio
	Nov-09-19	Division Chair submits Tenure summative evaluation/recommendation	Applicant, Tenure Portfolio, STPRC
	Nov-30-19	Individual Tenure Committee submits recommendation	Applicant, Tenure Portfolio, STPRC
	Dec-3-19	Division moves Tenure Portfolios to Dean's office	Dean's office

	Dec-21-19	Dean submits tenure recommendation	Applicant, Division Chair, Individual Tenure Committee, Tenure Promotion Portfolio, STPRC
	Dec-21-19	Dean moves Tenure Portfolios to Provost's office	Provost's office
	Jan-18-20	Provost submits list of Tenure applicants for review	STPRC
	Feb-08-20	STPRC considers Tenure Portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, Provost
	Mar-01-20	Provost submits Tenure recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC
	Mar-22-20	President submits Tenure recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Tenure Committee, Provost, STPRC
Vita			
	Oct-16-19	Faculty vitae updated	Division Chair
Year-End			
	Mar-20-20	Divisions submit year-end activity dates	President, Provost, Dean
	Jun-30-20	Prepare HERC Infrastructure final report	Provost
	Jul-10-20	Create HERC Infrastructure budget	Provost