

Important Dates - 2009-2010

Adjunct Pay

Date	Activity	Submit to
Jan-15-10	Division Chair submits all adjunct faculty PAs for fall & spring	Dean
Jan-22-10	Dean submits final report against adjunct funding allocation for academic year	Provost

Advisory Board

Date	Activity	Submit to
Nov-02-09	Division Chair submits advisory board information/updates	Dean
Nov-09-09	Dean updates Advisory Board Database	

Awards

Date	Activity	Submit to
Apr-29-10	Faculty / Staff Recognition Event	

Books

Date	Activity	Submit to
Mar-05-10	Book orders (summer)	Bookstore
Mar-05-10	Book orders (Fall courses)	Bookstore
Oct-01-10	Book orders (Spring semester)	Bookstore

Co-Curricular

Date	Activity	Submit to
Oct-02-09	Co-Curricular fall proposals due	Director, Student Life
Feb-05-10	Co-Curricular spring proposals due	Director, Student Life

Commencement

Date	Activity	Submit to
May-14-10	Commencement	

Commencement (CdA)

Date	Activity	Submit to
May-02-10	Commencement - Coeur d'Alene	

Consulting

Date	Activity	Submit to
Nov-13-09	Division Chair submits consulting activities report	Dean
Nov-20-09	Dean submits consulting activities summary report	Provost
Apr-02-10	Division Chair submits consulting activities report	Dean
Apr-09-10	Dean submits consulting activities summary report	Provost

Contract Renewal

Date	Activity	Submit to
Nov-02-09	Division Chair submits recommendation for renewal of contract for 2nd yr faculty	Dean
Nov-15-09	Dean submits recommendation for renewal of contract for 2nd yr faculty	Provost
Jan-25-10	Division Chair submits recommendation for renewal of contract for 1st yr faculty	Dean
Feb-01-10	Dean submits recommendation for renewal of contract for 1st yr faculty	Provost

Evaluations - 1st year faculty

Date	Activity	Submit to
Jan-15-10	1st year faculty submit materials for evaluation	Division Chair
Jan-25-10	Division Chair and Evaluators submit evaluation of 1st year faculty	Dean
Feb-01-10	Dean submits evaluation of 1st year faculty	Provost

Evaluations - 2nd year faculty

Date	Activity	Submit to
Oct-24-09	2nd year faculty submit materials for evaluation	Division Chair
Nov-08-09	Division Chair and Evaluators submit evaluation of 2nd year faculty	Dean
Nov-15-09	Dean submits evaluation of 2nd year faculty	Provost

Evaluations - adjunct

Date	Activity	Submit to
May-15-10	Adjunct faculty submit materials for evaluation	Division Chair
Jun-01-10	Division Chair and Evaluators submit evaluation of adjunct faculty	Dean
Jun-15-10	Dean submits evaluation of adjunct faculty	Provost

Evaluations - other faculty

Date	Activity	Submit to
Feb-01-10	3+ year faculty submit materials for evaluation	Division Chair
Mar-01-10	Division Chair and Evaluators submit annual evaluations of faculty (3+ years)	Dean
Mar-15-10	Dean submits annual evaluation of faculty (3+ years)	Provost

Faculty Development

Date	Activity	Submit to
Sep-18-09	Faculty Development grant proposals due	Provost
Jan-22-10	Faculty Development grant proposals due	Provost

Fees

Date	Activity	Submit to
Nov-06-09	Special Course Fee change proposals	Provost

Institutional Development

Date	Activity	Submit to
Mar-12-10	Institutional Development Grant Proposals due	Dean, Student Services

Job Descriptions

Date	Activity	Submit to
Mar-01-10	Division Chair submits signed job descriptions for regular/permanent faculty	Dean

Non-Curricular

Date	Activity	Submit to
Oct-02-09	Non-Curricular fall proposals due	Director, Student Life
Feb-05-10	Non-Curricular spring proposals due	Director, Student Life

Performance Review

Date	Activity	Submit to
May-11-09	Provost notifies faculty who are due for performance review during upcoming year	Faculty
Sep-04-09	Faculty submit performance review portfolio	Dean
Sep-07-09	Dean ensures periodic performance reviews are ready for review	
Sep-21-09	Division Faculty, Division Chairs, Deans submit recommendations for performance review	Provost
Oct-02-09	President submits recommendation for performance review	Provost
Oct-09-09	Provost completes performance review process and calls for full tenure review	

Promotion

Date	Activity	Submit to
Aug-24-09	Provost notifies faculty of promotion eligibility	Faculty
Aug-31-09	Faculty notify Provost of intention to seek promotion	Provost
Sep-08-09	Provost submits list of faculty seeking promotion	Faculty Senate Chair, STPRC/SPRC, Division Chair, Dean
Sep-22-09	Division submits names of Individual Promotion Committee, indicating chair	STPRC/SPRC Chair
Sep-29-09	STPRC/SPRC Chair issues list of approved Individual Promotion Committees, indicating chair	Applicant, Faculty Senate Chair, Division Chair, Dean, Provost
Oct-05-09	Applicant submits Promotion Portfolio	Division Office
Oct-12-09	Dean notifies reviewers that Promotion Portfolio is available in Division Office	Division Chair, Division Faculty, Promotion committees
Nov-02-09	Division Chair submits promotion summative evaluation/recommendation	Promotion Portfolio, STPRC/SPRC, Applicant
Nov-02-09	Division Faculty Members submit promotion recommendation (optional)	Promotion Portfolio, Applicant
Nov-30-09	Individual Promotion Committee submits recommendation	Promotion Portfolio, STPRC/SPRC, Applicant
Dec-01-09	Division moves portfolios to Dean's Office	Dean's office
Jan-06-10	Dean submits promotion recommendation	Promotion Portfolio, Individual Promotion Committee, STPRC/SPRC, Applicant
Jan-07-10	Dean moves Promotion Portfolios to Provost's office	Provost's office
Feb-03-10	Provost submits list of promotion applicants for review	STPRC/SPRC
Feb-24-10	STPRC/SPRC considers portfolios, if requested, and makes recommendation	Provost, Division Chair, Individual Promotion Committee, Dean, Applicant
Mar-17-10	Provost submits promotion recommendation	President
Apr-07-10	President submits promotion recommendation	Applicant, Division Chair, Faculty Senate Chair, Individual Promotion Committee, Dean, STPRC/SPRC, Provost

Sabbatical

Date	Activity	Submit to
Sep-15-09	Faculty notify Provost of intention to apply for sabbatical	Provost
Oct-01-09	Provost submits list of faculty applying for sabbatical	Division Chair, Dean, Faculty Development Chair
Oct-01-09	Faculty submit sabbatical proposals	Faculty Development Committee, Division Chair, Dean
Oct-10-09	Division Chair submits sabbatical recommendations	Faculty Development Committee
Oct-10-09	Dean submits sabbatical recommendation	Faculty Development Committee
Oct-25-09	Faculty Development Committee submits sabbatical rankings	Faculty Senate Chair, Faculty
Oct-30-09	Faculty Senate Chair submits sabbatical rankings	Provost
Nov-15-09	Provost notifies faculty of sabbatical decisions	Faculty
Nov-30-09	Faculty notify Provost of acceptance of sabbatical	Provost
Apr-15-10	Provost notifies faculty of process to apply for sabbatical during upcoming year	Faculty

Syllabi

Date	Activity	Submit to
Aug-28-09	Syllabi (Fall courses)	Division Chair, Library
Jan-15-10	Syllabi (Spring courses)	Division Chair, Library

Tenure

Date	Activity	Submit to
Aug-24-09	Provost notifies faculty of tenure eligibility	Faculty
Aug-31-09	Faculty notify Provost of intention to seek tenure	Provost
Sep-08-09	Provost submits list of faculty seeking tenure	Faculty Senate Chair, STPRC, Division Chair, Dean
Sep-22-09	Division submits names of Individual Tenure Committee, indicating chair	STPRC Chair
Sep-29-09	STPRC/SPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Applicant, Faculty Senate Chair, Division Chair, Dean, Provost
Oct-05-09	Applicant submits Tenure Portfolio	Division Office
Oct-12-09	Dean notifies reviewers that Tenure Portfolio is available in Division Office	Division Chair, Division Faculty, Tenure committees
Nov-02-09	Division Chair submits tenure summative evaluation/recommendation	Tenure Portfolio, STPRC, Applicant
Nov-02-09	Division Faculty Members submit tenure recommendation (optional)	Tenure Portfolio, Applicant
Nov-30-09	Individual Tenure Committee submits recommendation	Tenure Portfolio, STPRC, Applicant
Dec-01-09	Division moves portfolios to Dean's office	Dean's office
Jan-06-10	Dean submits tenure recommendation	Tenure Portfolio, Individual Tenure Committee, STPRC, Applicant
Jan-07-10	Dean moves Tenure Portfolios to Provost's office	Provost's office
Feb-03-10	Provost submits list of tenure applicants for review	STPRC
Feb-24-10	STPRC/SPRC considers portfolios, if requested, and makes recommendation	Provost, Division Chair, Individual Tenure Committee, Dean, Applicant
Mar-17-10	Provost submits tenure recommendation	President
Apr-07-10	President submits tenure recommendation	Applicant, Division Chair, Faculty Senate Chair, Individual Tenure Committee, Dean, STPRC, Provost

Vita

Date	Activity	Submit to
Oct-16-09	Faculty vitae updated	Division Chair
