

**Lewis-Clark State College**  
**Academic Affairs Important Dates 2023-2024**

| Date      | Policy | Activity   | Submit to   |
|-----------|--------|--|---|
| Aug-01-23 |        | NWCCU Annual Report is due   | NWCCU   |
| Aug-21-23 | 2.106  | Provost notifies faculty of Promotion eligibility  | Faculty   |
| Aug-21-23 | 2.111  | Provost notifies faculty (including eligible instructors) of Tenure eligibility  | Faculty   |
| Aug-21-23 |        | Faculty upload syllabi to course space in Canvas. Submit them to their division Chair                                      | Division Chair, Library   |
| Aug-28-23 | 2.106  | Faculty notify Provost of intention to seek Promotion  | Provost   |
| Aug-28-23 | 2.111  | Faculty notify Provost of intention to seek Tenure   | Provost   |
| Sep-01-23 |        | Provost submits internal 3-year plan materials   | Division Chairs, Deans  |
| Sep-01-23 | 2.106  | Provost submits list of faculty seeking Promotion  | Dean, Division Chair, Faculty Senate Chairs of STPRC/SPRC         |
| Sep-01-23 | 2.111  | Provost submits list of faculty seeking Tenure   | Dean, Division Chair, Faculty Senate Chair, STPRC                 |
| Sep-04-23 | 2.113  | Faculty submit Periodic Performance Review portfolio   | Division Office   |
| Sep-11-23 | 2.113  | Division Chair ensures Periodic Performance Review Portfolios are ready for review in Division Office and notifies faculty | Division Faculty  |
| Sep-18-23 | 2.106  | Division submits names of Individual Promotion Committee members, indicating chair   | STPRC/SPRC Chairs   |
| Sep-18-23 | 2.111  | Division submits names of Individual Tenure Committee members, indicating chair  | STPRC Chair   |
| Sep-25-23 | 2.113  | Division Faculty, Chairs, and Dean's submit recommendations for Periodic Performance Review                                | Provost   |
| Sep-25-23 | 2.106  | STPRC/SPRC Chairs issue list of approved Individual Promotion Committees, indicating chair                                 | Applicant, Dean, Division Chair, Faculty Senate Chair, Provost    |
| Sep-25-23 | 2.111  | STPRC Chair issues list of approved Individual Tenure Committees, indicating chairs  | Applicant, Dean, Division Chair, Faculty Senate Chair, Provost    |
| Sep-25-23 |        | Division Faculty submits recommendations for Performance review  | Deans   |
| Sep-29-23 | 2.113  | Provost submits recommendations for Periodic Performance Review to the President   | President   |
| Oct-01-23 |        | Division Chairs submit updated faculty workload  | Deans   |
| Oct-01-23 |        | Last day to submit new program/program changes   | Curriculum website  |
| Oct-02-23 | 2.106  | Applicant submits Promotion Portfolio  | Division Office   |
| Oct-02-23 | 2.111  | Applicant submits Tenure Portfolio   | Division Office   |
| Oct-02-23 | 2.113  | President submits recommendation for Periodic Performance Review   | Provost   |
| Oct-02-23 | 2.114  | Faculty submit Sabbatical proposals  | Dean, Division Chair, Faculty Affairs Committee Chair, Provost    |
| Oct-08-23 | 2.114  | Division Chair submits Sabbatical recommendations  | Faculty Affairs Committee   |
| Oct-09-23 | 2.106  | Dean notifies reviewers that Promotion Portfolio is available in Division Office   | Division Chair, Division Faculty, Individual Promotion committees |

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| Oct-09-23 | 2.111  | Dean notifies reviewers that Tenure Portfolio is available in Division Office   | Division Chair, Division Faculty, Individual Tenure committees                             |
| Oct-09-23 | 2.113  | Provost completes Periodic Performance Review process and prepares written statements for candidates that the performance review has been conducted, calls for tenure review when necessary | Provost  |
| Oct-13-23 |        | Faculty vitae updated   | Division Chair   |
| Oct-15-23 | 2.114  | Dean submits Sabbatical recommendations   | Faculty Affairs Committee Chair  |
| Oct-16-23 |        | Faculty upload syllabi to course space in Canvas for section B courses. Submit them to their division Chair   | Division Chair, Library  |
| Oct-23-23 |        | 2nd year faculty submit materials for evaluation  | Division Chair   |
| Oct-25-23 | 2.114  | Faculty Affairs Committee submits Sabbatical rankings   | Applicant, Dean, Faculty Senate Chair, Provost   |
| Oct-30-23 | 2.111  | Division Chair submits Tenure summative evaluation/recommendation   | Applicant, Tenure Portfolio, STPRC   |
| Oct-30-23 |        | Deans submit names of first-year faculty  | IR&E   |
| Oct-30-23 | 2.106  | Division Faculty Members submit Promotion recommendation  | Applicant, Promotion Portfolio   |
| Oct-30-23 | 2.111  | Division Faculty Members submit Tenure recommendation   | Applicant, Tenure Portfolio  |
| Nov-01-23 | 2.114  | Provost & President meet to finalize Sabbatical offers  | Provost  |
| Nov-01-23 | 2.106  | Division Chair submits Promotion summative evaluation/recommendation  | Applicant, Promotion Portfolio, STPRC/SPRC   |
| Nov-08-23 |        | Division Chair submits recommendations for renewal of contract for 2nd-year faculty   | Dean   |
| Nov-08-23 |        | Division Chair submits evaluation of 2nd-year faculty   | Dean   |
| Nov-15-23 | 2.114  | Provost makes written offers of Sabbaticals   | Faculty  |
| Nov-15-23 |        | Dean submits recommendation for renewal of contract for 2 <sup>nd</sup> -yr faculty   | Provost  |
| Nov-15-23 |        | Dean submits evaluation of 2nd-year faculty   | Human Resource Services  |
| Nov-20-23 | 2.106  | Individual Promotion Committee submits recommendation   | Applicant, Promotion Portfolio, STPRC/SPRC, Division Chair                                 |
| Nov-20-23 | 2.111  | Individual Tenure Committee submits recommendation  | Applicant, Tenure Portfolio, STPRC, Division Chair   |
| Nov-30-23 | 2.114  | Faculty accepts or rejects Sabbatical offer in writing to Provost   | Provost  |
| Dec-05-23 |        | Campus notification of Sabbatical Recipients  | Provost Office/College Communications  |
| Dec-07-23 |        | Special Course Fee Change Proposals for Summer/Fall 2024  | Provost  |
| Dec-11-23 | 2.106  | Dean submits Promotion recommendation   | Applicant, Division Chair, Individual Promotion Committee, Promotion Portfolio, STPRC/SPRC |
| Dec-11-23 | 2.106  | Dean submits Promotion Portfolios to Provost office   | Provost  |
| Dec-11-23 | 2.111  | Dean submits Tenure recommendation  | Applicant, Division Chair, Individual Tenure Committee, Tenure Promotion Portfolio, STPRC  |

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| Dec-11-23 | 2.111  | Dean submits Tenure Portfolios to Provost office  | Provost   |
| Jan-08-24 | 2.106  | Provost submits list of Promotion applicants for review   | STPRC/SPRC  |
| Jan-08-24 | 2.111  | Provost submits list of Tenure applicants for review  | STPRC   |
| Jan-13-24 |        | Dean submits internal 3-year plan   | Provost   |
| Jan-15-24 |        | 1st year faculty submit materials for evaluation  | Division Chair  |
| Jan-16-24 |        | Faculty upload syllabi to course space in Canvas. Submit them to their division Chair                       | Division Chair, Library   |
| Jan-25-24 |        | Division Chair submits recommendation for renewal of contract for 1st-year faculty                          | Dean  |
| Jan-25-24 |        | Division Chair submits evaluation of 1st-year faculty   | Dean  |
| Jan-29-24 | 2.106  | STPRC/SPRC considers Promotion Portfolios, if requested, and makes recommendation                           | Applicant, Dean, Division Chair, Individual Promotion Committee, Provost  |
| Jan-29-24 | 2.111  | STPRC considers Tenure Portfolios, if requested, and makes recommendations                                  | Applicant, Dean, Division Chair, Individual Tenure Committee, Provost   |
| Feb-01-24 |        | Division Chairs submit faculty workload   | Dean  |
| Feb-01-24 |        | Dean submits recommendation for renewal of contract for 1st-year faculty                                    | Provost   |
| Feb-01-24 |        | Dean submits evaluation of 1st-year faculty   | Human Resource Services   |
| Feb-01-24 |        | 3+ year faculty submit materials for evaluation   | Division Chair  |
| Feb-19-24 | 2.106  | Provost submits Promotion recommendation  | Applicant, Dean, Division Chair, Individual Promotion Committee, President, STPRC/SPRC  |
| Feb-19-24 | 2.111  | Provost submits Tenure recommendation   | Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC  |
| Mar-01-24 |        | Division Chair submits signed job descriptions for regular/permanent faculty                                | Dean  |
| Mar-01-24 |        | Division Chair submits annual evaluations of faculty (3+ years)   | Dean  |
| Mar-01-24 |        | Division Chair submits recommendation for renewal of contract (3+ years non-tenured faculty)                | Dean  |
| Mar-11-24 |        | Faculty upload syllabi to course space in Canvas for section B courses. Submit them to their division Chair | Division Chair, Library   |
| Mar-11-24 | 2.106  | President submits Promotion recommendation  | Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Promotion Committee, Provost, STPRC/SPRC, Human Resource Services |
| Mar-11-24 | 2.111  | President submits Tenure recommendation   | Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Tenure Committee, Provost, STPRC, Human Resource Services         |
| Mar-15-24 |        | Dean submits recommendation for renewal of contract 3+years, non-tenured faculty                            | Provost   |
| Mar-15-24 |        | Dean submits annual evaluation of faculty (3+ years)  | Human Resource Services   |
| Mar-15-24 |        | All Faculty & Staff Award Nominations due   | Provost   |
| Mar-20-24 |        | Divisions submits list of year-end activity dates   | President, Provost, Dean  |
| Apr-05-24 |        | Faculty & Staff Recognition Event   | Provost   |
| Apr-15-24 |        | Adjunct faculty submit materials for evaluation   | Division Chair  |

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| Apr-15-24       |        | Provost notifies faculty of process to apply for Sabbatical during the upcoming year | Faculty                     |
| May-01-24       |        | Division Chair submits evaluation of adjunct faculty                                 | Dean                        |
| May-01 & May 02 |        | Research Symposium-Lewiston  |                             |
| May-03-24       |        | Research Symposium-Coeur d'Alene   |                             |
| May-08-24       | 2.106  | Provost notifies faculty due for Performance/Tenure review during upcoming year      | Faculty                     |
| May-10-24       |        | Special Course Fee Change Proposals for Spring 2024                                  | Provost                     |
| May-10-24       |        | Commencement-Lewiston  |                             |
| May-31-24       |        | Division Chair submits Advisory Committee information/updates                        | Provost, Dean, Shared Drive |
| Jun-28-24       |        | Prepare HERC Infrastructure final report   |                             |
| Jul-12-24       |        | Create HERC Infrastructure budget for next fiscal year                               |                             |
| Jul-15-24       |        | Provost submits Instructional Calendar   | OSBE                        |
| Jul-29-24       |        | Deans submit annual Special Course Fee reviews to the Provost                        | Provost                     |