Academic Affairs Important Dates by Activity 2023-2024

Assessor Services Fishey, May 11 7024 Derison Chair submits Advisory Conventions Information/updates Fishey, May 15, 2024 Fishey, May 10, 2024 Fishey, May 11, 2024 Fishey	Category	Date	Activity	Submit to
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		Monday, August 28, 2023	Faculty notify Provost of intention to seek Promotion	
Dean, Division Chair, Faculty Senate Chair of				
Friday, September 1, 2023 Provost submits list of faculty seeking Promotion STPRC/SPRC		⊩riday, September 1, 2023	Provost submits list of faculty seeking Promotion	STPRU/SPRU

	Manday Cantambar 10, 2022	Division submits names of Individual Promotion Committee, indicating chair	STPRC/SPRC Chairs
	Monday, September 18, 2023	Division submits names of Individual Promotion Committee, indicating chair	Applicant, Dean, Division Chair, Faculty Senate
	Monday, September 25, 2023	STPRC/SPRC Chair issues list of approved Individual Promotion Committees, indicating chair	Chair, Provost
	Monday, October 2, 2023	Applicant submits Promotion Portfolio	Division Office
	Worlday, October 2, 2023	Applicant submits i fornotion i ortiono	Division Chair, Division Faculty, Individual
	Monday, October 9, 2023	Dean notifies reviewers that Promotion Portfolio is available in Division Office	Promotion committees
	Monday, October 30, 2023	Division Chair submits Promotion summative evaluation/recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
	Monday, October 30, 2023	Division Faculty Members submit Promotion recommendation	Applicant, Promotion Portfolio
	Monday, November 20, 2023	Individual Promotion Committee submits recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
			Applicant, Division Chair, Individual Promotion
	Monday, December 11, 2023	Dean submits Promotion recommendation	Committee, Promotion Portfolio, STPRC/SPRC
	Monday, December 11, 2023	Dean submits Promotion Portfolios to Provost office	Provost
	Monday, January 8, 2024	Provost submits list of Promotion applicants for review	STPRC/SPRC
	Monday, January 29, 2024	STPRC considers Promotion portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, Provost
	3, 2, 2, 2		Applicant, Dean, Division Chair, Individual Promotion Committee, President,
	Monday, February 19, 2024	Provost submits Promotion recommendation	STPRC/SPRC
			Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Promotion Committee, Provost, STPRC/SPRC, Human Resource
	Monday, March 11, 2024	President submits Promotion recommendation	Services
Research Symposium	Wednesday & Thursday, May 1-2, 2024	Research Symposium-Lewiston	
	Friday, May 3, 2024	Research Symposium-Coeur d'Alene	
Sabbatical	Filday, May 3, 2024	Research Symposium-Coeur d'Alene	
Sappatical			Dean, Division Chair, Faculty Affairs Committee
	Monday, October 1, 2023	Faculty submit Sabbatical proposals	Chair, Provost
	Monday, October 8, 2023	Division Chair submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Monday, October 15, 2023	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Tuesday, October 25, 2023	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, Provost
	Monday, November 1, 2023	Provost and President meet to finalize Sabbatical offers	Provost
	Tuesday, November 15, 2023	Provost makes written offers of Sabbaticals	Faculty
	Wednesday, November 30, 2023	Faculty accepts or rejects Sabbatical offer in writing to Provost	Provost
	Monday, December 5, 2023	Campus notification of Sabbitical Recipients	Provost Office / College Communications
	Friday, April 15, 2024	Provost notifies faculty of process to apply for sabbatical during upcoming year	Faculty
Special Course Fees			
	Thursday, December 7, 2023	Special Course Fee Change Proposal's for Summer/Fall 2024	Provost
	Friday, May 10, 2024	Special Course Fee Change Proposal's for Spring 2024	Provost
	Monday, July 29, 2024	Deans submit annual Special Course Fee reviews	Provost
Syllabi			
	Monday, August 21, 2023	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
		Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their	B
	Monday, October 16, 2023	division Chair	Division Chair, Library
	Tuesday, January 16, 2024	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
	Monday, March 11, 2024	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their division Chair	Division Chair, Library
Tenure			
	Monday, August 21, 2023	Provost notifies faculty (including eligible instructors) of Tenure eligibility	Faculty
	Monday, August 28, 2023	Faculty notify Provost of intention to seek Tenure	Provost
	Friday, September 1, 2023	Provost submits list of faculty seeking Tenure	Dean, Division Chair, Faculty Senate Chair, STPRC
	Monday, September 18, 2023	Division submits names of Individual Tenure Committee , indicating chair	STPRC Chair
	,,, 10, 2020		Applicant, Dean, Division Chair, Faculty Senate
	Monday, September 25, 2023	STPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Chair, Provost
	Monday, October 2, 2023	Applicant submits Tenure Portfolio	Division Office
	=, ====		Division Chair, Division Faculty, Individual
		1	
	Monday, October 9, 2023	Dean notifies reviewers that Tenure Portfolio is available in Division Office	Tenure committees
	Monday, October 9, 2023 Monday, October 30, 2023	Dean notifies reviewers that Tenure Portfolio is available in Division Office Division Chair submits Tenure summative evaluation/recommendation	Tenure committees Applicant, Tenure Portfolio, STPRC

	Monday November 20, 2022	Individual Tenure Committee submits recommendation	Applicant, Tenure Portfolio, STPRC
_	Monday, November 20, 2023	individual Tenure Committee Submits recommendation	Applicant, Tenure Fortiolio, 31FTC
			Applicant, Division Chair, Individual Tenure
	Monday, December 11, 2023	Dean submits tenure recommendation	Committee, Tenure Promotion Portfolio, STPRC
	Monday, December 11, 2023	Dean submits Promotion Portfolios to Provost Office	Provost
	Monday, January 8, 2024	Provost submits list of Tenure applicants for review	STPRC
	Monday, January 29, 2024	STPRC considers Tenure Portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, Provost
	Monday, February 19, 2024	Provost submits Tenure recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC
	Monday, March 11, 2024	President submits Tenure recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Tenure Committee, Provost, STPRC, Human Resource Services
Vita			
	Friday, October 13, 2023	Faculty vitae updated	Division Chair
Year-End			
	Wednesday, March 20, 2024	Divisions submit year-end activity dates	President, Provost, Dean
	Friday, June 28, 2024	Provost prepares HERC Infrastructure final report	
	Friday, July 12, 2024	Provost creates HERC Infrastructure budget for next fiscal year	

Updated 10/02/2023