

Lewis-Clark State College Academic Affairs Important Dates 2021-2022

Week of	Set Dates	Policy	Activity	Submit to
Aug-01-21			NWCCU Annual Report is due	NWCCU
Aug-23-21		2.106	VPAA notifies faculty of Promotion eligibility	Faculty
Aug-23-21		2.111	VPAA notifies faculty (including eligible instructors) of Tenure eligibility	Faculty
Aug-30-21			Faculty submit syllabi (Fall courses)	Division Chair, Library
Sep-07-21		2.113	Faculty submit Periodic Performance Review portfolio	Division Office
Aug-30-21		2.106	Faculty notify VPAA of intention to seek Promotion	Vice President for Academic Affairs
Aug-30-21		2.106	Faculty notify VPAA of intention to seek Tenure	Vice President for Academic Affairs
	Sep-01-21		VPAA submits internal 3 year plan materials	Division Chairs, Deans
Sep-07-21		2.106	VPAA submits list of faculty seeking Promotion	Dean, Division Chair, Faculty Senate Chairs of STPRC/SPRC
Sep-07-21		2.111	VPAA submits list of faculty seeking Tenure	Dean, Division Chair, Faculty Senate Chair, STPRC
Sep-13-21		2.113	Division Chair ensures Periodic Performance Review Portfolios are ready for review in Division Office and notifies faculty	Division Faculty
Sep-20-21		2.106	Division submits names of Individual Promotion Committee members, indicating chair	STPRC/SPRC Chairs
Sep-20-21		2.111	Division submits names of Individual Tenure Committee members, indicating chair	STPRC Chair
Sep-27-21		2.113	Division Faculty, Chairs and Dean's submit recommendations of Periodic Performance Review	Vice President for Academic Affairs
Sep-27-21		2.106	STPRC/SPRC Chairs issue list of approved Individual Promotion Committees, indicating chair	Applicant, Dean, Division Chair, Faculty Senate Chair, VPAA
Sep-27-21		2.111	STPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Applicant, Dean, Division Chair, Faculty Senate Chair, VPAA
	Oct-01-21		Division Chairs submit updated faculty workload	Deans
	On hold	2.114	Faculty submit Sabbatical proposals	Dean, Division Chair, Faculty Affairs Committee Chair, Provost

Week of	Set Dates	Policy	Activity	Submit to
Oct-01-21		2.113	VPAA submits recommendations for Periodic Performance Review to President	President
Oct-08-21		2.113	President submits recommendation for Periodic Performance Review	Vice President for Academic Affairs
Oct-04-21		2.106	Applicant submits Promotion Portfolio	Division Office
Oct-04-21		2.111	Applicant submits Tenure Portfolio	Division Office
	On hold	2.114	Division Chair submits Sabbatical recommendations	Faculty Affairs Committee
Oct-15-21		2.113	VPAA completes Periodic Performance Review process and prepares written statement for candidates that the performance review has been conducted, calls for tenure review when necessary	Vice President for Academic Affairs
	On hold	2.114	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Oct-15-21		Faculty vitae updated	Division Chair
Oct-11-21		2.106	Dean notifies reviewers that Promotion Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Promotion committees
Oct-11-21		2.111	Dean notifies reviewers that Tenure Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Tenure committees
	Oct-24-21		2nd year faculty submit materials for evaluation	Division Chair
	On hold	2.114	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, VPAA
Oct-31-21			Last day to submit new program/program changes	Curriculum website
Nov-01-21		2.114	VPAA & President meet to finalize Sabbatical offers	VPAA
Nov-01-21		2.106	Division Chair submits Promotion summative evaluation/recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
Nov-01-21		2.111	Division Chair submits Tenure summative evaluation/recommendation	Applicant, Tenure Portfolio, STPRC
Nov-02-21			Deans submit names of first year faculty	IR&E
	Nov-08-21		Division Chair submits recommendation for renewal of contract for 2nd year faculty	Dean
	Nov-08-21		Division Chair submits evaluation of 2nd year faculty	Dean
Nov-01-21		2.106	Division Faculty Members submit Promotion recommendation	Applicant, Promotion Portfolio

Week of	Set Dates	Policy	Activity	Submit to
Nov-01-21		2.111	Division Faculty Members submit Tenure recommendation	Applicant, Tenure Portfolio
	On hold	2.114	VPAA makes written offers of Sabbaticals	Faculty
	Nov-15-21		Dean submits recommendation for renewal of contract for 2nd yr faculty	Vice President for Academic Affairs
	Nov-15-21		Dean submits evaluation of 2nd year faculty	Human Resource Services
	On hold	2.114	Faculty accepts or rejects Sabbatical offer in writing to Provost	Vice President for Academic Affairs
Nov-22-21		2.106	Individual Promotion Committee submits recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
Nov-22-21		2.111	Individual Tenure Committee submits recommendation	Applicant, Tenure Portfolio, STPRC
	Dec-07-21		Special Course Fee Change Proposal's for Summer/Fall 2021	Vice President for Academic Affairs
Nov-29-21		2.106	Division moves Promotion Portfolios to Dean's office	Dean's office
Nov-29-21		2.111	Division moves Tenure Portfolios to Dean's office	Dean's office
Dec-07-21	On hold	2.114	Campus notification of Sabbatical Recipients	Vice President for Academic Affairs Office/College Communications
Dec-27-21		2.106	Dean submits Promotion recommendation	Applicant, Division Chair, Individual Promotion Committee, Promotion Portfolio, STPRC/SPRC
Dec-27-21		2.106	Dean moves Promotion Portfolios to VPAA office	Vice President for Academic Affairs
Dec-27-21		2.111	Dean submits Tenure recommendation	Applicant, Division Chair, Individual Tenure Committee, Tenure Promotion Portfolio, STPRC
Dec-27-21		2.111	Dean moves Tenure Portfolios to VPAA office	Vice President for Academic Affairs
	Jan-15-22		Dean submits internal 3 year plan	Vice President for Academic Affairs
	Jan-15-22		1st year faculty submit materials for evaluation	Division Chair
Jan-22-22			Faculty submit Syllabi (Spring courses)	Division Chair, Library
Jan-24-22		2.106	VPAA submits list of Promotion applicants for review	STPRC/SPRC
Jan-24-22		2.111	VPAA submits list of Tenure applicants for review	STPRC

Week of	Set Dates	Policy	Activity	Submit to
	Jan-25-22		Division Chair submits recommendation for renewal of contract for 1st yr faculty	Dean
	Jan-25-22		Division Chair submits evaluation of 1st year faculty	Dean
	Feb-01-22		Division Chairs submit faculty workload	Dean
	Feb-01-22		Dean submits recommendation for renewal of contract for 1st yr faculty	Vice President for Academic Affairs
	Feb-01-22		Dean submits evaluation of 1st year faculty	Human Resource Services
	Feb-01-22		3+ year faculty submit materials for evaluation	Division Chair
Feb-14-22		2.106	STPRC/SPRC consider Promotion Portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, VPAA
Feb-14-22		2.111	STPRC considers Tenure Portfolios, if requested, and makes recommendations	Applicant, Dean, Division Chair, Individual Tenure Committee, VPAA
	Mar-01-22		Division Chair submits signed job descriptions for regular/permanent faculty	Dean
	Mar-01-22		Division Chair submits annual evaluations of faculty (3+ years)	Dean
	Mar-01-22		Division Chair submits recommendation for renewal of contract (3+ years non-tenured faculty)	Dean
Mar-07-22		2.106	VPAA submits Promotion recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, President,
Mar-07-22		2.111	VPAA submits Tenure recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC
Mar-11-22			All Faculty & Staff Award Nominations due	Vice President for Academic Affairs
	Mar-15-22		Dean submits recommendation for renewal of contract 3+years, non tenured faculty	Vice President for Academic Affairs
	Mar-15-22		Dean submits annual evaluation of faculty (3+ years)	Human Resource Services
Mar-20-22			Divisions submit list of year-end activity dates	President, VPAA, Dean
Mar-28-22		2.106	President submits Promotion recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Promotion Committee, VPAA, STPRC/SPRC, Human Resource Services
Mar-28-22		2.111	President submits Tenure recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Tenure Committee, VPAA, STPRC, Human Resource Services
Apr-08-22			Faculty & Staff Recognition Event	Provost

Week of	Set Dates	Policy	Activity	Submit to
	On hold	2.114	VPAA notifies faculty of process to apply for Sabbatical during upcoming year	Faculty
	Apr-15-22		Adjunct faculty submit materials for evaluation	Division Chair
May-06-22			Research Symposium-Coeur d'Alene (week 15)	
May-01-22			Division Chair submits evaluation of adjunct faculty	Dean
May-01-22			Commencement - Coeur d'Alene	
May-6-22			Research Symposium-Lewiston (week 16)	
May-10-22			Special Course Fee Change Proposal's for Spring 2022	Vice President for Academic Affairs
May-9-22		2.106	VPAA notifies faculty due for Performance/Tenure review during upcoming year	Faculty
May-13-22			Commencement-Lewiston	
	Jun-01-22		Division Chair submits Advisory Committee information/updates	VPAA, Dean, Shared Drive
	Jun-30-22		Prepare HERC Infrastructure final report	
	Jul-12-22		Create HERC Infrastructure budget for next fiscal year	
	Jul-15-22		VPAA submits Instructional Calendar	OSBE
	Jul-30-22		Deans submit annual Special Course Fee reviews to Provost	Vice President for Academic Affairs