

Academic Affairs Important Dates by Activity 2021-2022 (Revised May, 2021)

Category	Date	Activity	Submit to
Advisory Committees			
	Wednesday, June 1, 2022	Division Chair submits Advisory Committee information/updates	VPAA, Dean, Database
Awards			
	Friday, March 11, 2022	All Faculty & Staff Award Nominations Due	Vice President for Academic Affairs
	Friday, April 8, 2022	Faculty & Staff Recognition Event	Vice President for Academic Affairs
Commencement			
	Sunday, May 1, 2022	Commencement-Coeur d' Alene	
	Friday, May 13, 2022	Commencement-Lewiston	
Curriculum			
	Wednesday, September 1, 2021	Vice President for Academic Affairs submits internal 3 year plan materials	Division Chairs, Deans
	Saturday, January 15, 2022	Dean submits internal 3 year plan	Vice President for Academic Affairs
	Sunday, October 31, 2021	Last day to submit new program/program changes	Curriculum website
	Saturday, January 15, 2022	Dean submits internal 3 year plan	Vice President for Academic Affairs
Evaluation - 1st Year Faculty			
	Tuesday, November 2, 2021	Deans submit names of first year faculty	IR&E
	Saturday, January 15, 2022	1st year faculty submit materials for evaluation	Division Chair
	Tuesday, January 25, 2022	Division Chair submits recommendation for renewal of contract for 1st yr faculty	Dean
	Tuesday, January 25, 2022	Division Chair submits evaluation of 1st year faculty	Dean
	Tuesday, February 1, 2022	Dean submits recommendation for renewal of contract for 1st yr faculty	Vice President for Academic Affairs
	Tuesday, February 1, 2022	Dean submits evaluation of 1st year faculty	Human Resource Services
Evaluation - 2nd Year Faculty			
	Sunday, October 24, 2021	2nd year faculty submit materials for evaluation	Division Chair
	Monday, November 8, 2021	Division Chair submits recommendation for renewal of contract for 2nd yr faculty	Dean
	Monday, November 8, 2021	Division Chair submits evaluation of 2nd year faculty	Dean
	Monday, November 15, 2021	Dean submits recommendation for renewal of contract for 2nd yr faculty	Vice President for Academic Affairs
	Monday, November 15, 2021	Dean submits evaluation of 2nd year faculty	Human Resource Services
Evaluation - Adjunct			
	Friday, April 15, 2022	Adjunct faculty submit materials for evaluation	Division Chair
	Sunday, May 1, 2022	Division Chair submits evaluation of adjunct faculty	Dean
Evaluation - 3+ year Faculty			
	Tuesday, February 1, 2022	3+ year faculty submit materials for evaluation	Division Chair
	Tuesday, March 1, 2022	Division Chair submits annual evaluations of faculty (3+ years)	Dean
	Tuesday, March 1, 2022	Division Chair submits recommendation for renewal of contract (3 + years non-tenured faculty)	Dean
	Tuesday, March 15, 2022	Dean submits recommendation for renewal of contract (3+ years for non-tenured faculty)	Vice President for Academic Affairs
	Tuesday, March 15, 2022	Dean submits annual evaluation of faculty (3+ years)	Human Resource Services
Faculty Workload			
	Friday, October 1, 2021	Division Chairs submit updated faculty workload	Dean
	Friday, April 1, 2022	Division Chairs submit faculty workload	Dean
Instructional Calendar			
	Friday, July 15, 2022	Vice President for Academic Affairs submits Instructional Calendar	OSBE
Job Descriptions			
	Tuesday, March 1, 2022	Division Chair submits signed job descriptions for regular/permanent faculty	Dean
NWCCU			
	Sunday, August 1, 2021	Vice President for Academic Affairs submits NWCCU Annual Report	NWCCU
Performance Review			
	Tuesday, September 7, 2021	Faculty submit Periodic Performance Review portfolio	Division Office
	Monday, September 13, 2021	Division Chair ensures Periodic Performance Reviews are ready for review in Division Office and notifies faculty	Division Faculty
	Monday, September 27, 2021	Division Faculty submits recommendations for Performance review	Dean
	Monday, September 27, 2021	Division Faculty, Chairs, and Dean's submit recommendations for Periodic Performance Review	Vice President for Academic Affairs
	Friday, October 1, 2021	Vice President for Academic Affairs submits recommendations for Periodic Performance Review	President
	Friday, October 8, 2021	President submits recommendation for Periodic Performance Review	Vice President for Academic Affairs

	Friday, October 15, 2021	Vice President for Academic Affairs completes 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
	Monday, May 9, 2022	Vice President for Academic Affairs notifies faculty due for Performance/Tenure Review during upcoming year	Faculty
Promotion			
	Monday, August 23, 2021	Vice President for Academic Affairs notifies faculty of Promotion eligibility	Faculty
	Monday, August 30, 2021	Faculty notify Vice President for Academic Affairs of intention to seek Promotion	Vice President for Academic Affairs
	Tuesday, September 7, 2021	Vice President for Academic Affairs submits list of faculty seeking Promotion	Dean, Division Chair, Faculty Senate Chair of STPRC/SPRC
	Monday, September 20, 2021	Division submits names of Individual Promotion Committee, indicating chair	STPRC/SPRC Chairs
	Monday, September 27, 2021	STPRC/SPRC Chair issues list of approved Individual Promotion Committees, indicating chair	Applicant, Dean, Division Chair, Faculty Senate Chair, VPAA
	Monday, October 4, 2021	Applicant submits Promotion Portfolio	Division Office
	Monday, October 11, 2021	Dean notifies reviewers that Promotion Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Promotion committees
	Monday, November 1, 2021	Division Chair submits Promotion summative evaluation/recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
	Monday, November 1, 2021	Division Faculty Members submit Promotion recommendation	Applicant, Promotion Portfolio
	Monday, November 22, 2021	Individual Promotion Committee submits recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
	Monday, November 29, 2021	Division moves Promotion Portfolios to Dean's office	Dean's office
	Monday, December 27, 2021	Dean moves Promotion Portfolios to Vice President for Academic Affairs office	Vice President for Academic Affairs
	Monday, December 27, 2021	Dean submits Promotion recommendation	Applicant, Division Chair, Individual Promotion Committee, Promotion Portfolio, STPRC/SPRC
	Monday, January 24, 2022	Vice President for Academic Affairs submits list of Promotion applicants for review	STPRC/SPRC
	Monday, February 14, 2022	STPRC considers Promotion portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, Vice President for Academic Affairs
	Monday, March 7, 2022	Vice President for Academic Affairs submits Promotion recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, President, STPRC/SPRC
	Monday, March 28, 2022	President submits Promotion recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Promotion Committee, VPAA, STPRC/SPRC, Human Resource Services
Research Symposium			
	Friday, May 6, 2022	Research Symposium-Coeur d'Alene (week 15)	
	Friday, May 6, 2022	Research Symposium-Lewiston (week 16)	
Sabbatical			
	On Hold	Faculty submit Sabbatical proposals	Dean, Division Chair, Faculty Affairs Committee Chair, Vice President for Academic Affairs
	On Hold	Division Chair submits Sabbatical recommendations	Faculty Affairs Committee
	On Hold	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
	On Hold	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, Vice President for Academic Affairs
	On Hold	Vice President for Academic Affairs makes written offers of Sabbaticals	Faculty
	On Hold	Faculty accepts or rejects Sabbatical offer in writing to Vice President for Academic Affairs	Vice President for Academic Affairs
	On Hold	Campus notification of Sabbatical Recipients	Vice President for Academic Affairs Office/College Communications
	On Hold	Vice President for Academic Affairs notifies faculty of process to apply for sabbatical during upcoming year	Faculty
Special Course Fees			
	Tuesday, December 7, 2021	Special Course Fee Change Proposal's for Summer/Fall 2021	Vice President for Academic Affairs
	Tuesday, May 10, 2022	Special Course Fee Change Proposal's for Spring 2022	Vice President for Academic Affairs
	Saturday, July 30, 2022	Deans submit annual Special Course Fee reviews	Vice President for Academic Affairs
Syllabi			

	Monday, August 30, 2021	Syllabi (Fall courses)	Division Chair, Library
	Saturday, January 22, 2022	Syllabi (Spring courses)	Division Chair, Library
Tenure			
	Monday, August 23, 2021	Vice President for Academic Affairs notifies faculty (including eligible instructors) of Tenure eligibility	Faculty
	Monday, August 30, 2021	Faculty notify Vice President for Academic Affairs of intention to seek Tenure	Vice President for Academic Affairs
	Tuesday, September 7, 2021	Vice President for Academic Affairs submits list of faculty seeking Tenure	Dean, Division Chair, Faculty Senate Chair, STPRC
	Monday, September 20, 2021	Division submits names of Individual Tenure Committee , indicating chair	STPRC Chair
	Monday, September 27, 2021	STPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Applicant, Dean, Division Chair, Faculty Senate Chair, VPAA
	Monday, October 4, 2021	Applicant submits Tenure Portfolio	Division Office
	Monday, October 11, 2021	Dean notifies reviewers that Tenure Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Tenure committees
	Monday, November 1, 2021	Division Chair submits Tenure summative evaluation/recommendation	Applicant, Tenure Portfolio, STPRC
	Monday, November 1, 2021	Division Faculty Members submit Tenure recommendation	Applicant, Tenure Portfolio
	Monday, November 22, 2021	Individual Tenure Committee submits recommendation	Applicant, Tenure Portfolio, STPRC
	Monday, November 29, 2021	Division moves Tenure Portfolios to Dean's office	Dean's office
	Monday, December 27, 2021	Dean moves Promotion Portfolios to Vice President for Academic Affairs Office	Vice President for Academic Affairs
	Monday, December 27, 2021	Dean submits tenure recommendation	Applicant, Division Chair, Individual Tenure Committee, Tenure Promotion Portfolio, STPRC
	Monday, January 24, 2022	Vice President for Academic Affairs submits list of Tenure applicants for review	STPRC
	Monday, February 14, 2022	STPRC considers Tenure Portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, VPAA
	Monday, March 7, 2022	Vice President for Academic Affairs submits Tenure recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC
	Monday, March 28, 2022	President submits Tenure recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Tenure Committee, VPAA, STPRC, Human Resource Services
Vita			
	Friday, October 15, 2021	Faculty vitae updated	Division Chair
Year-End			
	Sunday, March 20, 2022	Divisions submit year-end activity dates	President, VPAA, Dean
	Thursday, June 30, 2022	VPAA Prepare HERC Infrastructure final report	
	Tuesday, July 12, 2022	VPAA Create HERC Infrastructure budget	