

Academic Affairs Important Dates by Activity 2026 – 2027

Category	Date	Activity	Submit to
Advisory Committees			
	May-28-27	Division Chair/Program Director submits Advisory Committee information/updates	Provost, Dean, Shared Drive
Awards			
	Feb-26-27	All Employee Award Nominations due	Deans, Provost
	Mar-25-27	Employee Recognition Event at Center for Arts & History	All Campus
Convocation			
	Aug-21-26	Convocation	All Faculty, Chairs, Deans, VP, President required to attend
Commencement			
	May-14-27	Commencement	All faculty are required to attend both ceremonies
Curriculum			
	Sep-01-26	Provost submits internal 3-year plan materials	Division Chair/Program Director, Deans
	Oct-01-26	Last day to submit curriculum program changes	Curriculum website
	Jan-15-27	Dean submits internal 3-year plan	Provost
	Apr-30-27	Last day to submit NEW curriculum programs	Curriculum website
Emeritus			
	Feb-19-27	Emeritus Nominations due	Division Chair/Program Director
	Feb-27-27	Division Chair/Program Director submits Emeritus Status	Provost
Evaluation - 1st Year Faculty			
	Jan-19-27	First year faculty submit materials for evaluation	Division Chair/Program Director
	Feb-02-27	Division Chair/Program Director submits evaluation of first year faculty	Dean
	Feb-02-27	Division Chair/Program Director submits recommendation for renewal of contract for first year faculty	Dean
	Feb-10-27	Dean submits evaluations and recommendations for renewal of contract for first year faculty	Provost
	Feb-10-27	Dean submits all evaluations, recommendations, and job descriptions for contract renewals of first year faculty	Human Resource Services

Evaluation - 2nd Year Faculty			
	Oct-28-26	Second year faculty submit materials for evaluation	Division Chair/Program Director
	Nov-13-26	Division Chair/Program Director submits evaluation and recommendation for renewal of contract for second year faculty	Dean
	Nov-20-26	Dean submits evaluations and recommendations for second year faculty (who received a score of 2 or lower)	Provost
	Nov-20-26	Dean submits all evaluations and job descriptions for contract renewals of second year faculty	Human Resource Services
Evaluation - Adjunct			
	Apr-21-27	Adjunct faculty submit materials for evaluation	Division Chair/Program Director
	May-07-27	Division Chair/Program Director submits evaluation of adjunct faculty	Dean
Evaluation - 3+ year Faculty			
	Feb-09-27	3+ year faculty submit materials for evaluation	Division Chair/Program Director
	Mar-10-27	Division Chair/Program Director submits annual evaluations of faculty (3+ years)	Dean
	Mar-10-27	Division Chair/Program Director submits recommendation for renewal of contract (3+ years non-tenured faculty)	Dean
	Mar-23-27	Dean submits annual evaluations and recommendations for renewal of contract for 3+ years, non-tenured faculty (who received a score of 2 or lower)	Provost
	Mar-23-27	Dean submits annual evaluations, job descriptions, and recommendations for renewal of contract for 3+ years, non-tenured faculty	Human Resource Services
FAC Committee Meeting			
	Jan-01-27 to Jan-31-27	FAC Committee Meetings	
Faculty Workload			
	Oct-01-26	Division Chair/Program Director review faculty workload in PowerBI	
	Oct-14-26	Deans review faculty workload in PowerBI	
	Feb-10-27	Division Chair/Program Director review faculty workload in PowerBI	
	Feb-17-27	Dean reviews faculty workload in PowerBI	
Faculty/dependent discount Forms			
	Aug-13-26	Deadline for FA26 faculty/dependent discount forms	Provost

	Aug-17-26	Deadline for Provost to send FA26 faculty/dependent discount forms	Human Resource Services
	Jan-06-27	Deadline for SP27 faculty/dependent discount forms	Provost
	Jan-08-27	Deadline for Provost to send SP27 faculty/dependent discount forms	Human Resource Services
	May-11-27	Deadline for SU27 faculty/dependent discount forms	Provost
	May-13-27	Deadline for Provost to send SU27 faculty/dependent discount forms	Human Resource Services
	Aug-12-27	Deadline for FA27 faculty/dependent discount forms	Provost
	Aug-16-27	Deadline for Provost to send FA27 faculty/dependent discount forms	Human Resource Services
Instructional Calendar			
	Jul-21-26	Provost submits Instructional Calendar	OSBE
Job Descriptions			
	Nov-20-26	Dean submits all evaluations and job descriptions for contract renewals of second year faculty	Human Resource Services
	Feb-10-27	Dean submits all evaluations, recommendations, and job descriptions for contract renewals of first year faculty	Human Resource Services
	Mar-09-27	Division Chair/Program Director submits signed job descriptions for regular/permanent faculty	Dean
	Mar-23-27	Dean submits annual evaluations, job descriptions, and recommendations for renewal of contract for 3+ years, non-tenured faculty	Human Resource Services
New Faculty Orientation			
	Aug-18-26	New Faculty Orientation	All new faculty, Chairs, Deans, VP, President to attend
NWCCU			
	Aug-01-26	NWCCU Annual Report is due	NWCCU
Periodic Performance Review			
	Sep-07-26	Faculty submit Periodic Performance Review Portfolio binder	Division Office
	Sep-14-26	Division Chair/Program Director ensures Periodic Performance Review Portfolios are ready for review	Deans, Division Faculty
	Sep-21-26	Division Chair/Program Director and faculty submit recommendations for the Periodic Performance Review	Deans
	Sep-28-26	Dean submits recommendations of the division faculty and Chairs for the Periodic Performance Review	Provost
	Oct-05-26	Provost submits recommendations for Periodic Performance Review to President	President
	Oct-09-26	President submits recommendation for Periodic Performance Review	Provost

	Oct-21-26	Provost completes the Periodic Performance Review process and prepares a written statement for candidates that the performance review has been conducted, calls for tenure review when necessary	Faculty candidate, Dean, Division Chair/Program Director
	May-11-27	Provost notifies faculty who are eligible for Periodic Performance Review/Promotion/Tenure for the upcoming year	Faculty, Division Chair/Program Director, Deans

Promotion			
	Aug-24-26	Provost notifies faculty candidate of Promotion eligibility	Faculty candidate, Dean, Division Chair/Program Director, Faculty Senate, Chairs of STPRC/SPRC
	Aug-31-26	Faculty candidates notify Provost of intention to seek Promotion	Provost
	Sep-08-26	Provost submits list of faculty seeking Promotion	Dean, Division Chair/Program Director, Faculty Senate, Chairs of STPRC/SPRC
	Sep-21-26	Division submits names of Individual Promotion Committee members, indicating the chair	STPRC/SPRC Chairs
	Sep-28-26	STPRC/SPRC Chairs issue list of approved Individual Promotion Committees, indicating chair	Applicant, Dean, Division Chair/Program Director, Faculty Senate Chair, Provost
	Oct-05-26	Promotion applicant submits Promotion Portfolio	Division Chair/Program Director
	Oct-06-26	Division Chair/Program Director send portfolio link to Dean	Dean
	Oct-12-26	Dean announces to Divisions that the Promotion Portfolios are ready for review	Division Chair/Program Director, Division Faculty, Individual Promotion Committees
	Oct-30-26	Division Faculty Members submit Promotion recommendation	Applicant adds to their Promotion Portfolio
	Oct-30-26	Division Chair/Program Director submits Promotion summative evaluation/recommendation	Applicant adds to their Promotion Portfolio, STPRC/SPRC
	Nov-16-26	Individual Promotion Committee submits recommendation	Applicant, Promotion Portfolio, STPRC/SPRC, Division Chair/Program Director
	Dec-01-26	Applicant adds recommendation to Promotion	
	Dec-07-26	Dean submits Promotion Portfolio	Provost
	Dec-07-26	Dean submits Promotion recommendation	Applicant, Division Chair/Program Director, Individual Promotion Committee, STPRC/SPRC
	Dec-21-26	Provost submits list of Promotion applicants for review, if applicable	STPRC/SPRC

	Jan-11-27	STPRC/SPRC consider Promotion Portfolios, if requested, and make a recommendation	Applicant, Dean Division Chair/Program Director, Individual Promotion Committee, Provost
	Feb-08-27	Provost submits Promotion recommendation	Applicant, Dean, Division Chair/Program Director, Individual Promotion Committee, President, STPRC/SPRC
	Mar-01-27	President submits Promotion recommendation	Applicant, Dean, Division Chair/Program Director, Faculty Senate Chair, Individual Promotion Committee, Provost, STPRC/SPRC, Human Resource Services
	May-11-27	Provost notifies faculty who are eligible for Periodic Performance Review/Promotion/Tenure for the upcoming year	Faculty, Division Chairs/Program Directors, Deans
Research Symposium			
	May-05 & May-06-27	Research Symposium-Lewiston	Lewiston
	May-07-27	Research Symposium-Coeur d'Alene	Coeur d'Alene
Sabbatical			
	Oct-01-26	Faculty submit Sabbatical proposals	Dean, Division Chair/Program Director, Faculty Affairs Committee Chair, Provost
	Oct-14-26	Division Chair/Program Director submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Oct-21-26	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Oct-30-26	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, Provost
	Nov-10-26	Provost & President meet to finalize Sabbatical offers	Provost, President
	Nov-20-26	Provost makes written offers of Sabbaticals	Faculty applicant
	Nov-23-26	Faculty accepts or rejects Sabbatical offer in writing to Provost	Provost
	Dec-11-26	Campus notification of Sabbatical Recipients	Provost Office / College Communications
	Apr-21-27	Provost notifies Dean of process for faculty to apply for Sabbatical during upcoming year	Dean
Special Course Fees			
	Nov-23-26	Division Chair/Program Director submits Special Course Fee Change Proposal for Summer/Fall 2027	Dean

	Dec-11-26	Dean Submits Special Course Fee Change Proposal for Summer/Fall 2027	Provost
	Apr-30-27	Division Chair/Program Director submits Special Course Fee change proposal for Spring 2028	Dean
	May-14-27	Dean submits Special Course Fee change proposals for Spring 2028	Provost
	Jul-30-26	Division Chair/Program Director submits Special Course Fee report for Spring 2027	Dean
	Aug-30-26	Deans submit annual Special Course Fee report	Provost

Syllabi			
	Aug-17-26	Faculty upload syllabi to course space in Canvas and submit syllabi to their Division Chair/Program Director, Library	Division Chair/Program Director, Library
	Oct-21-26	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their Division Chair/Program Director, Library	Division Chair/Program Director, Library
	Jan-12-27	Faculty upload syllabi to course space in Canvas and submit syllabi to their Division Chair/Program Director, Library	Division Chair/Program Director, Library
	Mar-09-27	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their Division Chair/Program Director, Library	Division Chair/Program Director, Library
Tenure			
	Aug-24-26	Provost notifies faculty candidate of Tenure eligibility	Faculty candidate, Dean, Division Chair/Program Director, Faculty Senate, Chairs of STPRC/SPRC
	Aug-31-26	Faculty candidates notify Provost of intention to seek Tenure	Provost
	Sep-08-26	Provost submits list of faculty seeking Tenure	Dean, Division Chair/Program Director, Faculty Senate, Chair, STPRC
	Sep-21-26	Division submits names of the Individual Tenure Committee members, indicating the chair	STPRC Chair
	Sep-28-26	STPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Applicant, Dean, Division Chair/Program Director, Faculty Senate Chair, Provost
	Oct-05-26	Applicant submits Tenure Portfolio	Division Chair/Program Director
	Oct-06-26	Division Chair/Program Director send portfolio link to Dean	Dean
	Oct-12-26	Dean announces to Divisions that the Tenure Portfolios are ready for review	Division Chair/Program Director, Division Faculty, Individual Tenure Committees
	Oct-19-26	Division Chair/Program Director submits Tenure Portfolio	Dean

	Oct-30-26	Division Faculty Members submit Tenure recommendation	Applicant adds to their Tenure Portfolio
	Oct-30-26	Division Chair/Program Director submits Tenure summative evaluation/recommendation	Applicant adds to their Tenure Portfolio, STPRC
	Nov-16-26	Individual Tenure Committee submits recommendation	Applicant, Tenure Portfolio, STPRC, Division Chair/Program Director
	Dec-01-26	Applicant adds recommendation to Tenure	
	Dec-07-26	Dean submits Tenure Portfolio	Provost
	Dec-07-26	Dean submits Tenure recommendation	Applicant, Division Chair/Program Director, Individual Tenure Committee, STPRC
	Dec-21-26	Provost submits list of Tenure applicants for review, if applicable	STPRC
	Jan-11-27	STPRC considers Tenure Portfolios, if requested, and makes recommendations	Applicant, Dean, Division Chair/Program Director, Individual Tenure Committee, Provost
	Feb-08-27	Provost submits Tenure recommendation	Applicant, Dean, Division Chair/Program Director, Individual Tenure Committee, President, STPRC
	Mar-01-27	President submits Tenure recommendation	Applicant, Dean, Division Chair/Program Director, Faculty Senate Chair, Individual Tenure Committee, Provost, STPRC, Human Resource Services
	May-11-27	Provost notifies faculty who are eligible for Periodic Performance Review/Promotion/Tenure for the upcoming year	Faculty, Division Chair/Program Director, Deans
UAR / RRF			
	Dec-09-26	UAR & RRF due to supervisor	
	Dec-11-26	Dean posts UAR & RRF to the Teams; Program Assess, Plan, RRF Folder	Teams
Vita			
	Oct-21-26	Faculty submit updated vitae	Division Chair/Program Director
Year-End			
	Mar-26-27	Divisions submit list of year-end activity dates	President, Provost, Dean
	Jun-25-27	VP Anderson prepares HERC Infrastructure final report	SBOE
	Jul-16-27	VP Anderson creates HERC Infrastructure budget for next fiscal year	SBOE