

# Lewis-Clark State College

## Academic Affairs Important Dates

### 2025 – 2026

Date	Activity	Submit to
Aug-01-25	Provost submits Annual Report	NWCCU
Aug-11-25	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
Aug-12-25	New Faculty Orientation	All new faculty, Chairs, Deans, VP, President to attend
Aug-15-25	Convocation – Lewiston	All faculty, Chairs, Deans, VP, President required to attend
Aug-15-25	Deadline for FA 24 faculty/dependent discount forms due date	Provost, Human Resource Services
Aug-18-25	Provost notifies faculty candidate of Promotion eligibility	Faculty candidate, Dean, Division Chair, Faculty Senate Chairs of STPRC/SPRC
Aug-18-25	Provost notifies faculty candidate (including eligible instructors) of Tenure eligibility	Faculty candidate, Dean, Division Chair, Faculty Senate Chairs of STPRC/SPRC
Aug-25-25	Faculty candidates notify Provost of intention to seek Promotion	Provost
Aug-25-25	Faculty candidate notify Provost of intention to seek Tenure	Provost
Sep-02-25	Provost submits internal 3-year plan materials	Division Chairs, Deans
Sep-02-25	Provost submits list of faculty seeking Promotion	Dean, Division Chair, Faculty Senate Chairs of STPRC/SPRC
Sep-02-25	Provost submits list of faculty seeking Tenure	Dean, Division Chair, Faculty Senate Chair, STPRC
Sep-02-25	Faculty submit Periodic Performance Review portfolio	Division Office
Sep-08-25	Division Chair ensures Periodic Performance Review Portfolios are ready for review	Division Faculty
Sep-15-25	Division submits names of Individual Promotion Committee members, indicating the chair	STPRC/SPRC Chairs
Sep-15-25	Division submits names of the Individual Tenure Committee members, indicating the chair	STPRC Chair
Sep-15-25	Division Faculty submits recommendations for the Performance review	Deans
Sep-22-25	Division Faculty, Chairs, and Dean's submit recommendations of the Periodic Performance Review	Provost
Sep-22-25	STPRC/SPRC Chairs issue list of approved Individual Promotion Committees, indicating chair	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
		Applicant, Dean, Division Chair,

Sep-22-25	STPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Faculty Senate Chair, Provost
Sep-22-25	Provost submits recommendations for Periodic Performance Review to President	President
Sep-29-25	Applicant submits Promotion Portfolio	Division Chair
Sep-29-25	Applicant submits Tenure Portfolio	Division Chair
Oct-01-25	Division Chairs submit updated faculty workload	Deans
Oct-01-25	Last day to submit new program/program changes	Curriculum website
Oct-01-25	Faculty submit Sabbatical proposals	Dean, Division Chair, Faculty Affairs Committee Chair, Provost
Oct-03-25	President submits recommendation for Periodic Performance Review	Provost
Oct-06-25	Dean notifies reviewers that Promotion Portfolio is available online	Division Chair, Division Faculty, Individual Promotion committees
Oct-06-25	Dean notifies reviewers that Tenure Portfolio is available online	Division Chair, Division Faculty, Individual Tenure committees
Oct-08-25	President submits recommendation for Periodic Performance Review <b>DUPLICATE from Oct-03-25 - REMOVE</b>	Provost
Oct-08-25	Division Chair submits Sabbatical recommendations WAS MISSING	Faculty Affairs Committee Chair
Oct-14-25	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
Oct-14-25	Faculty vitae updated	Division Chair
Oct-14-25	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their division Chair	Division Chair, Library
Oct-15-25	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
Oct-22-25	2nd year faculty submit materials for evaluation	Division Chair
Oct-25-25	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, Provost
Oct-27-25	Deans submit names of first-year faculty	IR&E
Oct-27-25	Division Faculty Members submit Promotion recommendation	Applicant, Promotion Portfolio
Oct-27-25	Division Faculty Members submit Tenure recommendation	Applicant, Tenure Portfolio
Oct-28-25	Division Chair submits Promotion summative evaluation/recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
Oct-28-25	Division Chair submits Tenure summative evaluation/recommendation	Applicant, Tenure Portfolio, STPRC
Nov-01-25	Provost & President meet to finalize Sabbatical offers	Provost, President

Nov-07-25	Division Chair submits evaluation of 2nd year faculty	Dean
Nov-07-25	Division Chair submits recommendation for renewal of contract for 2nd year faculty	Dean
Nov-13-25	Dean submits evaluation of 2nd year faculty	Provost, Human Resource Services
Nov-14-25	Dean submits recommendation for renewal of contract for 2nd yr faculty	Provost, <del>Human Resource Services</del>
Nov-15-25	Provost makes written offers of Sabbaticals	Faculty applicant
Nov-15-25	Dean submits Tenure portfolios to Provost's Office	Provost office
Nov-17-25	Individual Promotion Committee submits recommendation	Applicant, Promotion Portfolio, STPRC/SPRC, Division Chair
Nov-17-25	Individual Tenure Committee submits recommendation	Applicant, Tenure Portfolio, STPRC, Division Chair
Nov-30-25	Faculty accepts or rejects Sabbatical offer in writing to Provost	Provost
Dec-01-25	UAR & RRF due to supervisor	
Dec-04-25	Dean posts UAR & RRF to the Teams; Program Assess, Plan, RRF Folder	
Dec-05-25	Campus notification of Sabbatical Recipients	Provost Office / College Communications
Dec-05-25	Dean Submits Special Course Fee Change Proposal for Summer/Fall 2026	Provost
Dec-08-25	Dean submits Promotion recommendation	Applicant, Division Chair, Individual Promotion Committee, STPRC/SPRC
Dec-08-25	Dean submits Promotion Portfolio links to Provost office	Provost
Dec-08-25	Dean submits Tenure recommendation	Applicant, Division Chair, Individual Tenure Committee, STPRC
Dec-08-25	Dean submits Tenure Portfolio links to Provost office	Provost
Dec-18-25	Deadline for SP 25 faculty/dependent discount forms due date	Provost, Human Resource Services
Jan-01-26 to Jan-31-26	FAC Committee Meetings	
Jan-05-26	Provost submits list of Promotion applicants for review	STPRC/SPRC
Jan-05-26	Provost submits list of Tenure applicants for review	STPRC
Jan-05-26	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
Jan-09-26	Dean submits internal 3-year plan	Provost
Jan-12-26	1st year faculty submit materials for evaluation	Division Chair
Jan-26-26	Division Chair submits evaluation of 1st year faculty	Dean
Jan-26-26	Division Chair submits recommendation for renewal of contract for 1st year faculty	Dean
		Applicant, Dean, Division Chair,

Jan-27-26	STPRC/SPRC consider Promotion Portfolios, if requested, and make a recommendation	Individual Promotion Committee, Provost
Jan-27-26	STPRC considers Tenure Portfolios, if requested, and makes recommendations	Applicant, Dean, Division Chair, Individual Tenure Committee, Provost
Feb-02-26	3+ year faculty submit materials for evaluation	Division Chair
Feb-03-26	Division Chairs submit faculty workload	Dean
Feb-03-26	Dean submits evaluation of 1st year faculty	Human Resource Services
Feb-03-26	Dean submits recommendation for renewal of contract for 1st year faculty	Provost
Feb-06-26	All Faculty & Staff Award Nominations due	Provost
Feb-13-26	Emeritus Nominations due to Division Chairs	Division Chair
Feb-16-26	Provost submits Promotion recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, President, STPRC/SPRC
Feb-16-26	Provost submits Tenure recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC
Feb-27-26	Division Chair submits Emeritus Status to Provost	Provost
Mar-02-26	Division Chair submits signed job descriptions for regular/permanent faculty	Dean
Mar-02-26	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their division Chair	Division Chair, Library
Mar-03-26	Division Chair submits annual evaluations of faculty (3+ years)	Dean
Mar-03-26	Division Chair submits recommendation for renewal of contract (3+ years non-tenured faculty)	Dean
Mar-11-26	President submits Promotion recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Promotion Committee, Provost, STPRC/SPRC, Human Resource Services
Mar-11-26	President submits Tenure recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Tenure Committee, Provost, STPRC, Human Resource Services
Mar-15-26	Dean submits annual evaluation of faculty (3+ years)	Human Resource Services
Mar-16-26	Dean submits recommendation for renewal of contract, 3+ years, non-tenured faculty	Provost
Mar-19-26	Divisions submit list of year-end activity dates	President, Provost, Dean

Mar-26-26	Faculty & Staff Recognition Event	All Campus
Apr-14-26	Adjunct faculty submit materials for evaluation	Division Chair
Apr-14-26	Provost notifies Dean of process for faculty to apply for Sabbatical during upcoming year	Dean
Apr-30-26	Division Chair submits evaluation of adjunct faculty	Dean
Apr-29 & <del>May</del> Apr 30	Research Symposium-Lewiston	
May-01-26	Research Symposium-Coeur d'Alene	
May-04-26	Provost notifies faculty who are eligible for Periodic Performance Review/Promotion/Tenure for the upcoming year	Faculty
May-07-26	Deadline for SU 26 faculty/dependent discount forms due date	Human Resource Services
May-07-26	Dean's submit Special Course Fee Change Proposals for Spring 2027	Provost
May-08-26	Commencement	All faculty are required to attend all ceremonies
May-09-26	Deadline for SU 25 faculty/dependent discount forms due date	
May-29-26	Division Chair submits Advisory Committee information/updates	Provost, Dean, Shared Drive
Jun-26-26	VP Anderson prepares HERC Infrastructure final report	SBOE
Jul-10-26	VP Anderson creates HERC Infrastructure budget for next fiscal year	SBOE
Jul-14-26	Provost submits Instructional Calendar	OSBE
Jul-28-26	Deans submit annual Special Course Fee reviews to Provost	Provost

REV: 07/16/25