

Lewis-Clark State College

Academic Affairs Important Dates

2026 – 2027

Date	Activity	Submit to
Aug-01-26	NWCCU Annual Report is due	NWCCU
Aug-13-26	Deadline for Fall 2026 faculty/dependent discount forms due	Provost
Aug-17-26	Deadline for Fall 2026 faculty/dependent discount forms due	Human Resource Services
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
Aug-18-26	New Faculty Orientation	All new faculty, Chairs, Deans, VP, President to attend
Aug-21-26	Convocation	All faculty, Chairs, Deans, VP, President required to attend
Aug-24-26	Provost notifies faculty candidate of Promotion eligibility	Faculty candidate, Dean, Division Chair/Program Director, Faculty Senate, Chairs of STPRC/SPRC
Aug-24-26	Provost notifies faculty candidate of Tenure eligibility	Faculty candidate, Dean, Division Chair, Faculty Senate, Chairs of STPRC/SPRC
Aug-30-26	Deans submit annual Special Course Fee report	Provost
Aug-31-26	Faculty candidates notify Provost of intention to seek Promotion	Provost
Aug-31-26	Faculty candidates notify Provost of intention to seek Tenure	Provost
Sep-01-26	Provost submits internal 3-year plan materials	Division Chair/Program Director, Deans
Sep-07-26	Faculty submit Periodic Performance Review Portfolio binder	Division Office
Sep-08-26	Provost submits list of faculty seeking Promotion	Dean, Division Chair, Faculty Senate, Chairs of STPRC/SPRC
Sep-08-26	Provost submits list of faculty seeking Tenure	Dean, Division Chair, Faculty Senate, Chair, STPRC
Sep-14-26	Division Chair ensures Periodic Performance Review Portfolios are ready for review	Deans, Division Faculty
Sep-21-26	Division submits names of Individual Promotion Committee members, indicating the chair	STPRC/SPRC Chairs
Sep-21-26	Division submits names of the Individual Tenure Committee members, indicating the chair	STPRC Chair
Sep-21-26	Division Chair 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
Sep-28-26	STPRC/SPRC Chairs issue list of approved Individual Promotion Committees, indicating chair	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
Oct-01-26	Division Chairs review faculty workload in PowerBI	
Oct-01-26	Last day to submit curriculum program changes	Curriculum website
Oct-01-26	Faculty submit Sabbatical proposals	Dean, Division Chair, Faculty Affairs Committee Chair, Provost
Oct-05-26	Provost submits recommendations for Periodic Performance Review to President	President
Oct-05-26	Promotion applicant submits Promotion Portfolio binder	Division Chair/Program Director
Oct-05-26	Applicant submits Tenure Portfolio binder	Division Chair/Program Director
Oct-09-26	President submits recommendation for Periodic Performance Review	Provost
Oct-14-26	Deans review faculty workload in PowerBI	
Oct-14-26	Division Chair submits Sabbatical recommendations	Faculty Affairs Committee Chair
Oct-19-26	Division Chair/Program Director submits Promotion Portfolio binders	Dean
Oct-19-26	Division Chair/Program Director submits Tenure Portfolio binders	Dean
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
Oct-21-26	Faculty submit updated vitae	Division Chair/Program Director
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
Oct-21-26	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
Oct-28-26	Second year faculty submit materials for evaluation	Division Chair
Oct-30-26	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, Provost
Nov-02-26	Dean submits Promotion Portfolio binders	Division Chair/Program Director, Division Faculty, Individual Promotion Committees
Nov-02-26	Dean submits Tenure Portfolio binders	Division Chair/Program Director, Division Faculty, Individual Tenure Committees
Nov-03-26	Division Faculty Members submit Promotion recommendation	Applicant adds to their Promotion Portfolio
Nov-03-26	Division Faculty Members submit Tenure recommendation	Applicant adds to their Tenure Portfolio

Nov-04-26	Division Chair submits Promotion summative evaluation/recommendation	Applicant adds to their Promotion Portfolio, STPRC/SPRC
Nov-04-26	Division Chair submits Tenure summative evaluation/recommendation	Applicant adds to their Tenure Portfolio, STPRC
Nov-10-26	Provost & President meet to finalize Sabbatical offers	Provost, President
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
Nov-20-26	Individual Promotion Committee submits recommendation	Applicant, Promotion Portfolio, STPRC/SPRC, Division Chair
Nov-20-26	Individual Tenure Committee submits recommendation	Applicant, Tenure Portfolio, STPRC, Division Chair
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
Nov-23-26	Division Chair submits Special Course Fee Change Proposal for Summer/Fall 2027	Dean
Dec-09-26	UAR & RRF due to supervisor	
Dec-11-26	Dean posts UAR & RRF to the Teams; Program Assess, Plan, RRF Folder	Teams
Dec-11-26	Campus notification of Sabbatical Recipients	Provost Office / College Communications
Dec-11-26	Dean Submits Special Course Fee Change Proposal for Summer/Fall 2027	Provost
Dec-15-26	Applicant adds recommendation to Promotion binder	
Dec-18-26	Dean submits Promotion Portfolio binder	Provost
Dec-18-26	Dean submits Promotion recommendation	Applicant, Division Chair/Program Director, Individual Promotion Committee, STPRC/SPRC
Dec-18-26	Dean submits Tenure Portfolio binder	Provost
Dec-18-26	Applicant adds recommendation to Tenure binder	
Dec-18-26	Dean submits Tenure recommendation	Applicant, Division Chair/Program Director, Individual Tenure Committee, STPRC
Jan-01-27 to Jan-31-27	FAC Committee Meetings	
Jan-06-27	Deadline for Spring 2027 faculty/dependent discount forms due	Provost
Jan-08-27	Deadline for Spring 2027 faculty/dependent discount forms due	Human Resource Services
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

Jan-12-27	Provost submits list of Promotion applicants for review, if applicable	STPRC/SPRC
Jan-12-27	Provost submits list of Tenure applicants for review, if applicable	STPRC
Jan-15-27	Dean submits internal 3-year plan	Provost
Jan-19-27	First year faculty submit materials for evaluation	Division Chair
Feb-02-27	Division Chair submits evaluation of first year faculty	Dean
Feb-02-27	Division Chair submits recommendation for renewal of contract for first year faculty	Dean
Feb-03-27	STPRC/SPRC consider Promotion Portfolios, if requested, and make a recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, Provost
Feb-03-27	STPRC considers Tenure Portfolios, if requested, and makes recommendations	Applicant, Dean, Division Chair, Individual Tenure Committee, Provost
Feb-09-27	3+ year faculty submit materials for evaluation	Division Chair
Feb-10-27	Division Chairs review faculty workload in PowerBI	
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
Feb-17-27	Dean reviews faculty workload in PowerBI	
Feb-19-27	Emeritus Nominations due	Division Chair
Feb-23-27	Provost submits Promotion recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, President, STPRC/SPRC
Feb-23-27	Provost submits Tenure recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC
Feb-26-27	All Employee Award Nominations due	Deans, Provost
Feb-27-27	Division Chair submits Emeritus Status to Provost	Deans, Provost
Mar-09-27	Division Chair submits signed job descriptions for regular/permanent faculty	Dean
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
Mar-10-27	Division Chair submits annual evaluations of faculty (3+ years)	Dean
Mar-10-27	Division Chair submits recommendation for renewal of contract (3+ years non-tenured faculty)	Dean
Mar-10-27	President submits Promotion recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Promotion Committee, Provost, STPRC/SPRC, Human Resource Services

Mar-10-27	President submits Tenure recommendation	Applicant, Dean, Division/Department Chair, Faculty Senate Chair, Individual Tenure Committee, Provost, STPRC, Human Resource Services
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
Mar-25-27	Employee Recognition Event at Center for Arts & History	All Campus
Mar-26-27	Divisions submit list of year-end activity dates	President, Provost, Dean
Apr-21-27	Adjunct faculty submit materials for evaluation	Division Chair
Apr-21-27	Provost notifies Dean of process for faculty to apply for Sabbatical during upcoming year	Dean
Apr-30-27	Last day to submit NEW curriculum programs	Curriculum website
Apr-30-27	Division Chair submits Special Course Fee change proposal for Spring 2028	Dean
May-05 & May-06-27	Research Symposium-Lewiston	Lewiston
May-07-27	Research Symposium-Coeur d'Alene	Coeur d'Alene
May-07-27	Division Chair submits evaluation of adjunct faculty	Dean
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
May-14-27	Dean submits Special Course Fee change proposals for Spring 2028	Provost
May-11-27	Deadline for Summer 2027 faculty/dependent discount forms due	Provost
May-13-27	Deadline for Summer 2027 faculty/dependent discount forms due	Human Resource Services
May-14-27	Commencement	All faculty, Division Chairs, Deans are required to attend both ceremonies
May-28-27	Division Chair submits Advisory Committee information/updates	Provost, Dean, Shared Drive
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
Jul-21-27	Provost submits Instructional Calendar	OSBE
Jul-30-27	Division Chair submits Special Course Fee report for Spring 2027	Dean
Aug-12-27	Deadline for Fall 2027 faculty/dependent discount forms	Provost
Aug-16-27	Deadline for Fall 2027 faculty/dependent discount forms	Human Resource Services
Aug-30-27	Deans submit annual Special Course Fee report	Provost