

OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

2009-2010 Schedule for Personnel Requests & Recommendations and other Deadlines

The following are the 2009-2010 deadlines for receiving various personnel requests and recommendations and other deadlines in the Office of the Provost and Vice President for Academic Affairs. Each dean or designated administrator will be responsible for setting his/her own internal deadlines to insure conformity with this schedule. If you have any questions, please contact Connie Tillotson, Management Assistant to the Provost (282-2171).


- August 28, 2009** Submit Sabbatical Report information chart to the Office of the Provost/VPAA.
- August 28, 2009** **Affiliate Faculty** (not paid) nomination forms for the academic year or fall semester are due in the Office of the Provost/VPAA. With the implementation of Banner, an application form will be required for all nominations (along with a current vitae) <http://www.isu.edu/acadaff/forms-and-docs.shtml>.
- September 15, 2009** Class Fee Authorization Form for subsequent spring semester. If the 15th falls on a Saturday, the form is due to the Provost on the preceding Friday.
- November 9, 2009** A list of sabbatical award winners will be forwarded to the Office of the Provost/VPAA **by November 9**. (Each respective office of the college deans or department heads will determine when sabbatical requests are due in their office. Please contact your College or Department for deadline).
- November 15, 2009** Class Fee Authorization Form for subsequent summer semester. If the 15th falls on a Saturday, the form is due to the Provost on the preceding Friday.
- November 23, 2009** **Affiliate Faculty** (not paid) nomination forms for the spring semester are due in the Office of the Provost/VPAA. With the implementation of Banner, an application form will be required for all nominations (along with a current vitae) <http://www.isu.edu/acadaff/forms-and-docs.shtml>.
- November 23, 2009** Evaluations for **second-year faculty** are due in the Office of the Provost/VPAA. The evaluation form is initiated by the department chair in accordance with State Board Policy as stated in the Rule Manual.
- Notification of non-reappointment** of second-year faculty must be given to the Provost/VPAA by this date. The Provost/VPAA will notify the faculty member of non-reappointment by December 15, in accordance with State Board Policy.
- February 5, 2010** Evaluations for **first-year faculty** are due in the Office of the Provost/VPAA, in accordance with State Board Policy.
- Notifications of non-reappointment** of first-year faculty must be given to the Provost/VPAA by this date. The Provost/VPAA will notify the faculty member of non-reappointment by March 1, in accordance with the State Board Policy.

- February 15, 2009** Class Fee Authorization Form for subsequent fall semester. If the 15th falls on a Saturday, the form is due to the Provost on the preceding Friday.
- February 19, 2010** All **recommendations for promotion** (along with supporting materials) are due in the Office of the Provost/VPAA. The college personnel committee will serve as advisory to the dean. Recommendations for promotion shall be initiated by the department chair or designated administrator, processed by the college personnel advisory committee, and recommendations sent to the Provost/VPAA.
- February 19, 2010** All **recommendations for appointment for tenure** are due in the Office of the Provost/VPAA. Recommendations shall be initiated by the department chair or designated administrator, in accordance with State Board Policy as stated in the Rule Manual. The chair is expected to have sought and considered evaluations of such candidate (for tenure) by a committee appointed for the purpose of annual evaluations or tenure status. The dean shall consult with the college personnel committee before formulating and submitting recommendations to the Provost/VPAA.
- February 26, 2010** All **Emeritus** recommendations must be received in order to be recognized at May commencement. **Please include a current vita, letters of recommendation, hire date, and tenure date with all recommendations.**
- March 1, 2010** Evaluations for **third and fourth year faculty** are due in the Office of the Provost/VPAA. The evaluation form is initiated by the department chair or designated administrator, in accordance with State Board Policy as stated in the Rule Manual.
- Notification of non-reappointment** to faculty who have completed two full years or more must be given to the Provost/VPAA by this date. The Provost/VPAA will notify the faculty member of non-renewal by the end of spring semester.
- March 1, 2010** **Periodic Performance Review** Committee reports and accompanying recommendations are due in the Office of the Provost/VPAA. Committee action is required using procedures in accordance with State Board Policy as listed in the Rule Manual.
- April 5, 2010** Evaluations for **all department chairs** are due in the Office of the Provost/VPAA in accordance with State Board policy.
- April 5, 2010** Evaluations for **all tenured faculty** are due in the Office of the Provost/VPAA in accordance with State Board policy.
- June 1, 2010** College Dean will **submit a prioritized list of all requested new positions**. A new "New Faculty Position Request" form must be completed for each requested line. Deans are expected to request new lines only if they strategically advance the college's research and teaching needs. Out-of-cycle requests will be considered only in rare circumstances of demonstrated need.

June 30, 2010

At the end of each academic year, the academic department shall prepare a report that describes the income secured from fees, the expenditures for which those fees were spent, the balance of fees remaining at the end of the year, plans for that balance (e.g., accruing funds for a major purchase). This report will be provided to the college dean and the Provost and Vice President for Academic Affairs. This report shall be reviewed by the dean to ascertain that the amount of fees collected is justified and that the expenditures of funds are for acceptable purposes. This report could be subject to review by the internal audit office

2009-2010 Schedule for Personnel Requests/Recommendations

 Holidays/Comp Days

August 2009						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

8-24 Fall Session Starts
8-20/221 SBOE @ ISU

September 2009						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10-10/16 Mid-Term Week
10-20 Mid-Term Grades Due

November 2009						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11-23/27 Fall Recess (No Classes)

December 2010						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12-5/11 Closed Week
12-12/18 Finals Week
12-22 Final Grades Due (TBA)
12-28/01-01 Winter Break (ISU Closed)

January 2010						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

1-11 Spring Session Starts

February 2010						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2-27/3-5 Mid-Term Week
3-9 Mid-Term Grades Due
3-22/26 SPRING Break

April 2010						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4-24/30 Closed Week
4-26 Boise Commencement (Grove)

May 2010						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

5-1/7 Finals Week
5-11 Final Grades Due
5-8 Commencement
5-10 or 5-17?? Summer Classes Begin
5-8 9-Month contracts end

June 2010						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6-1 Submit to Provost-New Position Rq
6-30 Fiscal Year End
6-26 12-month contracts ends

July 2010						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6-27 Start of New Fiscal Year