

OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

2011-2012 Schedule for Personnel Requests & Recommendations and other Deadlines

The following are the 2011-2012 deadlines for receiving various personnel requests and recommendations and other deadlines in the Office of the Provost and Vice President for Academic Affairs (VPAA). 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 15, 2011** Post-Semester Activity Report due for Summer 2011. Must be completed by the end of finals week.
- August 1, 2011** Class Fee Authorization Form for subsequent summer semester. Please allow sufficient time for form to be reviewed/approved and requests for additional or missing information. Academic Affairs' final approval date is August 1. Requests received after the deadline will be considered/evaluated for the subsequent semester.
- August 26, 2011** Submit Sabbatical Report summary report to the Office of the Provost/VPAA.
- August 26, 2011** **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) unless they were renewed in 2009-2010 <http://www.isu.edu/acadaff/forms-and-docs.shtml>. However, if you wish to have any affiliate faculty receive access prior to August 26, submit your form with a note to have access immediately.
- November 7, 2011** A list of sabbatical award winners will be forwarded to the Office of the Provost/VPAA **by November 7**. (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 18, 2011** **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) unless they were renewed in 2009-2010 <http://www.isu.edu/acadaff/forms-and-docs.shtml>. However, if you wish to have any affiliate faculty receive access prior to the Spring session, submit your form with a note to have access immediately.
- November 18, 2011** 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.

- December 1, 2011** Class Fee Authorization Form for subsequent fall semester. Please allow sufficient time for form to be reviewed/approved and requests for additional or missing information. Academic Affairs' final approval date is December 1. Requests received after the deadline will be considered/evaluated for the subsequent semester.
- December 5-16, 2011** Post-Semester Activity Report for Fall 2011 are due. Must be completed by the end of finals week.
- February 6, 2012** 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 17, 2012** 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 17, 2012** 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 24, 2012** 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 12, 2012** 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.
- 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 July 15 in accordance with State Board Policy.
- March 12, 2012** **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 9, 2012** Evaluations for **all department chairs** are due in the Office of the Provost/VPAA in accordance with State Board policy.
- April 9, 2012** Evaluations for **all tenured faculty** are due in the Office of the Provost/VPAA in accordance with State Board policy.
- April 23-May 4, 2012** Post-Semester Activity Report for Spring 2012 due. Must be completed by the end of finals week.
- July 1, 2012** Class Fee Authorization Form for subsequent spring semester. Since the 1st falls on a Sunday, the deadline is June 29, 2012. Please allow sufficient time for form to be reviewed/approved and requests for additional or missing information. Academic Affairs final approval date is July 1. Requests received after the deadline will be considered/evaluated for the subsequent semester.
- July 30, 2012** 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/VPAA. 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.

2011-2012 Schedule for Personnel Requests/Recommendations

 Holidays/Comp Days

August 2011						
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			

8-11/12 SBOE @ ISU
 8-15 9-Month Faculty Contracts Start
 8-22 Fall Session Starts

September 2011						
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 2011						
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

10-10/14 Mid-Term Week
 10-18 Mid-Term Grades Due

November 2011						
S	M	T	W	TH	F	S
		1	2	3	4	5
5	6	7	8	9	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11-21/25 Fall Recess (No Classes)

December 2011						
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

12-5/9 Closed Week
 12-11/16 Finals Week
 12-20 Final Grades Due (TBA)
 12-26/30 Winter Break (ISU Closed)

January 2012						
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				

1-9 Spring Session Starts

February 2012						
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			

March 2012						
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	

2-27/3-2 Mid-Term Week
 3-6 Mid-Term Grades Due
 3-26/30 SPRING Break

April 2012						
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					

4-23/27 Closed Week

May 2012						
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		

4-30/5-4 Finals Week
 5-8 Final Grades Due
 5-5 Commencement
 5-5 9-month faculty contracts end
 5-7 ISU-Meridian Commencement
 5-14 Summer Classes Begin

June 2012						
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

6-23 12-month contracts ends
 6-30 Fiscal Year End

July 2012						
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				

6-24 Start of 12-month contracts
 7-30 Class Fee Authorization Reports