

2020-2021 Academic Year Schedule for the Office of Academic Affairs

The following are the 2020-2021 deadlines for receiving various personnel requests and recommendations and other deadlines in the Office of the Provost and Executive Vice President for Academic Affairs. Each dean or designated administrator will be responsible for setting his/her own internal deadlines to ensure completion of the projects below. Many of these deadlines are externally data-driven; please do not hesitate to contact Academic Affairs at x2171 if you anticipate a problem meeting these target dates.

No Due Date	<u>Affiliate Faculty nomination forms</u> are accepted throughout the year (new nominations will require current CV). The form and additional information are available at https://www.isu.edu/academicaffairs/faculty-support/ .
July 30, 2020	<u>Class Fee Authorization Form</u> for subsequent summer semester. Please allow sufficient time for form to be reviewed/approved and requests for additional or missing information. Requests received after the deadline will be considered/evaluated for the subsequent semester. The updated form is located at https://www.isu.edu/academicaffairs/faculty-support/ . No new class fees or increases for FY21. Exceptions possible for new courses.
August 10, 2020	Faculty Back on Campus. Classes begin on Monday, August 17.
August 10, 2020	2021-22 <u>Undergraduate and Graduate Catalogs</u> available to departments for editing. Due dates are 2/19/21 for Departments; 2/26/21 for Dean approvals. Online catalogs should be available by 3/19/21 and PDF catalogs by 6/1/21.
August 24, 2020	<u>Sabbatical Reports</u> are due in the Office of Academic Affairs.
On or before September 12, 2020	<u>Submit Letter of Notification Requests</u> to Joanne Togle and Catherine Read (tokljoan@isu.edu and uccmail@isu.edu) in Academic Affairs for program changes that need SBOE approval but do not require a full proposal (for 2021-22 catalog).
On or before September 20, 2020	<u>UCC Undergraduate Catalog Change Proposals</u> are due for the 2021-22 catalog. Coordinate with your UCC rep(s) in submitting proposals to UCC. Refer to UCC's website for instructions: https://www.isu.edu/ucc/ . <u>Submissions need to have gone through the entire process and be approved by November 20, 2020.</u>
On or before September 20, 2020	Submit separate <u>proposals/assessment plans</u> for new Gen Ed courses to GERC. Details on website: https://www.isu.edu/gerc/propose-a-new-gen-ed-course/ .
November and December 2020	Faculty update teaching, scholarship, & service information in Activity Insight.
On or before November 1, 2020	Annual General Education Course Assessment Reports due, via Qualtrics.

- November 4, 2020** A list of sabbatical requests is due to the Office of Academic Affairs. (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 the deadline).
- November 11, 2020** Evaluations for second-year faculty **who will be receiving terminal notices** are due via TMS in Academic Affairs. The evaluation form is available using Activity Insight. Instructions are located at: <https://www.isu.edu/academicaffairs/faculty-support/activity-insight/>. Notice of non-reappointment due in Academic Affairs by December 1; to faculty by Dec. 15. *All other second-year faculty evaluations are due by March 26.*
- Before 12:00 noon
November 11, 2020** Submit Graduate Catalog change proposals to Graduate Council for the 2021-22 catalog (Please contact Dr. Barbara Wood Roberts, woodbar2@isu.edu). Final approval date is 11/20/2020.
- December 1, 2020** 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. Requests received after the deadline will be considered/evaluated for the subsequent semester.
- January 4, 2021** Faculty Back on Campus. Classes begin on January 11.
- January 8, 2021** Departments with Objective 7 and Objective 8 courses will each appoint a faculty representative to their respective Objective Review Committee, which will be convened and chaired by a GERC member.
- January 11, 2021** Submit Departmental 5-Year Gen Ed Objective Review Reports for Objective 7 (Critical Thinking) and Objective 8 (Information Literacy) to GERC. Details at: <https://www.isu.edu/gerc/course--program-assessment-process/>.
- January 22, 2021** All recommendations for promotion and/or tenure (along with supporting materials) are due in Academic Affairs. Information on the procedures and the required application form for promotion and/or tenure are located at: <https://www.isu.edu/academicaffairs/faculty-support/>.
- January 22, 2021** All Emerita/Emeritus recommendations are due to ensure recognition at May commencement. Please include a current vita, letters of recommendation, and hire date with all recommendations.
- February 21, 2021** Evaluations for first-year faculty **who are receiving terminal notices** are due via TMS. Notifications of non-reappointment of first-year faculty must be submitted to the Office of Academic Affairs by February 21, 2021. All notifications of non-renewal for first-year faculty are due by March 1, in accordance with State Board Policy. *All other first-year faculty evaluations are due by March 26.*
- February 12, 2021** All college edits to the Three-Year Plan are due, using the Google Doc provided by Academic Affairs.

February 19, 2021	All <u>departmental edits to 2021-22 Undergraduate and Graduate Catalogs</u> should be submitted by Departments; chair/dean approvals completed by 2/26/21.
March 2021	Budget presentations for FY2021-2022 (dates to be determined). https://www.isu.edu/budget/
March 19, 2021	2021-22 Undergraduate and Graduate Catalog available.
March 26, 2021	<u>Evaluations for all department chairs and all faculty</u> are due via TMS in Academic Affairs.
April 1, 2021	<u>General Education Objective Review Committee Reports</u> are due to GERC.
On or before April 2, 2021	Submit <u>Program (State) Proposals and Letter of Notification requests</u> for the 2022-23 Undergraduate Catalog that require SBOE and NWCCU approval to Joanne Tokle and Catherine Read in Academic Affairs (tokljoan@isu.edu and uccmail@isu.edu). Submit corresponding Graduate Catalog proposals that require SBOE and NWCCU approval to Graduate Council.
Early April 2021	<u>College elections.</u>
On or before April 9, 2021	Submit all <u>UCC Catalog Change Proposals</u> for the 2022-23 Undergraduate Catalog that require SBOE and NWCCU approval.
April 15, 2021	<u>Five-Year Periodic Performance Review (5YrPPR)</u> recommendations are due in the Office of Academic Affairs (enter in TMS along with the annual evaluation ranking).
May-June 2021	Faculty update teaching, scholarship, & service information in Activity Insight.
June 1, 2021	<u>Notification of non-reappointment</u> of faculty who are in their <u>third or higher year</u> must be submitted to Academic Affairs. Deans must notify the faculty member of non-renewal by <u>July 15</u> , in accordance with State Board Policy.
July 1, 2021	<u>Class Fee Authorization Form</u> for subsequent spring semester is due. Please allow sufficient time for form to be reviewed/approved and requests for additional or missing information. Requests received after the deadline will be considered/evaluated for the subsequent semester.
July 23, 2021	At the end of each academic year, the academic department shall prepare a <u>Fee Report</u> 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, and plans for that balance (e.g., accruing funds for a major purchase). This report will be provided to the college dean and the Office of 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 is subject to review by Internal Audit.