

2022-2023 Academic Year Schedule for the Office of Academic Affairs

The following are the 2022-2023 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 ensure completion of the projects below. Many of these deadlines are externally 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 14, 2022	<u>Class Fee Authorization Form</u> for subsequent summer semester. Please allow sufficient time for the 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 procedures, including the updated form, is located at https://www.isu.edu/academicaffairs/faculty-support/ .
August 15, 2022	Faculty back on campus
August 22, 2022	Fall classes begin
August 19, 2022	2023-2024 <u>Undergraduate and Graduate Catalogs</u> available to departments for editing. Due dates are 2/17/23 for departments; 2/24/23 for dean approvals. Online catalogs should be available by 3/24/23 and PDF catalogs by 5/28/23.
August 31, 2022	<u>Sabbatical Reports</u> are due in the Office of Academic Affairs. Please submit to Karen Appleby (karenappleby@isu.edu).
September 20, 2022	<u>Submit Letter of Notification Requests</u> to Cindy Hill and Catherine Read (hillcynt@isu.edu and uccmail@isu.edu) in the Office of Academic Affairs for program changes that need SBOE approval but do not require a full proposal (for the 2023-2024 catalog).
September 20, 2022	<u>UCC Undergraduate Catalog Change Proposals</u> are due for the 2023-2024 catalog. Coordinate with your UCC rep(s) in submitting proposals to UCC. Refer to UCC's website for instructions: https://www.isu.edu/ucc/ . <i>Submissions need to have gone through the entire process and be approved by November 18, 2022.</i>
September 20, 2022	Submit separate <u>proposals/assessment plans</u> for new Gen Ed courses to GERC. Details are found on the website: https://www.isu.edu/gerc/propose-a-new-gen-ed-course/ .
November 1, 2022	Annual General Education Course Assessment Reports due, via <u>General Education Assessment Reporting for use by Departments</u> .
November 1, 2022	<u>Class Fee Authorization Form</u> for subsequent fall semester is due in the Office of Academic Affairs. Please submit to Cali Erickson Bell (calierickson@isu.edu). Requests received after the deadline will be considered/evaluated for the following fall semester.
November 1, 2022	Program Review Annual Report is due. Additional information is available at: https://www.isu.edu/academicaffairs/program-information/program-review/ .

- November 1, 2022** 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 2, 2022** Submit Graduate Catalog change proposals to Graduate Council for the 2023-2024 catalog. Please contact the Graduate Council at graduatecouncil@isu.edu with questions. Final approval date is 11/16/2022.
- November 14, 2022** Evaluations for all second-year faculty are due via TMS to the Office of Academic Affairs. Please go to <https://www.isu.edu/academicaffairs/faculty-support/procedures/> to access the evaluation form templates. Notice of non-reappointment of second year faculty are due to Academic Affairs by December 1 and to faculty by Dec. 15 in accordance with State Board Policy II.G.5.a.ii.
- January 9, 2023** Spring classes begin
- January 18, 2023** Departments with Objective 1 and 2 courses will each appoint a faculty representative to their respective Objective Review Committee, which will be convened and chaired by a GERC member.
- January 18, 2023** Submit Departmental 5-Year Gen Ed Objective Review Reports for Objective 1 and 2 to GERC. Details at: <https://www.isu.edu/gerc/course--program-assessment-process/>.
- January 20, 2023** All recommendations for promotion and/or tenure (along with supporting materials) are due in the Office of 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 20, 2023** All Emerita/Emeritus recommendations are due to the Office of Academic Affairs to ensure recognition at May commencement. Please include a current vita, letters of recommendation, and hire date with all recommendations.
- February 1, 2023** All college edits to the Three-Year Plan are due to the Office of Academic Affairs, using the Google Doc provided.
- February 6, 2023** Evaluations for first-year faculty are due via TMS to Academic Affairs. Please go to <https://www.isu.edu/academicaffairs/faculty-support/procedures/> to access the evaluation form templates. Notifications of non-reappointment of first-year faculty must be submitted to the Office of Academic Affairs by Feb. 13. All notifications of non-renewal for first-year faculty are due to faculty by March 1, in accordance with State Board Policy II.G.5.a.i.
- February 15, 2023** Program Health and Sustainability Continuous Improvement Update for programs in the third quintile. Information on the procedures and the required documents to be completed are available on the Academic Affairs webpage: <https://www.isu.edu/academicaffairs/institutional-effectiveness-and-initiatives/program-health/>.
- February 17, 2023** All departmental edits to 2023-2024 Undergraduate and Graduate Catalogs should be submitted by departments; chair/dean approvals completed by 2/24/23.
- February 25, 2023** All college edits/approvals for the 2023-2024 Undergraduate and Graduate Catalogs should be completed by 2/24/23.

- March 2023** Budget presentations for FY2023-2024 (dates to be determined). Details at: <https://www.isu.edu/budget/>
- March 24, 2023** 2023-2024 Online Undergraduate and Graduate Catalog available.
- March 24, 2023** Evaluations for all department chairs, tenured faculty, third- and fourth-year faculty, and non-tenure track faculty are due via TMS in Academic Affairs.
- March 24, 2023** Third-Year Reviews are due in the Office of Academic Affairs (enter in TMS along with the annual evaluation ranking).
- March 24, 2023** Five-Year Periodic Performance Review (5YrPPR) recommendations are due in the Office of Academic Affairs (enter in TMS along with the annual evaluation ranking).
- April 1, 2023** General Education Objective Review Committee Reports for Objectives 1 and 2 are due to GERC.
- April 8, 2023** Submit Program (State) Proposals and Letter of Notification requests for the 2024-25 Undergraduate Catalog that require SBOE and NWCCU approval to Cindy Hill and Catherine Read in Academic Affairs (hillcynt@isu.edu and uccmail@isu.edu). Submit corresponding **Graduate** Catalog proposals that require SBOE and NWCCU approval to the Graduate Council.
- Early April 2023** College elections.
- June 1, 2023** Notification of non-reappointment of faculty who are in their third or higher year must be submitted to the Office of Academic Affairs. Deans must notify the faculty member of non-renewal by July 15, in accordance with State Board Policy II.G.5.a.iii.
- July 23, 2023** At the end of each academic year, the academic department shall prepare a Fee 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, and plans for that balance (e.g., accruing funds for a major purchase). This report shall 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.