

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

By Category

Deadline	Category	Item	Additional Information	Links
None	Faculty	Affiliate Faculty Applications	Accepted throughout the year	https://www.isu.edu/academicaffairs/faculty-support/ .
August 10, 2020	Faculty	Faculty Back on Campus	Fall classes begin on August 17	
August 24, 2020	Faculty	Sabbatical Reports	Sabbatical Reports are due in the Office of Academic Affairs.	
November & December	Faculty	Activity Insight	Faculty update teaching, scholarship, & service information.	
January 4, 2021	Faculty	Faculty Back on Campus.	Classes begin on January 11.	
Early April 2021	Faculty	College Elections		
May-June, 2021	Faculty	Activity Insight	Faculty update teaching, scholarship, & service information.	
November 4, 2020	Faculty Sabbaticals	Sabbatical Requests	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	Faculty Evaluations	Second-Year Faculty	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. <u>Notice of non-reappointment</u> due in Academic Affairs by December 1; to faculty by Dec. 15. <i>All other second-year faculty evaluations are due by March 26.</i>	https://www.isu.edu/academicaffairs/faculty-support/activity-insight/
December 1, 2020	Faculty Evaluations	Non-reappointment of Second-Year Faculty	Notice of non-reappointment due in Academic Affairs by December 1; to faculty by December 15, 2020.	

February 21, 2021	Faculty Evaluations	First-Year Faculty	Evaluations for first-year faculty who are receiving terminal notices are due via TMS. <u>Notifications of non-reappointment of first-year faculty</u> 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. <i>All other first-year faculty evaluations are due by March 26.</i>	
April 15, 2021	Faculty Evaluations	Five-Year Periodic Performance Review	<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).	
June 1, 2021	Faculty Evaluations	Non-reappointment of Third-Year or higher	<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.	
March 26, 2021	Chair Evaluations	Department Chair Evaluations	<u>Evaluations for all department chairs and all faculty</u> are due via TMS in Academic Affairs.	
January 22, 2021	Faculty P&T	Promotion & Tenure	All recommendations for promotion and/or tenure (along with supporting materials) are due in Academic Affairs.	https://www.isu.edu/academicaffairs/faculty-support/
January 22, 2021	Faculty Emerita/us	Emerita/Emeritus Recommendations	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.	
July 30, 2020	Finance	Summer 2021 Class Fees (No new class fees or increases for FY21. Exceptions possible for new courses.)	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.	https://www.isu.edu/academicaffairs/faculty-support/
December 1, 2020	Finance	Fall 2021 Class Fees	Same as above.	Same as above.
March 2021	Finance	Budget Presentations	For FY2021-2022 (dates to be determined).	https://www.isu.edu/budget/

July 1, 2021	Finance	Spring 2022 Class Fees	Same as above	Same as above.
July 23, 2021	Finance	Fee Report	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 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.	
August 10, 2020	Curriculum	Catalog Open for Editing	2021-22 Undergraduate and Graduate Catalogs 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.	
By September 12	Curriculum	Letter of Notification Requests	Last date to submit Letter of Notification requests for program changes that need SBOE approval but do not require a full proposal (for 2021-22 catalog).	Send requests to Joanne Tokle (tokljoan@isu.edu) and Catherine Read (uccmail@isu.edu).
By September 20	Curriculum	Undergraduate Catalog change proposals	Last date to submit catalog change proposals to UCC for 2021-2022 catalog. Submission must go through entire process and be approved by 11/20/20.	https://www.isu.edu/ucc/ for instructions.
By September 20	Curriculum	New General Education course proposals	Last date to submit proposals/assessment plans for new General Education courses to GERC.	https://www.isu.edu/gerc/propose-a-new-gen-ed-course/
By November 1	Curriculum	Gen Ed Assessment	Annual General Education Course Assessment Reports due, via Qualtrics.	
By noon on November 11.	Curriculum	Graduate Catalog	Submit Graduate Catalog change proposals to Graduate Council for the 2021-22 catalog. Final approval date is 11/20/2020.	Please contact Dr. Barbara Wood Roberts, woodbar2@isu.edu
January 8, 2021	Curriculum	Departmental General Education Review	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	Curriculum	Department 5-Year Gen Ed Objective Reports	Reports for Objective 7 (Critical Thinking) and Objective 8 (Information Literacy) to GERC.	https://www.isu.edu/gerc/course--program-assessment-process/
February 12, 2021	Curriculum	Three-Year Plan	All college edits to the Three-Year Plan are due, using the Google Doc provided by Academic Affairs..	
February 19, 2021	Curriculum	Undergraduate & Graduate Catalogs	All departmental edits to 2021-22 Undergraduate and Graduate Catalogs should be submitted by Departments; chair/dean approvals completed by 2/26/21.	
March 19, 2021	Curriculum	Catalogs	2021-22 Undergraduate and Graduate Catalog available.	
April 1, 2021	Curriculum	Gen Ed Objective Reports	General Education Objective Review Committee Reports are due to GERC.	
By April 2, 2021	Curriculum	State Program Proposals and Letters of Notification	Submit proposals and requests for the 2022-23 Undergraduate & Graduate Catalogs that require SBOE and NWCCU approval.	Send undergraduate requests to Joanne Tokle (tokljoan@isu.edu) and Catherine Read (uccmail@isu.edu). Send graduate requests to Graduate Council.
By April 9, 2021	Curriculum	Undergraduate Catalog Change Proposals	Submit all UCC Catalog Change Proposals for the 2022-23 Undergraduate Catalog that require SBOE and NWCCU approval.	