



RESOURCES FOR CHAIRS AND DIRECTORS (AY 2025-2026)

RESOURCE	DESCRIPTION	LINKS	CONTACT
HR Manager Forms (including hiring)	Hiring Flowchart is shown on this page. If the position is new, and not replacing an existing position, use the New Position Request Form.	All Manager Forms Hiring Flowchart New Position Request Form	Denise Scott HR Business Partner for Talent Acquisition denisescott@isu.edu
Argos, Banner, and Other IT Services	You will gather department level data in Argos and Banner. To gain access go to: (1) Bengal Web, (2) Employees, (3) Tools, (4) Banner Tools, (5) Argos Reports	Training Requests	Marjanna Hulet ITS Training Coordinator (208)282-2598 majannahulet@isu.edu
ISU Policies and Procedures (ISUPP)	All policies and procedures that have been approved at the university	ISUPP Website	Laura Ahola-Young Vice Provost for Faculty Affairs lauraaholayoung@isu.edu Mel Anderson Director of Policy Administration and Policy Officer melanderson@isu.edu
SBOE Policies	All policies for the Idaho State Board of Education	SBOE Policy Website	Cindy Hill or Laura Ahola-Young Vice Provosts cynthiahill@isu.edu lauraaholayoung@isu.edu
Academic Integrity Policies	Defining Academic Integrity and policies for determining and reporting incidents of Academic Dishonesty.	ISUPP 4000 (Academic Integrity and Dishonesty Policy) Academic Dishonesty Incident Report Template Office of the Dean of Students: Faculty and Staff Resources ISU Student Handbook	Office of the Dean of Students deanofstudents@isu.edu



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RESOURCE	DESCRIPTION	LINKS	CONTACT
Promotion and Tenure	University information to help Faculty through the Promotion and Tenure Process	Academic Affairs Faculty Support Page Promotion and Tenure Forms and Instructions ISU Promotion and Tenure Policy	Laura Ahola-Young lauraaholayoung@isu.edu
Periodic Performance Review	The PPR is a post-tenure/promotion review that spans a five-year period and is designed to provide an overview of scholarly, service, and teaching activity for a tenured faculty member (ISUPP 4010, I.A.). These documents should be uploaded into the TMS system along with the annual evaluation ranking. <i>Please note: Faculty must be notified of this requirement by September 13, 2025</i>	ISU Periodic Performance Review Policy	Your Dean for College Procedures Laura Ahola-Young for Institutional questions lauraaholayoung@isu.edu
Third Year Review	The Third-Year Review is required for all tenure-track faculty. Third-Year Reviews are internal to each college and are meant to provide substantive feedback regarding strengths and areas for improvement to faculty at this critical stage in the tenure timeline. Third-year documentation will be uploaded into the TMS system along with the annual evaluation ranking.		Your Dean for College Procedures Laura Ahola-Young for Institutional questions lauraaholayoung@isu.edu
Faculty Evaluations	All faculty are required to complete an annual evaluation.	Annual Evaluation Instructions	Your Dean for College Procedures Laura Ahola-Young for Institutional questions lauraaholayoung@isu.edu



IMPORTANT DUE DATES (AY 2025-2026)

CURRICULUM/CLASS FEES

November 1, 2025

New Gen Ed. Course Proposals to GERC
Annual Gen. Ed. Course [Assessment Reports due](#)
Class Fee Authorizations due (calierickson@isu.edu)
Program Review Annual Report

CATALOG

October 18, 2025

UCC Undergraduate Catalog [Change Proposals](#)

October 29, 2025

Graduate Catalog [Change proposals](#)

February 13, 2026

All departmental edits to 2023-2024 Undergraduate and Graduate Catalogs should be submitted by department

FACULTY

August 29, 2025

Sabbatical Reports are due

November 14, 2025

Second Year Faculty Evaluations due to PROVOST'S Office

January 23, 2026

All recommendations for promotion and/or tenure due to the PROVOST'S Office*
All Emerita/Emeritus recommendations are due to the PROVOST'S Office*

February 6, 2026

First Year Faculty Evaluations due to PROVOST'S Office*

March 20, 2026

Evaluations for all department chairs, tenured faculty, third- and fourth-year faculty, and non-tenure track faculty due to PROVOST'S Office*
5-Year PPRs due to PROVOST'S Office (enter in TMS along with the annual evaluation ranking)*

** Refer to your College for Department due dates*