

## 2019-2020 Academic Year Schedule for the Office of Academic Affairs

The following are the 2019-2020 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 completions 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.

<b>No Due Date</b>	<u>Affiliate Faculty nomination forms</u> are accepted throughout the year. The form and additional information can be located at:  <a href="https://www.isu.edu/academicaffairs/faculty-support/">https://www.isu.edu/academicaffairs/faculty-support/</a> . New nominations will require current curriculum vitae (CV).
<b>August 1, 2019</b>	<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 <a href="https://www.isu.edu/academicaffairs/faculty-support/">https://www.isu.edu/academicaffairs/faculty-support/</a> .
<b>August 12, 2019</b>	Faculty Back on Campus.
<b>August 26, 2019</b>	<u>Sabbatical Reports</u> are due in the Office of Academic Affairs.
<b>On or before September 14, 2019</b>	<u>Submit Letter of Notification Requests</u> to Joanne Togle and Catherine Read ( <a href="mailto:tokljoan@isu.edu">tokljoan@isu.edu</a> and <a href="mailto:uccmail@isu.edu">uccmail@isu.edu</a> ) in Academic Affairs for program changes that need SBOE approval but do not require a full proposal.
<b>On or before September 20, 2019</b>	<u>UCC Undergraduate Catalog Change Proposals</u> are due for the 2020-21 catalog. Coordinate with your UCC rep(s) in submitting proposals to UCC. Refer to UCC's website for instructions: <a href="https://www.isu.edu/ucc/">https://www.isu.edu/ucc/</a> .
<b>On or before September 20, 2019</b>	Submit separate <u>proposals/assessment plans</u> for new Gen Ed courses to GERC. Details on website: <a href="https://www.isu.edu/gerc/propose-a-new-gen-ed-course/">https://www.isu.edu/gerc/propose-a-new-gen-ed-course/</a> .
<b>November 6, 2019</b>	A list of <u>sabbatical requests</u> is due to the Office of Academic Affairs 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 the deadline).
<b>November 13, 2019</b>	<u>Evaluations for second-year faculty</u> are due in Academic Affairs. The evaluation form is available using Activity Insight. Instructions are located at: <a href="https://www.isu.edu/academicaffairs/faculty-support/activity-insight/">https://www.isu.edu/academicaffairs/faculty-support/activity-insight/</a> . Notice of non-reappointment due in Academic Affairs by December 1; to faculty by Dec. 15.
<b>Before 12:00 noon November 20, 2019</b>	Submit <u>Graduate Catalog change proposals</u> to Graduate Council for the 2020-21 catalog.

- December 1, 2019** 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.
- December 9, 2019** 2020-21 Undergraduate and Graduate Catalogs available to departments for editing. Due dates are 2/21/20 for Departments; 2/28/20 for Chair/Dean approvals.
- December 2019** Faculty update teaching, scholarship, & service information in Activity Insight.
- December 2019  
January 2020** Budget presentations to the Council of Deans (two sessions) for FY2020-2021 *(dates to be determined)*.
- January 6, 2020** Faculty Back on Campus.
- January 7, 2020** Submit Departmental 5-Year Gen Ed Objective Review Reports for Objective 5 (Sciences) and Objective 6 (Social & Behavioral Sciences) to GERC. Details at: <https://www.isu.edu/gerc/course--program-assessment-process/>.
- January 10, 2020** Departments with Objective 5 and Objective 6 courses will each appoint a faculty representative to their respective Objective Review Committee, which will be convened and chaired by a GERC member.
- January 24, 2020** 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 24, 2020** All Emerita/Emeritus recommendations are due to ensure recognition at May commencement. Please include a current vita, letters of recommendation, hire date, and tenure date with all recommendations.
- February 7, 2020** Evaluations for first-year faculty are due in Academic Affairs.
- February 14, 2020** Notifications of non-reappointment of first-year faculty must be submitted to the Office of Academic Affairs by this date. Academic Affairs will ensure that deans notify the faculty member of non-renewal by March 1, in accordance with State Board Policy.
- February 14, 2020** All college edits to the Three-Year Plan are due, using the Google Doc provided by Academic Affairs.
- February 21, 2020** All departmental edits to 2020-21 Undergraduate and Graduate Catalogs should be submitted by Departments; chair/dean approvals completed by 2/28/20.
- March 6, 2020** Evaluations for all department chairs are due in the Office of Academic Affairs.
- March 6, 2020** Evaluations for all tenured faculty are due in the Office of Academic Affairs.

<b>March 20, 2020</b>	2020-21 Undergraduate and Graduate Catalog available.
<b>March 27, 2020</b>	<u>Evaluations for third- and fourth-year faculty</u> are due in Academic Affairs.
<b>March 27, 2020</b>	<u>Five-Year Review</u> committee reports and accompanying recommendations are due in the Office of Academic Affairs.
<b>April 1, 2020</b>	<u>General Education Objective Review Committee Reports</u> are due to GERC.
<b>On or before April 3, 2020</b>	Submit <u>Program (State) Proposals and Letter of Notification requests</u> for the 2021-22 Undergraduate Catalog that require SBOE and NWCCU approval to Joanne Tokle <b>and</b> Catherine Read in Academic Affairs (tokljoan@isu.edu and <a href="mailto:uccmail@isu.edu">uccmail@isu.edu</a> ). Submit corresponding <b>Graduate</b> Catalog proposals that require SBOE and NWCCU approval to Graduate Council.
<b>Early April 2020</b>	<u>College elections</u> to fill vacant council seats (Faculty Senate, UCC, GERC, Graduate Council, University Library Committee, BAS Committee, etc.)
<b>On or before April 15, 2020</b>	Submit all <u>UCC Catalog Change Proposals</u> for the 2021-22 Undergraduate Catalog that require SBOE and NWCCU approval.
<b>May-June 2020</b>	Faculty update teaching, scholarship, & service information in Activity Insight.
<b>June 1, 2020</b>	<u>Notification of non-reappointment</u> of faculty who are in their <u>third or higher year</u> must be submitted to Academic Affairs. The Office of Academic Affairs will ensure that deans notify the faculty member of non-renewal by <u>July 15</u> , in accordance with State Board Policy.
<b>July 1, 2020</b>	<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.
<b>July 24, 2020</b>	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.