

2023-2024 Deadline Schedule - Office of Academic Affairs

The following are the 2023-2024 deadlines for receiving various personnel requests and recommendations

Due to Dean's Office	Event/Task
No due date Submit to April	Affiliate Faculty Nomination Forms are accepted throughout the year (new nominations will require a current CV.) The form and additional information are available at https://www.isu.edu/academicaffairs/faculty-support/ .
	Course Schedule Planning Phase for Spring 2024.
	Faculty Back on Campus.
	New Faculty Orientation
	All Department Chair/Program Director Budget Meeting
	Fall Classes Begin.
August 31, 2023 Lyle/April	Sabbatical Reports are due in the Office of Academic Affairs. Please submit to provost@isu.edu .
August 31, 2023 Rene/Darin	List of Faculty requesting promotion or promotion and tenure from each Dept in CoSE
April and Darin Aug 25, 2023 notify faculty	Academic Affairs will notify all colleges of tenured faculty required to complete a Five-Year Periodic Performance Review (5Yr PPR) during the 2023-2024 academic year are due.
Please check with dean if you require adjuncts	Course Schedule Deadline- All Schedules for Spring 2024 are Due.
	Each college will notify all faculty members who are up for PPR per ISUPP 4010 - https://www.isu.edu/policy/academic-affairs/
Discuss with dean by Aug. 31, 2023 Lyle Castle	Submit Letter of Notification Requests to Cindy Hill and Catherine Read (hillcynt@isu.edu and ucmail@isu.edu) in the Office of Academic Affairs for program changes that need SBOE approval but do not require a full proposal (for the 2024-2025 catalog).
Discuss with dean by Aug 31, 2023 Rene Rodriguez	Submit separate proposals/assessment plans for new Gen Ed courses to GERC. Details are found on the website: https://www.isu.edu/gerc/propose-a-new-gen-ed-course/.
	All Chair/Program Director Meeting
	Course Schedule Planning Phase for Summer 2024

	2024-2025 Undergraduate and Graduate Catalogs are available to departments for editing. Due dates are 2/19/24 for departments; 2/25/24 for dean approvals. Online catalogs should be available by 3/22/24, and PDF catalogs by 5/31/24.
Copy Dean's office on your submission	Nominations open for Distinguished Faculty Awards. Submit nominations by going to https://www.isu.edu/academicaffairs/faculty-support/faculty-awards/.
Please check with dean if you require adjuncts	Course Schedule Deadline- All Schedules for Summer 2024 are Due.
Coordinate with UCC Rep as early as possible	UCC Undergraduate Catalog Change Proposals are due for the 2024-2025 catalog. Coordinate with your UCC rep(s) in submitting proposals to UCC. Refer to UCC's website for instructions: https://www.isu.edu./ucc/ . Submissions need to have gone through the entire process and be approved by November 17, 2023
	Annual General Education Course Assessment Reports are due via General Education Assessment Reporting for use by Departments.
Oct. 2, 2023 Rene/April	A list of sabbatical requests is due to the Office of Academic Affairs. (Each college and departmental office will determine when sabbatical requests are due in their respective offices.)
Work with Fred, let him know by Oct. 15, 2023	Special Course Fee Authorization form for the subsequent academic year is due in the Office of Academic Affairs. Please submit Using the DocuSign Form for Special Course Fees on the Academic Affairs Website at https://www.isu.edu/academicaffairs/faculty-support/.
Oct. 15, 2023 Due to Lyle/April	Program Review Annual Report is due. Additional information is available at: https://www.isu.edu/academicaffairs/program-information/program-review.
Oct. 24, 2023 Rene Rodriguez / Lyle	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 is due to Academic Affairs by December 1 and to faculty by December 15 in accordance with State Board Policy II.G.5.a.ii.
	Final Date to Submit Graduate Catalog Change proposals to Graduate Council for the 2024-2025 catalog. Please contact the graduate Council at graduatemouncil@isu.edu with questions. The final approval date is 11/17/2023
	Spring Classes Begin.
	Course Schedule Planning Phase for Fall 2024.
	Departments with Objective 3 and 4 courses will each appoint a faculty representative to their respective Objective Review Committee, which will be convened and chaired by a GERC member.
Dec 18, 2023	Submit Departmental 5-year Gen Ed Objective Review Reports for Objectives 3 and 4 to GERC. Details at: https://www.isu.edu/gerc/course-program-assessment-process/.

Nov. 27, 2023 Rene/Darin	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/.
Dec. 15, 2023 Due to Lyle/April	All Emerita/Emeritus recommendations are due to the Office of Academic Affairs to ensure recognition at Spring commencement. Please include a current CV, letters of recommendation, and hire date with all recommendations.
Jan. 10, 2024	All college edits to the Three-Year Plan are due to the Office of Academic Affairs using the Google Doc provided.
Please check with dean if you require adjuncts	Course Schedule Deadline- All Schedules for Fall 2024 are Due.
Jan. 15, 2024 Submit to TMS/Rene/Lyle	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 February 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.
Share with the dean by Jan. 24, 2024 Submit to Lyle/April	Program Health and Sustainability Continuous Improvement Update for programs in the fourth quintile. Information on the procedures and the required documents to be completed are available on the Academic Affairs webpage at: https://www.isu.edu/academicaffairs/institutional-effectiveness-and-initiatives/program-health/.
	All Chair/Program Director Meeting
Submit to Rene	All departmental edits to 2024-2025 Undergraduate and Graduate Catalogs should be submitted by departments; chair/dean approvals completed by 2/25/24.
Submit to Rene	All college edits/approvals for the 2024-2025 Undergraduate and Graduate Catalogs should be completed by 2/26/24.
	Budget presentations for FY2024-2025 (dates to be determined). Details at: https://www.isu.edu/budget.
	2024-2025 Online Undergraduate and Graduate Catalog available.
Feb. 23, 2024 Submit to TMS/Rene	Evaluations for all department chairs and all full-time faculty, third-year and beyond, are due via TMS in Academic Affairs.
Feb 23, 2024 Submit to TMS/Rene	Third-Year Reviews for tenure-track faculty are due via TMS and the annual evaluation ranking.
Feb 23, 2024 Submit to TMS/Rene	Five-Year Periodic Performance Review (5YrPPR) recommendations for tenured faculty are due via TMS and the annual evaluation ranking.

	General Education Objective Review Committee Reports for Objectives 3 and 4 are due to GERC.
	Academic Affairs will send out PPR Completion Acknowledgement to each college
Mar. 15, 2024 Submit to Rene	Submit Program (State) Proposals and Letter of Notification requests for the 2025-2026 Undergraduate Catalog that require SBOE and NWCCU approval to Cindy Hill and Catherine Read in Academic Affairs (hillcynt@isu.edu and ucmail@isu.edu). Submit corresponding Graduate Catalog proposals that require SBOE and NWCCU approval to the Graduate Council.
Lyle/April	College Elections
May 1, 2024 Submit to TMS/Rene/Lyle	Notification of non-reappointment of faculty 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 19, 2024	At the end of each academic year, the University Business Officer shall prepare a report that describes the income secured from special course fees, the expenditures for which those fees were spent, the balance of fees remaining at the end of the year, plans for that balance (e.g., accruing funds for a major purchase) in alignment with Budget Administration policies. The Annual Special Course Fee Report form can be located on the Academic Affairs web page under Forms and Documents. This report will be provided to the college dean, the Provost, and Vice President for Academic Affairs. This report shall be reviewed and signed 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 the internal audit office.