This schedule lists the year’s deadlines for receiving various documents in the CoSE Dean Office in order to meet the Provost’s Deadlines: 2018-2019 Academic Year Schedule for the Office of Academic Affairs. Each Department Chair is responsible for setting departmental deadlines so that delivery to CoSE will conform to this schedule.

No Due Date:     **Affiliate Faculty & Allied Graduate Faculty Nominations** Fully-completed nomination forms are accepted throughout the year.
AFFILIATE FACULTY: ISU Affiliate Faculty Nomination Form & Privileges Form
GRADUATE FACULTY: Faculty Nomination Information & Guidelines [PDF] & Faculty Nomination [PDF]

**JULY 23, 2018:**  **Class Fee Authorization Form** due to CoSE Dean Office for subsequent summer semester.  
Class Fee Authorization Form & Class Fee Authorization Procedures

**AUGUST 10, 2018:**  **Post-Semester Report** due via Activity Insight by end of summer semester.

**AUGUST 20, 2018:**  **Sabbatical/Fulbright Report** due to CoSE Dean Office. This report is to be submitted upon completion of the sabbatical or Fulbright leave.

**SEPTEMBER 10, 2018:**  **Undergraduate & Graduate Catalogs** available to departments for editing.

**SEPTEMBER 15, 2018:**  **Program Changes that need SBOE Approval** but do not require a full proposal, submit Letter of Notification Requests to Joanne Tokle and Catherine Read (tokljoan@isu.edu and uccmail@isu.edu).

**SEPTEMBER 20, 2018:**  **UCC Undergraduate Catalog Change Proposals** for next year’s catalog. Coordinate with your UCC rep(s) in submitting proposals. https://www.isu.edu/ucc/

**SEPTEMBER 20, 2018:**  **Proposals/Assessment Plans for new Gen Ed courses to GERC** submit separate proposals. Includes courses being added to ISU’s Gen Ed program in response to SBOE’s Common Course mandate. https://www.isu.edu/gerc/propose-a-new-gen-ed-course/

**OCTOBER 22, 2018:**  **Sabbatical Leave Applications** (with Chair’s support letter) due to CoSE Dean Office. Sabbatical Policy and Procedures

**OCTOBER 29, 2018:**  **Class Fee Authorization Form** due to CoSE Dean Office for subsequent fall semester. Class Fee Authorization Form & Class Fee Authorization Procedures

**OCTOBER 29, 2018:**  **Second-Year Faculty Evaluations** due to CoSE Dean Office. Evaluation is initiated via Activity Insight. Notification of Non-Reappointment to second-year faculty will be made by the Provost by December 15, in accordance with State Board Policy.

**NOVEMBER 26, 2018:**  **Graduate Catalog Change Proposals** before noon, submit proposals for next year’s Graduate Catalog.

**DECEMBER 1, 2018:**  **Promotion and/or Tenure Recommendations**, along with supporting materials, are due to CoSE Dean Office. Recommendations shall be initiated by the Department Chair, processed by the Departmental P&T Committee, the CoSE P&T Committee, followed by recommendations made to the CoSE Dean. Dean’s recommendations will be forwarded to the Provost.

CoSE Tenure and Promotion Guidelines Promotion & Tenure Workshop 2018  Promotion and Tenure Application Form

**DECEMBER 14, 2018:**  **Post-Semester Report** due via Activity Insight by end of fall semester.
**DEC. 2018/JAN. 2019: Budget Presentations** CoSE Dean and UBO will present to Council of Deans (two sessions) for next FY budget to the Special Budget Consultation Committee (*dates to be determined*).  

**JANUARY 7, 2019: 5-Year Gen Ed Objective Review Reports** for Objective 3 and Objective 4 due to GERC. [https://www.isu.edu/gerc/course-program-assessment-process/](https://www.isu.edu/gerc/course-program-assessment-process/).  

**JANUARY 7, 2019: Objective Review Committee Representative** appointed from departments with Objective 3 and Objective 4 courses.  

**JANUARY 11, 2019: Edits to Next Year’s Undergraduate and Graduate Catalogs** should be complete and approved by chair.  

**JANUARY 14, 2019: Emeritus Faculty Recommendations** are due to CoSE Dean Office in order to be recognized at May Commencement. *Please include a current vita, letters of recommendation, hire date, and tenure date.* Dean’s recommendations will be forwarded to the Provost.  

**JANUARY 28, 2019: First-Year Faculty Evaluations** due to CoSE Dean Office. Evaluation is initiated via [Activity Insight](https://www.isu.edu/gerc/course-program-assessment-process/). Notification of Non-Reappointment to first-year faculty will be made by the Provost by March 1, in accordance with State Board Policy.  

**FEBRUARY 11, 2019: Notification of Non-Reappointment** of first-year faculty by March 1, in accordance with State Board Policy.  

**FEBRUARY 18, 2019: Third- and Fourth-Year Faculty Evaluations** are due to CoSE Dean Office. Evaluation is initiated via [Activity Insight](https://www.isu.edu/gerc/course-program-assessment-process/). Notification of Non-Reappointment to faculty in their third or higher year will be made by the Provost by July 15, in accordance with State Board Policy.  

**FEBRUARY 18, 2019: 5-Year Reviews** (formerly Periodic Performance Reviews, or PPR) and accompanying recommendations are due to CoSE Dean Office. Committee action is required using procedures in accordance State Board Policy. [Five-Year Review Dept-Chair-Dean (APR 2018)](https://www.isu.edu/gerc/course-program-assessment-process/) & [Five-Year Review Process](https://www.isu.edu/gerc/course-program-assessment-process/).  

**FEBRUARY 18, 2019: Department Chair Evaluations** by the CoSE Dean are due to Chairs for review in accordance with State Board Policy. Evaluation is initiated via [Activity Insight](https://www.isu.edu/gerc/course-program-assessment-process/).  

**FEBRUARY 18, 2019: Tenured Faculty Evaluations** are due to CoSE Dean Office. Evaluation is initiated via [Activity Insight](https://www.isu.edu/gerc/course-program-assessment-process/).  

**EARLY MARCH 2019: College Elections** to fill vacant council seats (Faculty Senate, UCC, GERC, Graduate Council, University Library Committee, BAS Committee, etc.).  

**MARCH 15, 2019: Undergraduate and Graduate Catalogs** available.  

**APRIL 1, 2019: Gen Ed Objective Review Committee Reports** due to GERC.  

**APRIL 15, 2019: UCC Catalog Change Proposals and Program (State) Proposals** for next year’s Undergraduate and Graduate Catalogs that require SBOE and NWCCU approval to be submitted to Joanne Tokle and Catherine Read ([tokljoan@isu.edu](mailto:tokljoan@isu.edu) and [uccmail@isu.edu](mailto:uccmail@isu.edu)).  

**APRIL 15, 2019: Promotion/Tenure Preliminary Notice for Next Year** due to CoSE Dean Office, initiated by the Department Chair. Please list faculty being recommended for promotion and/or tenure during the next academic year. This will allow time to obtain required letters of support and other documentation during the summer.  

**MAY 3, 2019: Post-Semester Report** due via [Activity Insight](https://www.isu.edu/gerc/course-program-assessment-process/) by end of spring semester.  

**MAY 13, 2019: Notification of Non-Reappointment** of faculty in their third year or higher by July 15, in accordance with State Board Policy.  

**JUNE 17, 2019: Class Fee Authorization Form** due to CoSE Dean Office for subsequent spring semester. [Class Fee Authorization Form](https://www.isu.edu/gerc/course-program-assessment-process/) & [Class Fee Authorization Procedures](https://www.isu.edu/gerc/course-program-assessment-process/)
**JULY 22, 2019:**  
Class Fee Authorization Form due to CoSE Dean Office for subsequent summer semester.  
[Class Fee Authorization Form & Class Fee Authorization Procedures](#)

**JULY 22, 2019:**  
Class Fee Report UBO will prepare report for each Department that describes income secured from class fees, expenditures for fees, balance of fees remaining at the end of the year, and plans for the balance (e.g., accruing funds for a major purchase) for the last fiscal year. Report is reviewed by Dean to ascertain that fees collected are justified and expenditures are for acceptable purposes.

**AUGUST 9, 2019:**  
Post-Semester Report due via Activity Insight by end of summer semester.