

2023-2024 Planning Calendar

The Kasiska Division of Health Sciences Planning Calendar (KDHS) provides event dates and deadlines for various ISU reports/forms. Please submit all requested materials to the Office of the Vice President of Health Sciences and Senior Vice Provost and by the date indicated. If you have any questions, please call 208-282-4899. Each dean or department chair will be responsible for setting deadlines to ensure completions of the projects below.

No Due Date	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/media/libraries/academic-affairs/academic-policies/ISU-Affiliate-Faculty-Nomination-Form-&-Privileges-Form.pdf
August 7	Regular hours resume
August 14	Faculty Back on Campus
August 14	President Satterlee's Fall Address and Lunch Frazier Hall and Quad 11:00-2:00
August 15	New Faculty Orientation
August 16	All Chairs Budget Meeting from 1:00-3:00 pm Black Box Theater at the Stephens Performing Arts Center (for Deans, Associate Deans, Department Chairs, Program Directors & UBO's)
August 21	2023 Fall Semester begins
August 31	Sabbatical Report summary due to KDHS.
August 31	Academic Affairs will notify all colleges of tenured faculty required to complete a Five-Year Periodic Performance Review (5YrPPR) during the 2023-2024 academic year are due.
September 4	ISU Closed-Labor Day
September 8	Course Schedule Deadline- All Schedules for Spring 2024 are Due.
September 14	Each college will notify all faculty members who are up for PPR per ISUPP 4010 - https://www.isu.edu/policy/academic-affairs/
September 15	KDHS Fall Opening Assembly 11:30-1:00 Wood River Suites in Pocatello, Meridian 845
September 22	Submit separate proposals/assessment plans for new Gen Ed Courses to GERC. Details on website: https://www.isu.edu/gerc/propose-a-new-gen-ed-course/
September 22	Submit Letter of Notification Requests to Cindy Hill and Catherine Read (hillcynt@isu.edu and uccmail@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).
September 26	Health Science Experience Night in Pocatello 4:00-7:00 pm http://isu.edu/hsen
October 1	2024-2025 Undergraduate and Graduate Catalogs 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.
October 1	Nominations open for Distinguished Faculty Awards. Submit nominations at https://www.isu.edu/academicaffairs/faculty-support/faculty-awards/
October 9	Indigenous People's Day; the theme is Health and Wellness in Indigenous Communities

October 11	Geriatric Symposium
October 17	Health Science Experience Night in Meridian 5:00-7:30 pm http://isu.edu/hsen
October 20	Course Schedule Deadline- All Schedules for Summer 2024 are Due.
October 20	UCC Undergraduate Catalog Change Proposals are due for the 2024-2025 catalog. Coordinate with you 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
November 1	Special Course Fee Authorization form for subsequent academic year is due in the Office of Academic Affairs. Please submit Using the DocuSign Form for Special Course Fees, located on the Academic Affairs Website at https://www.isu.edu/academicaffairs/faculty-support/ .
November 1	Annual General Education Course Assessment Reports due, via General Education Assessment Reporting for use by Departments.
November 1	Program Review Annual Report is due. Additional information is available at: https://www.isu.edu/academicaffairs/program-information/program-review
November 1	Sabbatical Award Requests due KDHS. Instructions and form located at https://www.isu.edu/healthsciences/resources/
November 11	Veteran's Day
November 15	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. Please be sure to use the form located at https://www.isu.edu/academicaffairs/faculty-support/
November 17	Final Date to Submit Graduate Catalog Change proposals to Graduate Council for the 2024-2025 catalog. Please contact the graduate Council at graduatecouncil@isu.edu with questions. Final approval date is 11/17/2023
November 17	Evaluations for all second-year faculty are due in TMS. 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 are due to Academic Affairs by December 1 and to faculty by December 15 in accordance with State Board Policy II.G.5.a.ii.
November 20-24	Fall Recess (no classes)
November 23	Thanksgiving Holiday
November 24	Compensatory Day
December 11	Finals Week

December 16	Commencement (August and December 2023 graduates)
December 19	Semester Grades Due by 5:00 pm
December 25- January 1	ISU Closed
January 2	Faculty and Staff Back on Campus
January 8	2024 Spring Semester begins
January TBD	KDHS Opening Assembly
January 15	ISU Closed-Martin Luther King/Idaho Human Rights Holiday
January 19	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.
January 19	Submit Departmental 5-year Gen Ed Objective Review Reports for Objective 3 and 4 to GERC. Details at: https://www.isu.edu/gerc/course--program-assessment-process/
January 22	Recommendations for faculty promotion and/or appointment for tenure (and supporting materials) due to the KDHS. Recommendations for promotion shall be initiated by the department chair or designated administrator. Information on the procedures and required application form for promotions and/or tenure can be found at https://www.isu.edu/academicaffairs/faculty-support/ And https://www.isu.edu/healthsciences/resources/
January 22	All Emerita/Emeritus recommendations are due to the KDHS to ensure recognition at May commencement. Please include a current vita, letters of recommendation, and hire date with all recommendations.
February 1	All college edits to the Three-Year Plan are due, using the Google Doc provided.
February 2	Course Schedule Deadline- All Schedules for Fall 2024 are Due.
February 5	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.
February 16	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/ .

February 19	All departmental edits to 2024-25 Undergraduate and Graduate Catalogs should be submitted by Departments; chair/dean approvals completed by 2/25/24.
February 19	ISU Closed-President's Day Holiday
February 26	All college edits/approvals for the 2024-2025 Undergraduate and Graduate Catalogs should be completed by 2/26/24.
March	Budget presentations for FY2024-2025 (dates to be determined). Details at: https://www.isu.edu/budget/
March 24	2023-2024 Online Undergraduate and Graduate Catalog available.
March 18-22	Spring Break
March 22	2024-2025 Online Undergraduate and Graduate Catalog available
March 22	Evaluations for all department chairs and all full-time faculty, third-year and beyond, are due via TMS in Academic Affairs. The faculty member will be notified of non-reappointment by July 15, in accordance with State Board Policy.
March 22	Third-Year Reviews for tenure-track faculty are due via TMS along with the annual evaluation ranking.
March 22	Five-Year Periodic Performance Review (5YrPPR) for tenured faculty are due to the KDHS (enter in TMS along with the annual evaluation ranking).
March 31	Graduates of Distinction Student Award Nominations due. This award honors students from the KDHS Colleges and includes graduate and undergraduate students. Categories include outstanding clinician, outstanding leader, and outstanding researcher. Information and student award form can be found at https://www.isu.edu/healthsciences/resources/
Early April	College elections to fill vacant council seats (Faculty Senate, UCC, GERC, Graduate Council, University Library, BAS KDHS Faculty Advisory, etc.)
April 1	General Education Objective Review Committee Reports for Objectives 3 and 4 are due to GERC.
April 5	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 uccmail@isu.edu). Submit corresponding Graduate Catalog proposals that require SBOE and NWCCU approval to the Graduate Council.
April 29-May 3	Finals Week
May 3	KDHS Awards Ceremony from 1:00-3:00 pm at the Rotunda in the Stephens Performing Arts Center
May 4	Commencement
May 7	Course grading due
May 6	Summer Hours commences

TBD	Meridian Commencement
May 27	ISU Closed-Memorial Day Holiday
June 1	Notification of non-reappointment of faculty who are in their third or higher year must be submitted. Deans must notify the faculty member of non-renewal by July 15, in accordance with State Board Policy II.G.5.a.iii.
June 3	Notification of non-reappointment of faculty who are 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.
June 19	ISU-Closed Juneteenth Holiday
July 4	ISU Closed-Independence Day Holiday
July 19	At the end of each academic year, the University Business Officer and the academic department 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 and 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.

KDHS Values

Professional Integrity - Promoting professional ethical standards and respecting the integrated roles of all health professionals

Holistic Approach to Health - Emphasizing a comprehensive view of human health, including curative and preventive dimensions

Collaboration - Recognizing the value of internal and external partnerships through professional and community engagement.

Discovery and Innovation - Seeking new evidence to improve health

Dedication - Support to the mission and vision of the KDHS

Excellence - Striving for excellence in all aspects of professional, academic and personal endeavors

KDHS Values Acronym

H-Holistic approach to health

E-Excellence in professional, academic and personal endeavors

A-Advancing research through discovery and innovation

L-Leadership through professional integrity

T-Teamwork and collaboration

H-Harmonious support to the mission and vision