

## 2023-2024 Deadline Schedule - Office of Academic Affairs

The following are the 2023-2024 deadlines for receiving various personnel requests and recommendations and other deadlines in the Office of the Provost and Vice President for Academic Affairs. Each dean or designated administrator will be responsible for setting their own internal deadlines to ensure completion of the projects below. Many of these deadlines are externally driven; please do not hesitate to contact Academic Affairs at x2493 if you anticipate a problem meeting these target dates.

Date	Event/Task
No Due Date	Affiliate Faculty Nomination Forms- are accepted throughout the year (new nominations will require current CV.) The form and additional information are available at <a href="https://www.isu.edu/academicaffairs/faculty-support/">https://www.isu.edu/academicaffairs/faculty-support/</a> .
August 14-September 8, 2023	Course Schedule Planning Phase for Spring 2024.
August 14, 2023	Faculty Back on Campus.
August 15, 2023	New Faculty Orientation
August 16, 2023	All Department Chair/Program Director Budget Meeting
August 21, 2023	Fall Classes Begin.
August 31, 2023	Sabbatical Reports are due in the Office of Academic Affairs. Please submit to provost@isu.edu.
August 31, 2023	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 8, 2023	Course Schedule Deadline- All Schedules for Spring 2024 are Due.
September 14, 2023	Each college will notify all faculty members who are up for PPR per ISUPP 4010 - <a href="https://www.isu.edu/policy/academic-affairs/">https://www.isu.edu/policy/academic-affairs/</a>
September 22, 2023	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 22, 2023	Submit separate proposals/assessment plans for new Gen Ed courses to GERC. Details are found on the 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> .
September 29, 2023	All Chair/Program Director Meeting
September 25-October 20, 2023	Course Schedule Planning Phase for Summer 2024
October 1, 2023	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, 2023	Nominations open for Distinguished Faculty Awards. Submit nominations by going to <a href="https://www.isu.edu/academicaffairs/faculty-support/faculty-awards/">https://www.isu.edu/academicaffairs/faculty-support/faculty-awards/</a> .
October 20, 2023	Course Schedule Deadline- All Schedules for Summer 2024 are Due.

October 20, 2023	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: <a href="https://www.isu.edu/ucc/">https://www.isu.edu/ucc/</a> . Submissions need to have gone through the entire process and be approved by November 17, 2023
November 1, 2023	Annual General Education Course Assessment Reports due, via <a href="#">General Education Assessment Reporting for use by Departments</a> .
November 1, 2023	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 <a href="https://www.isu.edu/academicaffairs/faculty-support/">https://www.isu.edu/academicaffairs/faculty-support/</a> .
November 1, 2023	Program Review Annual Report is due. Additional information is available at: <a href="https://www.isu.edu/academicaffairs/institutional-effectiveness-and-initiatives/program-review/">https://www.isu.edu/academicaffairs/institutional-effectiveness-and-initiatives/program-review/</a> .
November 1, 2023	A list of sabbatical requests is due to the Office of Academic Affairs. (Each college office and departmental office will determine when sabbatical requests are due in their respective offices.)
November 17, 2023	Evaluations for all second-year faculty are due via TMS to the Office of Academic Affairs. Please go to <a href="https://www.isu.edu/academicaffairs/faculty-support/procedures/">https://www.isu.edu/academicaffairs/faculty-support/procedures/</a> 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 17, 2023	Final Date to Submit Graduate Catalog Change proposals to Graduate Council for the 2024-2025 catalog. Please contact the graduate Council at <a href="mailto:graduatecouncil@isu.edu">graduatecouncil@isu.edu</a> with questions. Final approval date is 11/17/2023
January 8, 2024	Spring Classes Begin.
January 8-February 2, 2024	Course Schedule Planning Phase for Fall 2024.
January 19, 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.
January 19, 2024	Submit Departmental 5-year Gen Ed Objective Review Reports for Objective 3 and 4 to GERC. Details at: <a href="https://www.isu.edu/gerc/course-program-assessment-process/">https://www.isu.edu/gerc/course-program-assessment-process/</a> .
January 22, 2024	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: <a href="https://www.isu.edu/academicaffairs/faculty-support/">https://www.isu.edu/academicaffairs/faculty-support/</a> .
January 22, 2024	All Emerita/Emeritus recommendations are due to the Office of Academic Affairs to ensure recognition at May commencement. Please include a current vita, letters of recommendation, and hire date with all recommendations.
February 1, 2024	All college edits to the Three-Year Plan are due to the Office of Academic Affairs, using the Google Doc provided.
February 2, 2024	Course Schedule Deadline- All Schedules for Fall 2024 are Due.
February 5, 2024	Evaluations for first-year faculty are due via TMS to Academic Affairs. Please go to <a href="https://www.isu.edu/academicaffairs/faculty-support/procedures/">https://www.isu.edu/academicaffairs/faculty-support/procedures/</a> 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, 2024	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: <a href="https://www.isu.edu/academicaffairs/institutional-effectiveness-and-initiatives/program-health/">https://www.isu.edu/academicaffairs/institutional-effectiveness-and-initiatives/program-health/</a> .
February 16, 2024	All Chair/Program Director Meeting
February 19, 2024	All departmental edits to 2024-2025 Undergraduate and Graduate Catalogs should be submitted by departments; chair/dean approvals completed by 2/25/24.
February 26, 2023	All college edits/approvals for the 2024-2025 Undergraduate and Graduate Catalogs should be completed by 2/26/24.
March 2024	Budget presentations for FY2024-2025 (dates to be determined). Details at: <a href="https://www.isu.edu/budget">https://www.isu.edu/budget</a> .
March 22, 2024	2024-2025 Online Undergraduate and Graduate Catalog available.
March 22, 2024	Evaluations for all department chairs and all full-time faculty, third-year and beyond, are due via TMS in Academic Affairs.
March 22, 2024	Third-Year Reviews for tenure-track faculty are due via TMS along with the annual evaluation ranking.
March 22, 2024	Five-Year Periodic Performance Review (5YrPPR) recommendations for tenured faculty are due via TMS along with the annual evaluation.
April 1, 2024	General Education Objective Review Committee Reports for Objectives 3 and 4 are due to GERC.
April 1, 2024	Academic Affairs will send out PPR Completion Acknowledgement to each college
April 5, 2024	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.
Early April 2024	College Elections
June 3, 2024	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.
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 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.
	***Updated on July 24, 2023***