

2022-2023 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
July 14	Class Fee Authorization Form for subsequent summer semester. Please allow sufficient time to be reviewed/approved and requests for additional 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/
August 8	Regular hours resume
August 15	Faculty Back on Campus
August 15	President Satterlee's Fall Address
August 16	New Faculty Orientation
August 19	2023-2024 Undergraduate and Graduate catalogs available to departments for editing. Due dates are 2/17/23 for departments and 2/24/23 for chair/dean approvals. Online catalogs should be available 3/24/23 and PDF catalogs by 5/28/23.
August 22	2022 Fall Semester begins
August 31	Sabbatical Report summary due to KDHS.
September 5	ISU Closed-Labor Day
September 16	KDHS Fall Opening Assembly 11:30-1:00 Location TBD
September 20	Submit Letter of Notification Requests to Cindy Hill and Catherine Read (hillcynt@isu.edu and uccmail@isu.edu) in Academic Affairs for program changes that need SBOE approval but do not require a full proposal (2023-24 catalog).
September 20	Deadline for Curriculum Council Proposals (for the 2023-24 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 18, 2022
September 20	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/
October 10-15	Homecoming Week
October 10	Indigenous Peoples' Day
October 28	Experience Idaho State
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.

November 1	Sabbatical Award Requests due KDHS. Instructions and form located at https://www.isu.edu/healthsciences/resources/
November 2	Submit <u>Graduate Catalog change proposals</u> to Graduate Council for the 2023-24 catalog. Please contact the Graduate School at graduatecouncil@isu.edu with questions. Final approval date is 11/16/2022.
November 9	Pocatello Health Science Experience Night 4:00-8:00 pm
November 11	Veteran's Day
November 14	Evaluations for all second-year faculty are due in Academic Affairs. Notice of non-reappointment due to Academic Affairs by December 1 and to faculty by Dec. 15 in accordance with State Board Policy II.G.5.a.ii.
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 16	Health Professions Fair 12:00-5:00 pm
November 21-25	Fall Recess (no classes)
November 24	Thanksgiving Holiday
November 25	Compensatory Day
December 12-16	Finals Week
December 17	Winter Commencement
December 20	Semester Grades Due by 5:00 pm
December 26- January 1	ISU Closed
January 2	Faculty and Staff Back on Campus
January 9	2023 Spring Semester begins
January 17	ISU Closed-Martin Luther King/Idaho Human Rights Holiday
January 18	Departments with Objective 1 and 2 courses will each appoint a faculty representative to their respective Objective Review Committee, which will be convened and chaired by a GERC member.
January 18	Submit Departmental 5-Year Gen Ed Objective Review Reports for Objective 1 and 2 to GERC.
January 20	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/activity-insight/ and https://www.isu.edu/healthsciences/resources/

January 20	Emeritus Recommendations due to ensure recognition at May commencement. Please include a current vita, letters of recommendation, hire date, and tenure date with all recommendations.
January TBD	KDHS Opening Assembly
February 6	Evaluations for first-year faculty are due via TMS to the KDHS. Notifications of non-reappointment of first-year faculty must be submitted to the KDHS by Feb. 6. All notifications of non-renewal for first-year faculty are due to faculty by March 1, in accordance with State Board Policy.
February 17	All college edits to the Three Year Plan are due to KDHS using Goggle Doc provided by Academic Affairs.
February 17	All departmental edits to 2022-23 Undergraduate and Graduate Catalogs should be submitted by Departments; chair/dean approvals completed by 2/25/22.
February 20	ISU Closed-President's Day Holiday
March	Budget presentations for FY2022-2023 (dates to be determined). https://www.isu.edu/budget/
March 24	2023-2024 Online Undergraduate and Graduate Catalog available.
March 20-24	Spring Break
March 24	Evaluations for all department chairs, tenured faculty, third- and fourth-year faculty, and non-tenure track faculty are due via TMS. The faculty member will be notified of non-reappointment by July 15, in accordance with State Board Policy.
March 24	Five-Year Periodic Performance Review (5YrPPR) recommendations 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/
April	College elections to fill vacant council seats (Faculty Senate, UCC, GERC, Graduate Council, University Library, BAS KDHS Faculty Advisory, etc.)
April 1	<u>General Education Objective Review Committee Reports for Objectives 1 and 2</u> are due to GERC.
April 7	KDHS Research and Scholarship Day
April 8	Submit <u>Program (State) Proposals and Letter of Notification requests</u> for the 2024-25 Undergraduate Catalog that require SBOE and NWCCU approval to Cindy Hill and Catherine Read in Academic Affairs (hillecyn@isu.edu and uccmail@isu.edu). Submit corresponding Graduate Catalog proposals that require SBOE and NWCCU approval to the Graduate Council.
May 1-5	Finals Week

May 5	2023 Spring Semester ends
May 5	KDHS Awards Ceremony from 1:00-3:00 pm at the Rotunda in the Stephens Performing Arts Center
May 6	Commencement
May 8	Summer Hours commences
May 8	Meridian Commencement
May 29	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 19	ISU-Closed Juneteenth Holiday
June 24	FY2023 Fiscal Year End
July 4	ISU Closed-Independence Day Holiday
July 23	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 shall 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.
July-August	Contracts sent out for signature.

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

