

## Academic Affairs Important Dates by Activity 2024-2025

Category	Date	Activity	Submit to
<b>Advisory Committees</b>			
	May-30-25	Division Chair submits Advisory Committee information/updates	Provost, Dean, Shared Drive
<b>Awards</b>			
	Mar-03-25	All Faculty & Staff Award Nominations due	Provost
	Apr-04-25	Faculty & Staff Recognition Event	All Campus
<b>Commencement</b>			
	May-09-25	Commencement-Lewiston	All faculty are required to attend all ceremonies
<b>Curriculum</b>			
	Sep-03-24	Provost submits internal 3 year plan materials	Division Chairs, Deans
	Oct-01-24	Last day to submit new program/program changes	Curriculum website
	Jan-10-25	Dean submits internal 3 year plan	Provost
<b>Evaluation - 1st Year Faculty</b>			
	Oct-28-24	Deans submit names of first year faculty	IR&E
	Jan-12-25	1st year faculty submit materials for evaluation	Division Chair
	Jan-24-25	Division Chair submits recommendation for renewal of contract for 1st yr faculty	Dean
	Feb-03-25	Division Chair submits evaluation of 1st year faculty	Dean
	Feb-03-25	Dean submits recommendation for renewal of contract for 1st yr faculty	Provost
	Feb-03-25	Dean submits evaluation of 1st year faculty	Human Resource Services
<b>Evaluation - 2nd Year Faculty</b>			
	Oct-22-24	2nd year faculty submit materials for evaluation	Division Chair
	Nov-06-24	Division Chair submits recommendation for renewal of contract for 2nd yr faculty	Dean
	Nov-06-24	Division Chair submits evaluation of 2nd year faculty	Dean
	Nov-13-24	Dean submits recommendation for renewal of contract for 2nd yr faculty	Provost
	Nov-13-24	Dean submits evaluation of 2nd year faculty	Human Resource Services
<b>Evaluation - Adjunct</b>			
	Apr-14-25	Adjunct faculty submit materials for evaluation	Division Chair

	Apr-30-25	Division Chair submits evaluation of adjunct faculty	Dean
<b>Evaluation - 3+ year Faculty</b>			
	Feb-01-25	3+ year faculty submit materials for evaluation	Division Chair
	Mar-03-25	Division Chair submits annual evaluations of faculty (3+ years)	Dean
	Mar-03-25	Division Chair submits recommendation for renewal of contract (3 + years non-tenured faculty)	Dean
	Mar-14-25	Dean submits recommendation for renewal of contract (3+ years for non-tenured faculty)	Provost
	Mar-14-25	Dean submits annual evaluation of faculty (3+ years)	Human Resource Services
<b>Faculty Workload</b>			
	Oct-01-24	Division Chairs submit to review	Dean
	Feb-03-25	Division Chairs submit faculty workload to review	Dean
<b>Instructional Calendar</b>			
	Jul-14-25	Provost submits Instructional Calendar	OSBE
<b>Job Descriptions</b>			
	Mar-03-25	Division Chair submits signed job descriptions for regular/permanent faculty	Dean
<b>NWCCU</b>			
	Aug-01-24	Provost submits NWCCU Annual Report	NWCCU
<b>Performance Review</b>			
	Sep-03-24	Faculty submit Periodic Performance Review portfolio	Division Office
	Sep-09-24	Division Chair ensures Periodic Performance Reviews are ready for review	Division Faculty
	Sep-16-24	Division Faculty submits recommendations for Performance review	Dean
	Sep-23-24	Division Faculty, Chairs, and Dean's submit recommendations for Periodic Performance Review	Provost
	Sep-30-24	Provost submits recommendations for Periodic Performance Review to President	President
	Oct-07-24	President submits recommendation for Periodic Performance Review	Provost
	Oct-14-24	Provost completes Performance Review process and prepares written statement for candidates that the performance review has been conducted, calls for tenure review when necessary	Provost

	May-05-25	Provost notifies faculty who are eligible for Periodic Performance Review/Promotion/Tenure for the upcoming year	Faculty
<b>Promotion</b>			
	Aug-19-24	Provost notifies faculty of Promotion eligibility	Faculty
	Aug-26-24	Faculty notify Provost of intention to seek Promotion	Provost
	Sep-03-24	Provost submits list of faculty seeking Promotion	Dean, Division Chair, Faculty Senate Chair of STPRC/SPRC
	Sep-16-24	Division submits names of Individual Promotion Committee, indicating chair	STPRC/SPRC Chairs
	Sep-23-24	STPRC/SPRC Chair issues list of approved Individual Promotion Committees, indicating chair	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
	Sep-30-24	Applicant submits Promotion Portfolio	Division Office
	Oct-07-24	Dean notifies reviewers that Promotion Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Promotion committees
	Oct-28-24	Division Chair submits Promotion summative evaluation/recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
	Oct-28-24	Division Faculty Members submit Promotion recommendation	Applicant, Promotion Portfolio
	Nov-18-24	Individual Promotion Committee submits recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
	Dec-09-24	Dean submits Promotion Portfolios to Provost's Office	Provost
	Dec-09-24	Dean submits Promotion recommendation	Applicant, Division Chair, Individual Promotion Committee, Promotion Portfolio, STPRC/SPRC
	Jan-06-25	Provost submits list of Promotion applicants for review	STPRC/SPRC
	Jan-27-25	STPRC considers Promotion portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, Provost
	Feb-17-25	Provost submits Promotion recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, President, STPRC/SPRC

	Mar-10-25	President submits Promotion recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Promotion Committee, Provost, STPRC/SPRC, Human Resource Services
<b>Research Symposium</b>			
	Apr-30 & May 01	Research Symposium-Lewiston	
	May-02-25	Research Symposium-Coeur d'Alene	
<b>Sabbatical</b>			
	Oct-01-24	Faculty submit Sabbatical proposals	Dean, Division Chair, Faculty Affairs Committee Chair, Provost
	Oct-08-24	Division Chair submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Oct-15-24	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Oct-25-24	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, Provost
	Nov-01-24	Provost and President meet to finalize Sabbatical offers	Provost
	Nov-13-24	Provost makes written offers of Sabbaticals	Faculty
	Nov-28-24	Faculty accepts or rejects Sabbatical offer in writing to Provost	Provost
	Monday, December 5, 2024	Campus notification of Sabbatical Recipients	Provost Office / College Communications
	Apr-14-25	Provost notifies Dean of process for faculty to apply for sabbatical during upcoming year	Dean
<b>Special Course Fees</b>			
	Dec-05-24	Special Course Fee Change Proposal's for Summer/Fall 2026	Provost
	May-09-25	Special Course Fee Change Proposal's for Spring 2026	Provost
	Jul-28-25	Deans submit annual Special Course Fee reviews	Provost
<b>Syllabi</b>			
	Aug-19-24	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
	Oct-14-24	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their division Chair	Division Chair, Library

	Jan-13-25	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
	Mar-10-25	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their division Chair	Division Chair, Library
<b>Tenure</b>			
	Aug-19-24	Provost notifies faculty (including eligible instructors) of Tenure eligibility	Faculty
	Aug-26-24	Faculty notify Provost of intention to seek Tenure	Provost
	Sep-03-24	Provost submits list of faculty seeking Tenure	Dean, Division Chair, Faculty Senate Chair, STPRC
	Sep-16-24	Division submits names of Individual Tenure Committee, indicating chair	STPRC Chair
	Sep-23-24	STPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
	Sep-30-24	Applicant submits Tenure Portfolio	Division Office
	Oct-07-24	Dean notifies reviewers that Tenure Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Tenure committees
	Oct-28-24	Division Chair submits Tenure summative evaluation/recommendation	Applicant, Tenure Portfolio, STPRC
	Oct-28-24	Division Faculty Members submit Tenure recommendation	Applicant, Tenure Portfolio
	Nov-18-24	Individual Tenure Committee submits recommendation	Applicant, Tenure Portfolio, STPRC
	Nov-18-24	Dean submits Tenure Portfolios to Provost's office	Dean's office
	Dec-09-24	Dean submits tenure recommendation	Applicant, Division Chair, Individual Tenure Committee, Tenure Promotion Portfolio, STPRC
	Dec-09-24	Dean submits Promotion Portfolios to Provost Office	Provost
	Jan-06-25	Provost submits list of Tenure applicants for review	STPRC
	Jan-27-25	STPRC considers Tenure Portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, Provost

	Feb-17-25	Provost submits Tenure recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC
	Mar-10-25	President submits Tenure recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Tenure Committee, Provost, STPRC, Human Resource Services
<b>Vita</b>			
	Oct-14-24	Faculty vitae updated	Division Chair
<b>Year-End</b>			
	Mar-19-25	Divisions submit year-end activity dates	President, Provost, Dean
	Jun-27-25	VP Anderson prepares HERC Infrastructure final report	
	Jul-11-25	VP Anderson creates HERC Infrastructure budget for next fiscal year	
<b>Misc.</b>			
	Dec-01-24	UAR & RRF due to supervisor	
	Dec-04-24	Dean posts UAR & RRF to the Teams; Program Assess, Plan, RRF Folder	
	Jan-01-25 to Jan-31-25	FAC Committee Meetings	
	Feb-23-24	Emeritus Status due date	Provost
	Aug-15-24	Deadline for FA 24 faculty/dependent discount forms due date	Human Resource Services
	Dec-20-24	Deadline for SP 25 faculty/dependent discount forms due date	Human Resource Services
	May-09-24	Deadline for SU 25 faculty/dependent discount forms due date	Human Resource Services