

## *2007-08 Calendar for Submission of Academic Reports and Recommendations*

### **Annual Faculty Evaluation Schedule**

1. Candidates for promotion and tenure submit completed and signed preliminary "Faculty Data Report" with promotion and tenure dossier October 22
2. Faculty Data Report (FDR) completed and signed by faculty members in Time to meet evaluation schedule of department head/division director (DHDD) (FDR form is available at <http://www.mines.edu/academic/affairs/Forms.html>) January 28
3. DHDDs discuss evaluations with faculty members
4. DHDD submits signed Faculty Data Report and faculty evaluation forms for each faculty member to the Associate Provost (evaluation forms are available at <http://www.mines.edu/academic/affairs/Forms.html>) March 21
5. Faculty members who wish to appeal evaluations do so by March 31

### **Annual Department Head/Division Director Evaluation Schedule**

1. DHDD submits his/her Data Report to the Provost (forms are available at <http://www.mines.edu/academic/affairs/Forms.html>) February 25

### **Promotion/Tenure Schedule**

1. DHDD submits list of anticipated promotion and tenure cases to the Provost October 15
2. Candidate submits information to the DHDD (see <http://www.mines.edu/academic/affairs/PDF%20files/Procedures%20Manual/Section%206.2.pdf> for guidelines) October 22
3. Department/division committee submits its recommendations to the DHDD January 14
4. DHDD completes his/her recommendations and submits same to the Provost January 21
5. Provost communicates final decisions to DHDDs April 21
6. Provost announces promotion/tenure decisions at the April Faculty Forum April 30

### **Professional Growth Plans**

1. DHDD submits Professional Growth Plans for all new faculty to Associate Provost October 15

### **Preliminary Tenure Reviews**

1. DHDDs submit Preliminary Tenure Reviews for those faculty for whom this Fall is their sixth semester December 3
2. DHDDs submit Preliminary Tenure Reviews for those faculty for whom this Spring is their sixth semester April 28

### **Sabbatical Requests**

1. Faculty members submit sabbatical reports for sabbaticals taken the previous year to the Associate Provost October 1
2. Faculty members submit requests for sabbatical leave for the following academic year to the Associate Provost January 28

### **Summarization of Summer Needs**

1. Department/division submits form summarizing summer and field session requests due to the Executive Assistant for Academic Affairs February 18

### **Annual Academic Plans**

1. DHDD submits CCHE Program Review to Provost (due on rotating basis) January 14
2. DHDD submits Department/Division Annual Academic Plan to Provost TBD

### **Faculty Teaching Award Nominations**

1. Campus submits one page nominations for CSM Alumni Teaching Award, BOT Outstanding Faculty Award, Alfred E. Jenni Faculty Fellowship, and Dean's Excellence Award to the Associate Provost November 15
2. Faculty Award Committee meets to discuss one page nominations for faculty awards (first round selection) and then requests complete dossiers from DHDDs for final round of selection.
3. DHDD (or appropriate faculty member, if a DHDD is nominated) submits complete dossiers for faculty awards to the Associate Provost January 14
4. Committee makes award recommendations to Provost
5. Provost announces Faculty Award winners at April Faculty Conference April 30

### **Emeritus Status Nominations**

1. DHDD submits nominations for new emeriti to be recognized at December commencement September 10

2. DHDD submits nominations for new emeriti to be recognized at February 11  
May commencement

(Information on emeritus nominations can be found at  
<http://www.mines.edu/academic/affairs/PDF%20files/Procedures%20Manual/Section%209.6.pdf>.)