

2017-18 Calendar for Submission of Academic Reports and Recommendations

# Academic Affairs Calendar FY19

August 2018	1-Aug	Promotion/Tenure Schedule (Academic Faculty)	DHDD submits list of anticipated academic, library and research faculty promotion and tenure cases to Academic Affairs (promotion only for Research and Teaching Asst Prof/Teaching Assoc Prof/Teaching Prof faculty)	
			Candidate submits dossier to the DHDD and to AA(see <a href="http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf">http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf</a> )	Tenure/Tenure-Track and Library Faculty
	15-Aug	Promotion/Tenure Schedule (Academic Faculty)	DH coordinates package review and sends package out for external review	Tenure/Tenure-Track and Library Faculty only
September 2018	6-Sep	Promotion/Tenure Schedule (Academic and Research Faculty)	If a candidate would like to submit an addendum, this must be done by September 6, 2018. The Department Head will include this in the Candidate's dossier as an addendum to the "Candidate Statement." The Department Head shall submit to Academic Affairs as a single, bookmarked PDF document all candidate dossiers by September 8, 2017.	Tenure/Tenure-track, Teaching, Library, and Research Faculty
	7-Sep	Promotion/Tenure Schedule (Academic and Research Faculty)	Candidate submits dossier to the DHDD (see <a href="http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf">http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf</a> )	Teaching and Research Faculty
			The Department Head shall submit to Academic Affairs as a single, bookmarked PDF document all candidate dossiers	Tenure/Tenure-track, Teaching, Library, and Research Faculty
	7-Sep	Sabbatical Reports	Faculty members submit sabbatical reports to DHDD for sabbaticals taken the previous year.	
	14-Sep	Sabbatical Reports	DHDD reviews and submits sabbatical reports to the College Dean	
	25-Sep	Promotion/Tenure Schedule (Academic and Research Faculty)	Provost delivers charge to the P&T Committee	
		Sabbatical Reports	College Dean submits approved reports to Associate Provost	
October 2018	2-Oct	Preliminary Tenure Reviews	Candidates for whom Fall is their sixth semester Candidate submits information to the DHDD (see section 6.4 - <a href="http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf">http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf</a> )	
	5-Oct	Professional Growth Plans (PGPs)	DHDD submits Professional Growth Plans to the College Dean for all new faculty that started in the Fall semester	
		Sabbatical Reports	Associate Provost needs to prepare the reports memo to the BOT	
		Sabbatical Reports	BOT Meeting	

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	26-Oct	<b>Professional Growth Plans (PGPs)</b>	College Dean sends a summarized status memo of all tenure-track faculty to the Provost. Copies of PGP's are sent to Academic Affairs for faculty files.	
November 2018	Early Nov	<b>Sabbatical Reports</b>	Associate Provost sends memos to faculty members regarding status of reports	
	9-Nov	<b>Promotion/Tenure Schedule (Academic and Research Faculty)</b>	Department/Division Committee submits its recommendations to the DHDD	
	13-Nov	<b>Preliminary Tenure Reviews</b>	Department/Division Committee submits its recommendations to the DHDD	
	21-Nov	<b>Promotion/Tenure Schedule (Academic Faculty)</b>	DHDD completes their recommendations, meets with the candidate, and submits the completed dossier package to the Dean	
	30-Nov	<b>Student Evaluations of Faculty (FALL)</b>	Student evaluations conducted (11/30 - 12/7/2018)	
	December 2018	6-Dec	<b>Research Faculty Award Nominations</b>	Two awards will be presented each academic year, one for a junior and one for a senior research-active faculty member. A CSM faculty member or a CSM department, division or program can nominate candidates for the award in both categories. Nominations are to be received electronically by the University Research Council chair
7-Dec		<b>Faculty Teaching Award Nominations</b>	Campus submits one page nominations for CSM Teaching Award, BOT Outstanding Faculty Award, Alfred E. Jenni Faculty Fellowship, and Dean's Excellence Award to the Associate Provost (more info on the faculty awards can be found online at <a href="http://inside.mines.edu/Faculty-Awards">http://inside.mines.edu/Faculty-Awards</a> )	
11-Dec		<b>Promotion/Tenure Schedule (Academic and Research Faculty)</b>	Dean completes their recommendations and submits the final, completed dossier to Academic Affairs/Provost	
		<b>Preliminary Tenure Reviews</b>	DHDDs submit Preliminary Tenure Reviews to the College Dean	
13-Dec		<b>Promotion/Tenure Schedule (Academic and Research Faculty)</b>	Promotion & Tenure Committee meets to review all recommendations (12/13/2018-2/9/2019)	
19-Dec		<b>Student Evaluations of Faculty (FALL)</b>	Eval results available two days after grades are due	
y 2019	11-Jan	<b>Preliminary Tenure Reviews</b>	College Dean sends a summarized status memo regarding Preliminary Tenure Reviews to the Provost. Copies of tenure reviews are sent to AA for faculty files. Copies of all reports are provided to the candidate and DHDD has met with <u>candidate to discuss reports.</u>	
		<b>Emeritus Status Nominations</b>	DHDD submits nominations for new emeriti to be recognized at the May commencement	

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January		<b>Faculty Teaching Award Nominations</b>	DHDD (or appropriate faculty member, if a DHDD is nominated) submits complete dossiers for faculty awards to the Provost	
	24-Jan	<b>Sabbatical Requests</b>	Faculty members submit sabbatical request for sabbatical leave for the following academic year to their DH/DD	
	25-Jan	<b>Emeritus Status Nominations</b>	Provost needs to have final decision and material prepared for the BOT meeting Information on emeritus nominations can be found at: <a href="http://www.mines.edu/academic/affairs/PDF%20files/Procedures%20Manual/Section%209.6.pdf">http://www.mines.edu/academic/affairs/PDF%20files/Procedures%20Manual/Section%209.6.pdf</a>	
February 2019	1-Feb	<b>Annual Faculty Evaluation Schedule</b>	Faculty Data Report (FDR) completed and signed by faculty members in time to meet evaluation schedule of department head/division director (DHDD)	Tenure/Tenure-Track and Teaching Faculty
		<b>Annual Research Faculty Evaluation Schedule</b>	Research Professor, Research Associate Professor, Research Assistant Professor and Graduate Faculty shall provide their supervisor a completed and up-to-date CV along with a cover memo highlighting activities completed over the past calendar year.	Research and Graduate Faculty
		<b>Sabbatical Requests</b>	DHDD reviews and submits sabbatical requests to the College Dean	
		<b>Summarization of Summer Needs</b>	Provost sends email to the College Deans with memo and spreadsheets requesting summer and field session requests	
	12-Feb	<b>Preliminary Tenure Reviews</b>	Candidates for whom Spring is their sixth semester Candidate submits information to the DHDD (see section 6.4 - <a href="http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf">http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf</a> )	
	15-Feb	<b>Annual Faculty Evaluation Schedule</b>	(aP) Review of Evaluations by the College Dean prior to the DHDD meeting with each of the faculty members (evaluation forms are available at <a href="https://www.mines.edu/academic-affairs/faculty-resources/forms/">https://www.mines.edu/academic-affairs/faculty-resources/forms/</a> )	Assistant Professors
		<b>Sabbatical Requests</b>	College Dean submits approval memo and faculty members sabbatical requests to <b>Associate Provost</b>	
	19-Feb	<b>Promotion/Tenure Schedule (Academic Faculty)</b>	Provost meets with P/T Committee to review their final recommendations	
	28-Feb	<b>Annual Research Faculty Evaluation Schedule</b>	Supervisor shall review and issue an evaluation of either: meets expectations or does not meet expectations (refer to Section 7.1 of the Faculty Handbook)	Research and Graduate Faculty
		<b>Annual Faculty Evaluation Schedule</b>	(TP/TAP/TaP) Review of Evaluations by the College Dean prior to the DHDD meeting with each of the faculty members	Teaching Faculty
	1-Mar	<b>Summarization of Summer Needs</b>	Colleges submit forms for summer and field session requests due to the Executive Assistant for Academic Affaris	

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March 2019		<b>Research Faculty Award Nominations</b>	Letters of recommendation, if applicable	
	<b>8-Mar</b>	<b>Promotion/Tenure Schedule (Academic and Research Faculty)</b>	Provost needs to have final decision and material prepared for the BOT meeting	
		<b>Sabbatical Requests</b>	<b>Associate Provost</b> needs to have final decision and material prepared for the BOT meeting	
	<b>15-Mar</b>	<b>Annual Research Faculty Evaluation Schedule</b>	Supervisor shall provide all evaluations and CV's to Academic Affairs	Research and Graduate Faculty
		<b>Annual Faculty Evaluation Schedule</b>	(AP) Review of Evaluations by the College Dean prior to the DHDD meeting with each of the faculty members	Associate Professors
		<b>Promotion/Tenure Schedule (Academic and Research Faculty)</b>	Material to Presidents office for BOT meeting	
		<b>Sabbatical Requests</b>	Material to Presidents office for BOT meeting	
	<b>22-Mar</b>	<b>Professional Growth Plans (PGPs)</b>	DHDD submits Professional Growth Plans for all new faculty that started in the Spring semester to the College Dean	
	<b>26-Mar</b>	<b>Faculty Handbook Committee</b>	Committee makes final proposed revisions	
		<b>Annual Faculty Evaluation Schedule</b>	(P) Review of Evaluations by the College Dean prior to the DHDD meeting with each of the faculty members	Professors
	<b>29-Mar</b>	<b>Faculty Handbook Committee</b>	Proposed revisions distributed to campus: posted on Academic Affairs website, emailed to all faculty, memos to the Faculty Senate and Administrative Faculty Council	
	<b>2-Apr</b>	<b>Preliminary Tenure Reviews</b>	Department/Division Committee submits its recommendations to the DHDD	
	<b>4-Apr</b>	<b>Annual Faculty Evaluation Schedule</b>	DHDD submits signed Faculty Data Report and faculty evaluation forms for each faculty member to the College Dean	All Tenure/Tenure-Track and Teaching Faculty
	<b>5-Apr</b>	<b>Promotion/Tenure Schedule (Academic and Research Faculty)</b>	BOT Meeting Provost communicates final decisions to DHDDs (after 4/5/2019)	
		<b>Annual Department Head/Division Director Evaluation Schedule</b>	DHDD submits their Data Report to the Dean (forms are available at <a href="https://www.mines.edu/academic-affairs/faculty-resources/forms/">https://www.mines.edu/academic-affairs/faculty-resources/forms/</a> )	
		<b>Professional Growth Plans (PGPs)</b>	College Dean sends a summarized status memo of all tenure-track faculty to the Provost. Copies of PGP's are sent to Academic Affairs for faculty files.	
		<b>Sabbatical Requests</b>	BOT Meeting	
	<b>10-Apr</b>	<b>Annual Academic Plans</b>	DHDD submits Department/Division Annual Academic Plan to the College Dean	

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April 2019	16-Apr	<b>Annual Faculty Evaluation Schedule</b>	Deans create a summary memo to send to the Provost along with all the original signed FDR's and evaluations.	All Tenure/Tenure-Track and Teaching Faculty
	24-Apr	<b>Promotion/Tenure Schedule (Academic and Research Faculty)</b>	Provost announces promotion/tenure decisions at the April Faculty Forum	
		<b>Faculty Teaching Award Nominations</b>	Provost announces Faculty Award winners at the April Faculty Forum	
	25-Apr	<b>Student Evaluations of Faculty (SPRING)</b>	Student evaluations conducted (4/25-5/2/2019)	
	26-Apr	<b>Annual Department Head/Division Director Evaluation Schedule</b>	The Dean will meet with each DHDD after all faculty evaluations have been submitted and reviewed by the Provost/Associate Provost	
		<b>Faculty Handbook Committee</b>	Comments from faculty due to Academic Affairs	
		<b>Annual Academic Plans</b>	College Dean submits department/divisions approved Plans to <b>Associate Provost</b>	
	mid-late Apr	<b>Sabbatical Requests</b>	Associate Provost sends memos to faculty members regarding status of requests	
	30-Apr	<b>Preliminary Tenure Reviews</b>	DHDDs submit Preliminary Tenure Reviews to the College Dean	
	May 2019	4-May	<b>Faculty Handbook Committee</b>	Committee meets to review input from the campus community and make final recommendations to the BOT
9-May		<b>Faculty Handbook Committee</b>	Proposed revisions sent to the BOT	
14-May		<b>Student Evaluations of Faculty (SPRING)</b>	Eval results available two days after grades are due	
21-May		<b>Faculty Handbook Committee</b>	Preliminary review and discussion by the BOT	
30-May		<b>Preliminary Tenure Reviews</b>	College Dean sends a summarized status memo regarding Preliminary Tenure Reviews to the Provost. Copies of tenure reviews are sent to Academic Affairs for faculty files. Copies of all reports are provided to candidate and DHDD has met with candidate to discuss reports.	
June 2019		14-Jun	<b>Faculty Handbook Committee</b>	Final consideration by the Board of Trustees by electronic vote
	27-Jun	<b>Student Evaluations of Faculty (SUMMER)</b>	Eval results available two days after grades are due (6/27/2019 - 8/8/2019)	