

2019-20 Calendar for Submission of Academic
Reports and Recommendations

Academic Affairs Calendar FY20

August 2019	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 https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/06/PM_Section6.pdf)	Tenure/Tenure-Track and Library Faculty
	15-Aug	Promotion/Tenure Schedule (Academic Faculty)	DH coordinates package review and sends package out for external review (Mid-August)	Tenure/Tenure-Track and Library Faculty only
September 2019	5-Sep	Promotion/Tenure Schedule (Academic and Research Faculty)	If a candidate would like to submit an addendum, this must be done by September 5, 2019. The Department Head will include this in the Candidate's dossier as an addendum to the "Candidate Statement."	Tenure/Tenure-track, Teaching, Library, and Research Faculty
	6-Sep	Sabbatical Reports	Faculty members submit sabbatical reports to DHDD for sabbaticals taken the previous year.	
		IDA Reports	Faculty members submit IDA reports to DHDD for IDAs taken the previous year.	
		Promotion/Tenure Schedule (Academic and Research Faculty)	Candidate submits dossier to the DHDD (see https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/06/PM_Section6.pdf)	Teaching and Research Faculty
	10-Sep	Promotion/Tenure Schedule (Academic 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
	13-Sep	Sabbatical Reports	DHDD reviews and submits sabbatical reports to the Vice Provost/Dean	
IDA Reports		DHDD reviews and submits IDA reports to the Vice Provost/Dean		
24-Sep	Promotion/Tenure Schedule (Academic and Research Faculty)	Provost delivers charge to the P&T Committee		
	Sabbatical Reports	VP/Dean submits approved reports to Associate Provost		
	IDA Reports	VP/Dean submits approved reports to Provost		

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October 2019	3-Oct	Preliminary Tenure Reviews	Candidates for whom Fall is their sixth semester Candidate submits information to the DHDD (see section 6.4 - https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/06/PM_Section6.pdf)	
	4-Oct	Professional Growth Plans (PGPs)	DHDD submits Professional Growth Plans to the VP/Dean for all new faculty that started in the Fall semester	
		Sabbatical Reports	Associate Provost needs to prepare the reports memo to the BOT	
	25-Oct	Sabbatical Reports	BOT Meeting	
		Professional Growth Plans (PGPs)	VP/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 2019	Early Nov	Sabbatical Reports	Associate Provost sends memos to faculty members regarding status of reports	
		IDA Reports	Provost sends memos to faculty members regarding status of reports	
	8-Nov	Promotion/Tenure Schedule (Academic and Research Faculty)	Department/Division Committee submits its recommendations to the DHDD	
	12-Nov	Preliminary Tenure Reviews	Department/Division Committee submits its recommendations to the DHDD	
	20-Nov	Promotion/Tenure Schedule (Academic Faculty)	DHDD completes their recommendations, meets with the candidate, and submits the completed dossier package to the VP/Dean	
	29-Nov	Student Evaluations of Faculty (FALL)	Student evaluations conducted (11/29 - 12/6/2019)	
	10-Dec	Preliminary Tenure Reviews	DHDDs submit Preliminary Tenure Reviews to the VP/Dean	
	11-Dec	Promotion/Tenure Schedule (Academic and Research Faculty)	VP/Dean completes their recommendations and submits the final, completed dossier to Academic Affairs/Provost	

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December 2019	13-Dec	Promotion/Tenure Schedule (Academic and Research Faculty)	Promotion & Tenure Committee meets to review all recommendations (12/13/2019 - 2/09/2020)	
	19-Dec	Student Evaluations of Faculty (FALL)	Eval results available two days after grades are due	
	20-Dec	Research Faculty Award Nominations	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	
Faculty Teaching Award Nominations		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 https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2019/10/pm_section8.pdf)		
January 2020	10-Jan	Preliminary Tenure Reviews	VP/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 candidate to discuss reports.	
		Emeritus Status Nominations	DHDD submits nominations for new emeriti to be recognized at the April Awards Celebration	
	20-Jan	Faculty Teaching Award Nominations	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	
	23-Jan	Sabbatical Requests	Faculty members submit sabbatical request for sabbatical leave for the following academic year to their DH/DD	
		IDA Requests	Faculty members submit IDA request for IDA leave for the following academic year to their DH/DD	
3-Feb	Annual Research Faculty Evaluation Schedule	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	
	Sabbatical Requests	DHDD reviews and submits sabbatical requests to the VP/Dean		

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	IDA Requests	DHDD reviews and submits IDA requests to the VP/Dean		
	Summarization of Summer Needs	Provost sends email to the VP/Deans with memo and spreadsheets requesting summer and field session requests		
February 2020	10-Feb	Annual Faculty Evaluation Schedule	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/PoP Faculty
	13-Feb	Preliminary Tenure Reviews	Candidates for whom Spring is their sixth semester Candidate submits information to the DHDD (see section 6.4 - https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/06/PM_Section6.pdf)	
	14-Feb	Sabbatical Requests	VP/Dean submits approval memo and faculty members sabbatical requests to Associate Provost	
		IDA Requests	VP/Dean submits approval memo and faculty members IDA requests to Provost	
		Faculty Teaching Award Nominations	DHDD (or appropriate faculty member, if a DHDD is nominated) submits complete dossiers for faculty awards to the Provost	
	18-Feb	Promotion/Tenure Schedule (Academic Faculty)	Provost meets with P/T Committee to review their final recommendations	
	21-Feb	Annual Faculty Evaluation Schedule	(aP) Review of Evaluations by the VP/Dean prior to the DHDD meeting with each of the faculty members (evaluation forms are available at https://www.mines.edu/academic-affairs/faculty-resources/forms/)	Assistant Professors
	27-Feb	Annual Research Faculty Evaluation Schedule	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
	Feb & March	Professional Development (PD) Accounts	Academic Affairs reviews Professional Development (PD) accounts scheduled to close this year	
	2-Mar	Summarization of Summer Needs	Colleges submit forms for summer and field session requests due to the Executive Assistant for Academic Affairs	

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March 2020		Research Faculty Award Nominations	Letters of recommendation, if applicable	
	5-Mar	Annual Faculty Evaluation Schedule	(TP/TAP/TaP/PoP) Review of Evaluations by the VP/Dean prior to the DHDD meeting with each of the faculty members	Teaching/PoP Faculty
	9-Mar	Promotion/Tenure Schedule (Academic and Research Faculty)	Provost needs to have final decision and material prepared for the BOT meeting	
		Sabbatical Requests	Associate Provost needs to have final decision and material prepared for the BOT meeting	
	13-Mar	Annual Research Faculty Evaluation Schedule	Supervisor shall provide all evaluations and CV's to Academic Affairs (No later than March 15)	Research and Graduate Faculty
		Promotion/Tenure Schedule (Academic and Research Faculty)	Material to Presidents office for BOT meeting	
		Sabbatical Requests	Material to Presidents office for BOT meeting	
	20-Mar	Annual Faculty Evaluation Schedule	(AP) Review of Evaluations by the VP/Dean prior to the DHDD meeting with each of the faculty members	Associate Professors
	23-Mar	Professional Growth Plans (PGPs)	DHDD submits Professional Growth Plans for all new faculty that started in the Spring semester to the VP/Dean	
		Professional Development (PD) Accounts	Academic Affairs sends communication notifying faculty with PD accounts scheduled to close	
	25-Mar	Faculty Handbook Committee	Committee makes final proposed revisions	
	30-Mar	Faculty Handbook Committee	Proposed revisions distributed to campus: posted on Academic Affairs website, emailed to all faculty, memos to the Faculty Senate and Administrative Faculty Council	
	1-Apr	Annual Faculty Evaluation Schedule	(P) Review of Evaluations by the VP/Dean prior to the DHDD meeting with each of the faculty members	Professors
		Preliminary Tenure Reviews	Department/Division Committee submits its recommendations to the DHDD	

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April 2020

3-Apr	Promotion/Tenure Schedule (Academic and Research Faculty)	BOT Meeting	
		Provost communicates final decisions to DHDDs (after 4/3/2020)	
	Sabbatical Requests	BOT Meeting	
	Professional Development (PD) Accounts	Faculty members may submit a request for a one-year PD account extension to their DHDD	
6-Apr	Annual Department Head/Division Director Evaluation Schedule	DHDD submits their Data Reports to the VP/Dean (forms are available at https://www.mines.edu/academic-affairs/faculty-resources/forms/)	
	Professional Growth Plans (PGPs)	VP/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.	
9-Apr	Annual Academic Plans	DHDD submits Department/Division Annual Academic Plan to the VP/Dean	
10-Apr	Annual Faculty Evaluation Schedule	DHDD submits signed Faculty Data Report and faculty evaluation forms for each faculty member to the VP/Dean (No later than April 10)	All Tenure/Tenure-Track and Teaching/PoP Faculty
mid-late Apr	Sabbatical Requests	Associate Provost sends memos to faculty members regarding status of requests	
	IDA Requests	Provost sends memos to faculty members regarding status of requests	
21-Apr	Annual Faculty Evaluation Schedule	VP/Deans create a summary memo to send to the Provost along with <u>all the original signed FDR's and evaluations.</u>	All Tenure/Tenure-Track and Teaching/PoP Faculty
24-Apr	Student Evaluations of Faculty (SPRING)	Student evaluations conducted (4/24-5/1/2020)	
27-Apr	Annual Department Head/Division Director Evaluation Schedule	The VP/Dean will meet with each DHDD after all faculty evaluations have been submitted and reviewed by the Provost/Associate Provost	
	Annual Academic Plans	VP/Dean submits department/divisions approved Plans to Associate Provost	
30-Apr	Faculty Handbook Committee	Comments from faculty due to Academic Affairs	

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	Late April	Professional Development (PD) Accounts	DHDD reviews and submits PD extension requests to Jennie Kenney in Academic Affairs (due no later than May 1)	
May 2020	1-May	Preliminary Tenure Reviews	DHDDs submit Preliminary Tenure Reviews to the VP/Dean	
		Professional Development (PD) Accounts	PD extension requests due to Jennie Kenney in Academic Affairs	
	5-May	Faculty Handbook Committee	Committee meets to review input from the campus community and make final recommendations to the BOT	
	mid-May	Professional Development (PD) Accounts	Academic Affairs sends communication notifying faculty of PD account decisions	
	11-May	Faculty Handbook Committee	Proposed revisions sent to the BOT	
	13-May	Student Evaluations of Faculty (SPRING)	Eval results available two days after grades are due	
18-May	Faculty Handbook Committee	Preliminary review and discussion by the BOT		
29-May	Preliminary Tenure Reviews	VP/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 2020	15-Jun	Faculty Handbook Committee	Final consideration by the Board of Trustees by electronic vote	
	26-Jun	Student Evaluations of Faculty (SUMMER)	Eval results available two days after grades are due (6/26/2020 - 8/19/2020)	