

Promotion/Tenure Schedule (Academic and Research Faculty)	Revised Due Date
Announce to DH/Vice Provost/Deans of schedule and format reminder	TBD
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)	August 1, 2019
Candidate submits information to the DHDD & AA (see - https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/06/PM_Section6.pdf)	
Tenure/Tenure-Track and Library Faculty	August 1, 2019
Teaching and Research Faculty	September 6, 2019
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."	September 5, 2019
The Department Head shall submit to Academic Affairs as a single, bookmarked PDF document all candidate dossiers	September 10, 2019
DH coordinates package review and sends package out for external review	Mid August
Provost delivers charge to the P&T Committee	September 24, 2019
Department/Division Committee submits its recommendations to the DHDD	November 8, 2019
DHDD completes their recommendations, meets with the candidate, and submits the completed dossier package to the Vice Provost/Dean	November 20, 2019
Vice Provost/Dean completes their recommendations and submits the final, completed dossier to Academic Affairs/Provost	December 11, 2019
Promotion & Tenure Committee meets to review all recommendations	Dec 13-Feb 9
Provost meets with P/T Committee to review their final recommendations	March 2, 2020
Provost needs to have final decision and material prepared for the BOT meeting	March 13, 2020
Material to Presidents office for BOT meeting	March 20,2020
BOT Meeting	April 3, 2020
Provost communicates final decisions to DHDDs	after April 5, 2020

Annual Department Head/Division Director Evaluation Schedule

DHDD submits their Data Report to the Vice Provost/Dean (forms are available at <https://www.mines.edu/academic-affairs/faculty-resources/forms/>) April 6, 2020

The Vice Provost/Dean will meet with each DHDD after all faculty evaluations have been submitted and reviewed by the Provost/Associate Provost April 27, 2020

Annual Faculty Evaluation Schedule

	Due Date	Revised Due Date
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 https://www.mines.edu/academic-affairs/faculty-resources/forms/)	February 3, 2020	February 10, 2020
Review of Evaluations by the Vice Provost/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/)	February 14, 2020 (aP) Feb. 27, 2020 (TP/TAP/TaP/PoP) March 13, 2020 (AP) March 25, 2020 (P)	February 21, 2020 (aP) March 5, 2020 (TP/TAP/TaP/PoP) March 20, 2020 (AP) April 1, 2020 (P)
DHDDs discuss evaluations with faculty members after meeting with the Vice Provost/Dean	After Meeting with Dean	
DHDD submits signed Faculty Data Report and faculty evaluation forms for each faculty member to the Vice Provost/Dean	No later than April 5	No later than April 10
Vice Provosts/Deans create a summary memo to send to the Provost along with <u>all the original signed FDR's and evaluations.</u>	April 14, 2020	April 21, 2020
Faculty members who wish to appeal evaluations do so within 10 working days from the date that the evaluation was given to the faculty member by the DHDD.	w/in 10 days of RCT from DHDD	

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. February 3, 2020

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) February 27, 2020

Supervisor shall provide all evaluations and CV's to Academic Affairs No Later than March 15

Faculty members who wish to appeal evaluations do so within 10 working days from the date that the evaluation was given to the faculty member by the DHDD. w/in 10 days of RCT from DHDD

Professional Growth Plans (PGPs)

DHDD submits Professional Growth Plans for all new faculty that started in the Fall semester to the Vice Provost/Dean	October 4, 2019
Vice Provost/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.	October 25, 2019
DHDD submits Professional Growth Plans for all new faculty that started in the Spring semester to the Vice Provost/Dean	March 23, 2020
Vice Provost/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.	April 6, 2020

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)	October 3, 2019
Department/Division Committee submits its recommendations to the DHDD	November 12, 2019
DHDDs submit Preliminary Tenure Reviews to the Vice Provost/Dean	December 10, 2019
Vice Provost/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 candidate and DHDD has met with candidate to discuss reports.	January 10, 2020

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)	February 13, 2020
Department/Division Committee submits its recommendations to the DHDD	April 3, 2020
DHDDs submit Preliminary Tenure Reviews to the Vice Provost/Dean	May 1, 2020
Vice Provost/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 candidate and DHDD has met with candidate to discuss reports.	May 29, 2020

Sabbatical Reports & Requests

Faculty members submit sabbatical reports for sabbaticals taken the previous year to the Department Head	September 6, 2019
DH reviews and submits sabbatical reports to the Vice Provost/Dean	September 13, 2019
Vice Provost/Dean submits approved reports to Associate Provost	September 24, 2019
Associate Provost needs to prepare the reports memo to the BOT	October 4, 2019
BOT Meeting	October 25, 2019
Associate Provost sends memos to faculty members regarding status of reports	Early November
Faculty members submits sabbatical request for sabbatical leave for the following academic year to their Department Head	January 23, 2020
DH reviews and submits sabbatical requests to the Vice Provost/Dean	February 3, 2020
Vice Provost/Dean submits approval memo and faculty members sabbatical requests to Associate Provost	February 14, 2020
Associate Provost needs to have final decision and material prepared for the BOT meeting	March 9, 2020
Material to Presidents office for BOT meeting	March 13, 2020
BOT Meeting	April 3, 2020
Associate Provost sends memos to faculty members regarding status of requests	Mid-Late April

Instructional Development Assignment (IDA)

Faculty members submit IDA reports for IDA taken the previous year to the Department Head	September 6, 2019
DHDD reviews and submits IDA reports to the Vice Provost/Dean	September 13, 2019
Vice Provost/Dean submits approved reports to Provost	September 24, 2019
Provost sends memos to faculty members regarding status of reports	Early November
Faculty members submit IDA requests for IDA leave for the following academic year to their Department Head	January 23, 2020
DHDD reviews and submits IDA requests to the Vice Provost/Dean	February 3, 2020
Vice Provost/Dean submits approval memo and faculty members IDA requests to Provost	February 14, 2020
Provost sends memos to faculty members regarding status of requests	Mid-Late April

Emeritus Status Nominations

DHDD submits nominations for new emeriti to be recognized at the April Awards Celebration	January 10, 2020
Provost needs to have final decision and material prepared for the BOT meeting Information on emeritus nominations can be found at: https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2019/10/pm_section8.pdf)	January 24, 2020

Faculty Handbook Committee

Committee makes final proposed revisions	March 25, 2020
Proposed revisions distributed to campus: posted on Academic Affairs website, emailed to all faculty, memos to the Faculty Senate and Administrative Faculty Council	March 30, 2020
Comments from faculty due to Academic Affairs	April 30, 2020
If needed, Committee meets to review input from the campus community and make final recommendations to the BOT	May 5, 2020
Proposed revisions sent to the BOT	May 11, 2020
Preliminary review and discussion by the BOT	May 18, 2020
Final consideration by the Board of Trustees by electronic vote	June 15, 2020

UPDATE: Annual Student Learning Outcome Assessment Reports

The Trefny Center and the Assessment Committee are re-envisioning the annual process for assessing student learning outcomes to make it useful for departments to reflect on and use to adjust instruction. As such, **we are not currently asking for annual student learning outcome assessment reports**. Please hold on to the data you collected for the 2018-2019 academic year. We will share updates about the process with departments in the fall.

If you have ideas about how the annual assessment process could best inform instruction in your department, please contact Megan Sanders at sanders@mines.edu.

Summarization of Summer Needs

Provost sends email to the Vice Provost/Deans with memo and spreadsheets requesting summer and field session requests	February 3, 2020
Colleges submit forms for summer and field session requests due to the Executive Assistant for Academic Affairs	March 2, 2020

Annual Academic Plans

DHDD submits Department/Division Annual Academic Plan to the Vice Provost/Dean	April 9, 2020
Vice Provost/Dean submits department/divisions approved Plans to Associate Provost	April 27, 2020

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)	December 20, 2019
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	January 20, 2020
DHDD (or appropriate faculty member, if a DHDD is nominated) submits complete dossiers for faculty awards to the Associate Provost	February 14, 2020
Committee makes award recommendations to the Provost	TBD

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	December 20, 2019
Letters of recommendation, if applicable	March 2, 2020

Professional Development (PD) Accounts

Academic Affairs reviews Professional Development (PD) accounts scheduled to close this year	February/March
Academic Affairs sends communication notifying faculty with PD accounts scheduled to close	March 23, 2020
Faculty members may submit a request for a one-year account extension to their DHDD	April 3, 2020
DHDD reviews and submits PD extension requests to Jennie Kenney in Academic Affairs (due no later than May 1)	end of April
Academic Affairs sends communication notifying faculty of PD Account decisions	mid-May

Student Evaluations of Faculty (FALL)

For information on Evaluation Kit - please contact Luke Prather in CCIT

Student evaluations conducted	Nov. 29 - Dec. 6, 2019
Eval results available two days after grades are due	December 19, 2019

Student Evaluations of Faculty (SPRING)

Student evaluations conducted	April 24 - May 1, 2020
Eval results available two days after grades are due	May 13, 2020

Student Evaluations of Faculty (SUMMER)

Student evaluations conducted 10 days before summer session ends	MISC DATES
Eval results available two days after grades are due	June 26, 2020 and August 19, 2020