

2020-21 Calendar for Submission of Academic
Reports and Recommendations

Academic Affairs Calendar FY21

August 2020	3-Aug	Promotion/Tenure Schedule	DH 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 DH and to AA (see https://catalog.mines.edu/proceduresmanual/6promotiontenure/)		Tenure/Tenure-Track and Library Faculty
	Early/Mid-Aug	Promotion/Tenure Schedule	DH coordinates package review and sends package out for external review (Early/Mid-August)		Tenure/Tenure-Track and Library Faculty only
September 2020	3-Sep	Promotion/Tenure Schedule	Candidate submits dossier to the DH and to AA (see https://catalog.mines.edu/proceduresmanual/6promotiontenure/)		Teaching and Research Faculty
	4-Sep	Promotion/Tenure Schedule	If a candidate would like to submit an addendum, this must be done by September 4, 2020. The Department Head will include this in the Candidate's dossier as an addendum to the "Candidate Statement."		Tenure/Tenure-Track, Library, Teaching, and Research Faculty
	11-Sep	Sabbatical Reports	Faculty members submit sabbatical reports to DH for sabbaticals taken the previous year.		
		IDA Reports	Faculty members submit IDA reports to DH for IDAs taken the previous year.		
		Promotion/Tenure Schedule	The Department Head shall submit to Academic Affairs as a single, bookmarked PDF document all candidate dossiers		Tenure/Tenure-Track, Library, Teaching, and Research Faculty
	18-Sep	Sabbatical Reports	DH reviews and submits sabbatical reports to the Dean		
		IDA Reports	DHDD reviews and submits IDA reports to the Dean		
	25-Sep	Promotion/Tenure Schedule (Academic Faculty)	Provost delivers charge to the P&T Committee		Tenure/Tenure-Track & Teaching
		Sabbatical Reports	Dean submits approved reports to Associate Provost		
29-Sep	IDA Reports	Dean submits approved reports to Provost			

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October 2020	7-Oct	Sabbatical Reports	Academic Affairs prepares the reports memo to the BOT	
	8-Oct	Preliminary Tenure Reviews	Candidate submits information to the DH (see section 6.4 - https://catalog.mines.edu/proceduresmanual/6promotiontenure/6-4preliminarytenurereviewstenurefortrackfaculty/)	
	9-Oct	Professional Growth Plans (PGPs)	DH submits Professional Growth Plans to the Dean for all new faculty that started in the Fall semester	
	16-Oct	Sabbatical Reports	BOT Meeting	
	30-Oct	Professional Growth Plans (PGPs)	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 2020	6-Nov	Promotion/Tenure Schedule	Department Committee submits its recommendations to the DH
Mid-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	
16-Nov		Preliminary Tenure Reviews	Department Committee submits its recommendations to the DHDD	
20-Nov		Promotion/Tenure Schedule	DH completes their recommendations, meets with the candidate, and submits the completed dossier package to the Dean	Tenure/Tenure-Track, Library, Teaching, and Research Faculty
		4-Dec	Student Evaluations of Faculty (FALL)	Student evaluations conducted (12/4 - 12/11/2020)
	14-Dec	Preliminary Tenure Reviews	DHs submit Preliminary Tenure Reviews to the Dean	
	16-Dec	Promotion/Tenure Schedule	Dean completes their recommendations and submits the final, completed dossier to Academic Affairs/Provost	Tenure/Tenure-Track, Library, Teaching, and Research Faculty

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		Mid-Dec	Promotion/Tenure Schedule	Promotion & Tenure Committee meets to review all recommendations (Mid-December - Mid-February)	Tenure/Tenure-Track & Teaching
December 2020					
	18-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 Mines faculty member or a Mines department 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 Mines 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://catalog.mines.edu/proceduresmanual/8facultyawardsemeritusstatus/)		
	24-Dec	Student Evaluations of Faculty (FALL)	Eval results available two days after grades are due		
January 2021	15-Jan	Preliminary Tenure Reviews	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 DH has met with candidate to discuss reports.		
	25-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 DHs for final round of selection		
	28-Jan	Sabbatical Requests	Faculty members submit sabbatical request for sabbatical leave for the following academic year to their DH		
		IDA Requests	Faculty members submit IDA request for IDA leave for the following academic year to their DH		
	8-Feb	Sabbatical Requests	DH reviews and submits sabbatical requests to the Dean		
IDA Requests		DH reviews and submits IDA requests to the Dean			
Summarization of Summer Needs		Provost sends email to the Deans with memo and spreadsheets requesting summer and field session requests			

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15-Feb	Annual Faculty Evaluation Schedule	Faculty evaluation and data sheet completed and signed by faculty members in time to meet evaluation schedule of department head (DH) Evaluation can be accessed through the On-Base system	ALL - Tenure/Tenure-Track, Teaching/PoP, Library, and Research Faculty
18-Feb	Preliminary Tenure Reviews	Candidates for whom Spring is their sixth semester Candidate submits information to the DH (see section 6.4 - https://catalog.mines.edu/proceduresmanual/6promotiontenure/6-4preliminarytenurereviewstenurefortrackfaculty/)	
19-Feb	Sabbatical Requests	Dean submits approval memo and faculty members sabbatical requests to Associate Provost	
	IDA Requests	Dean submits approval memo and faculty members IDA requests to Provost	
22-Feb	Annual Faculty Evaluation Schedule	DH receives and prepares each faculty members evaluation and submits to the Dean for review	Assistant Professors
26-Feb	Annual Faculty Evaluation Schedule	DH received and prepares each faculty members evaluation and submits to the Dean for review	Teaching/PoP, Library, and Research Faculty
		Review of Evaluations by the Dean prior to the DH meeting with each of the faculty members	Assistant Professors
End-Feb	Professional Development (PD) Accounts	Academic Affairs reviews Professional Development (PD) accounts scheduled to close this year	
	Faculty Teaching Award Nominations	DH (or appropriate faculty member, if a DH is nominated) submits complete dossiers for faculty awards to the Provost	
Early-Mar	Professional Development (PD) Accounts	Academic Affairs reviews Professional Development (PD) accounts scheduled to close this year	
	Promotion/Tenure Schedule	Provost meets with P&T Committee to review their final recommendations	Tenure/Tenure-Track & Teaching

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3-Mar	Annual Faculty Evaluation Schedule	DH received and prepares each faculty members evaluation and submits to the Dean for review	Associate Professors
		Review of Evaluations by the Dean prior to the DH meeting with each of the faculty members	Teaching/PoP, Library and Research Faculty
5-Mar	Annual Faculty Evaluation Schedule	DHs discuss evaluations with faculty members after review by the Dean (schedule meetings with faculty and finalize eval by dates)	Assistant Professors
	Emeritus Status Nominations	DH submits nominations for new emeriti to be recognized at the April Awards Celebration	
		Information on emeritus nominations can be found at: https://catalog.mines.edu/proceduresmanual/8facultyawardsemeritusstatus/	
8-Mar	Summarization of Summer Needs	Colleges submit forms for summer and field session requests due to the Executive Assistant for Academic Affairs	
	Research Faculty Award Nominations	Letters of recommendation, if applicable	
	Annual Faculty Evaluation Schedule	DH receives and prepares each faculty members evaluation and submits to the Dean for review	Professors
		Review of Evaluations by the Dean prior to the DH meeting with each of the faculty members	Associate Professors
10-Mar	Annual Faculty Evaluation Schedule	DHs discuss evaluations with faculty members after review by the Dean (schedule meetings with faculty and finalize eval by dates)	Teaching/PoP, Library and Research Faculty
	Promotion/Tenure Schedule	Provost needs to have final decision and material prepared for the BOT meeting	Tenure/Tenure-Track & Teaching
		Review of Evaluations by the Dean prior to the DH meeting with each of the faculty members	Professors

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March 2021

12-Mar	Annual Faculty Evaluation Schedule	Faculty Member receives the final evaluation for signature (has 7 days to sign)	Assistant Professors
		<i>Note: Faculty members who wish to attach a rebuttal to their evaluation, must do so within 7 days from the date that the evaluation was given to the faculty member by the DH.</i>	
15-Mar	Sabbatical Requests	Associate Provost needs to have final decision and material prepared for the BOT meeting	
	Annual Faculty Evaluation Schedule	DHs discuss evaluations with faculty members after review by the Dean (schedule meetings with faculty and finalize eval by dates)	Associate Professors
17-Mar	Faculty Handbook Committee	Committee makes final proposed revisions	
	Annual Faculty Evaluation Schedule	Faculty Member receives the final evaluation for signature (has 7 days to sign) <i>Note: Faculty members who wish to attach a rebuttal to their evaluation, must do so within 7 days from the date that the evaluation was given to the faculty member by the DH.</i>	Teaching/PoP, Library and Research Faculty
19-Mar	Sabbatical Requests	Material to Presidents office for BOT meeting	
	Faculty Teaching Award Nominations	Committee makes award recommendations to the Provost	
	Annual Faculty Evaluation Schedule	DHs discuss evaluations with faculty members after review by the Dean (schedule meetings with faculty and finalize eval by dates)	Professors
22-Mar	Annual Faculty Evaluation Schedule	Faculty Member receives the final evaluation for signature (has 7 days to sign)	Associate Professors
		<i>Note: Faculty members who wish to attach a rebuttal to their evaluation, must do so within 7 days from the date that the evaluation was given to the faculty member by the DH.</i>	

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	Emeritus Status Nominations	Provost needs to have final decision and material prepared for the BOT meeting	
24-Mar	Promotion/Tenure Schedule	Material to Presidents office for BOT meeting	Tenure/Tenure-Track & Teaching
26-Mar	Annual Faculty Evaluation Schedule	Faculty Member receives the final evaluation for signature (has 7 days to sign) <i>Note: Faculty members who wish to attach a rebuttal to their evaluation, must do so within 7 days from the date that the evaluation was given to the faculty member by the DH.</i>	Professors
29-Mar	Professional Growth Plans (PGPs)	DH submits Professional Growth Plans for all new faculty that started in the Spring semester to the Dean	
	Professional Development (PD) Accounts	Academic Affairs sends communication notifying faculty with PD accounts scheduled to close	
30-Mar	Annual Faculty Evaluation Schedule	DH signs faculty evaluation forms for each faculty member and then submits to the Dean - No later than March 30, 2021 for ALL evaluations	ALL - Tenure/Tenure-Track, Teaching/PoP, Library and Research Faculty
Early April	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	
2-Apr	Promotion/Tenure Schedule	BOT Meeting	
	Sabbatical Requests		
	Emeritus Status Nominations		
	Annual Faculty Evaluation Schedule	Dean signs faculty evaluation forms for each faculty member and then submits to AA - No later than April 2, 2021 for ALL evaluations	ALL - Tenure/Tenure-Track, Teaching/PoP, Library and Research Faculty

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April 2021

5-Apr	Promotion/Tenure Schedule	Provost communicates final decisions to DHs (after 4/5/2021)	Tenure/Tenure-Track, Teaching, Library and Research Faculty
9-Apr	Preliminary Tenure Reviews	Department Committee submits its recommendations to the DH	
	Professional Development (PD) Accounts	Faculty members may submit a request for a one-year PD account extension to their DH	
12-Apr	Annual Department Head Evaluation Schedule	DH submits their Data Reports to the Dean (forms are available at https://www.mines.edu/academic-affairs/faculty-resources/forms/)	
	Professional Growth Plans (PGPs)	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.	
15-Apr	Annual Academic Plans	DH submits Department Annual Academic Plan to the Dean	
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	
28-Apr	Promotion/Tenure Schedule	Provost announces promotion/tenure decisions at the April Faculty Forum	Tenure/Tenure-Track, Library, Teaching, and Research Faculty
	Faculty Teaching Award Nominations	Provost announces all Awards at the April Faculty Forum	
30-Apr	Student Evaluations of Faculty (SPRING)	Student evaluations conducted (4/30-5/7/2021)	
Late April	Professional Development (PD) Accounts	DH reviews and submits PD extension requests to Jennie Kenney in Academic Affairs (due no later than May 1)	

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May 2021	3-May	Annual Department Head/Division Director Evaluation Schedule	The Dean will meet with each DH after all faculty evaluations have been submitted and reviewed by the Provost/Associate Provost		
		Annual Academic Plans	Dean submits department/divisions approved Plans to Associate Provost		
	4-May	Faculty Handbook Committee	Comments from faculty due to Academic Affairs		
	5-May	Faculty Handbook Committee	Committee meets to review input from the campus community and make final recommendations to the BOT		
	7-May	Preliminary Tenure Reviews	DHs submit Preliminary Tenure Reviews to the Dean		
	19-May	Faculty Handbook Committee	Proposed revisions sent to the BOT		
	19-May	Student Evaluations of Faculty (SPRING)	Eval results available two days after grades are due		
	28-May	Faculty Handbook Committee	Final consideration and vote by the Board of Trustees		
	June 2021	4-Jun	Preliminary Tenure Reviews	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 DH has met with candidate to discuss reports.	
		MISC	Student Evaluations of Faculty (SUMMER)	Student evaluations conducted 10 days before summer session ends	