

<u>Promotion/Tenure Schedule (Academic and Research Faculty)</u>	<u>Due Date</u>
Announce to DH/Deans of schedule and format reminder	TBD
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)	August 3, 2020
Candidate submits information to the DH & AA (see https://catalog.mines.edu/proceduresmanual/6promotiontenure/)	
Tenure/Tenure-Track and Library Faculty	August 3, 2020
Teaching and Research Faculty	September 3, 2020
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."	September 4, 2020
The Department Head shall submit to Academic Affairs as a single, bookmarked PDF document all candidate dossiers	September 11, 2020
DH coordinates package review and sends package out for external review	Early/Mid August
Provost delivers charge to the P&T Committee	September 25, 2020
Department Committee submits its recommendations to the DH	November 6, 2020
DH completes their recommendations, meets with the candidate, and submits the completed dossier package to the Dean	November 20, 2020
Dean completes their recommendations and submits the final, completed dossier to Academic Affairs/Provost	December 16, 2020
Promotion & Tenure Committee meets to review all recommendations	Mid-December - Mid-
Provost meets with P&T Committee to review their final recommendations	March 3, 2021
Provost needs to have final decision and material prepared for the BOT meeting	March 12, 2021
Material to Presidents office for BOT meeting	March 24, 2021
BOT Meeting	April 2, 2021
Provost communicates final decisions to DHs	after April 5, 2021
Provost announces promotion/tenure decisions at the April Faculty Forum	April 28, 2021

Annual Department Head Evaluation Schedule

DH submits their Data Report to the Dean (forms are available at <https://www.mines.edu/academic-affairs/faculty-resources/forms/>) April 7, 2021

The Dean will meet with each DH after all faculty evaluations have been submitted and reviewed by the Provost/Associate Provost April 28, 2021

Annual Faculty Evaluation Schedule

REVISED DUE DATES

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 February 15, 2021

DH received and prepares each faculty members evaluation and submits to the Dean for review February 22, 2021 (aP)
 Feb 26, 2021
 (TP/TAP/TaP/PoP/LB/RSCH)
 March 3, 2021 (AP)
 March 8, 2021 (P)

Review of Evaluations by the Dean prior to the DH meeting with each of the faculty members February 26, 2021 (aP)
 March 3, 2021
 (TP/TAP/TaP/PoP/LB/RSCH)
 March 8, 2021 (AP)
 March 12, 2021 (P)

DHs discuss evaluations with faculty members after review by the Dean (schedule meetings with faculty and finalize eval by dates) March 5, 2021 (aP)
 March 10, 2021
 (TP/TAP/TaP/PoP/LB/RSCH)
 March 15, 2021 (AP)
 March 19, 2021 (P)

Faculty Member receives the final evaluation for signature (has 7 days to sign) March 12, 2021 (aP)
 March 17, 2021
 (TP/TAP/TaP/PoP/LB/RSCH)
 March 22, 2021 (AP)
 March 26, 2021 (P)

DH signs faculty evaluation forms for each faculty member and then submits to the Dean No later than March 30, 2021
 - for all evaluations

Dean signs faculty evaluation forms for each faculty member and then submits to AA No later than April 2, 2021
 - for all evaluations

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. w/in 7 days of receipt from DH

Professional Growth Plans (PGPs)

DH submits Professional Growth Plans for all new faculty that started in the Fall semester to the Dean October 9, 2020

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 30, 2020

DH submits Professional Growth Plans for all new faculty that started in the Spring semester to the Dean March 29, 2021

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 12, 2021

Preliminary Tenure Reviews

Candidates for whom Fall is their sixth semester

Candidate submits information to the DH (see section 6.4 - https://catalog.mines.edu/proceduresmanual/6promotiontenure/6-4preliminarytenurereviewstenurefortrackfaculty/)	October 8, 2020
Department submits its recommendations to the DH	November 16, 2020
DHs submit Preliminary Tenure Reviews to the Dean	December 14, 2020
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 DH has met with candidate to discuss reports.	January 15, 2021

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/)	February 18, 2021
Department Committee submits its recommendations to the DH	April 9, 2021
DHs submit Preliminary Tenure Reviews to the Dean	May 7, 2021
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 DH has met with candidate to discuss reports.	June 4, 2021

Sabbatical Reports & Requests

Faculty members submit sabbatical reports for sabbaticals taken the previous year to the Department Head	September 11, 2020
DH reviews and submits sabbatical reports to the Dean	September 18, 2020
Dean submits approved reports to Associate Provost	September 25, 2020
Academic Affairs prepares the reports memo to the BOT	October 7, 2020
BOT Meeting	October 16, 2020
Associate Provost sends memos to faculty members regarding status of reports	Mid November
Faculty members submits sabbatical request for sabbatical leave for the following academic year to their Department Head	January 28, 2021
DH reviews and submits sabbatical requests to the Dean	February 8, 2021
Dean submits approval memo and faculty members sabbatical requests to Associate Provost	February 19, 2021
Associate Provost needs to have final decision and material prepared for the BOT meeting	March 15, 2021
Material to Presidents office for BOT meeting	March 24, 2021
BOT Meeting	April 2, 2021
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	September 11, 2020
DH reviews and submits IDA reports to the Dean	September 18, 2020
Dean submits approved reports to Provost	September 29, 2020
Provost sends memos to faculty members regarding status of reports	Mid November
Faculty members submit IDA requests for IDA leave for the following academic year to their Department Head	January 28, 2021
DH reviews and submits IDA requests to the Dean	February 8, 2021
Dean submits approval memo and faculty members IDA requests to Provost	February 19, 2021
Provost sends memos to faculty members regarding status of requests	Mid-Late April

Emeritus Status Nominations

UPDATED FOR 2021 ONLY

DH submits nominations for new emeriti to be recognized at the April Awards Celebration	January 13, 2021	March 5, 2021
Provost needs to have final decision and material prepared for the BOT meeting	January 27, 2021	March 22, 2021
Information on emeritus nominations can be found at: https://catalog.mines.edu/proceduresmanual/8facultyawardsemeritusstatus/		
BOT Meeting	February 5, 2021	April 2, 2021

Faculty Handbook Committee

Committee makes final proposed revisions	March 17, 2021	
Proposed revisions distributed to campus: posted on Academic Affairs website, emailed to all faculty, memos to the Faculty Senate and Administrative Faculty Council	April 1, 2021	Early April, 2021
Comments from faculty due to Academic Affairs	May 1, 2021	30 days from revision distribution to campus
Committee meets to review input from the campus community and make final recommendations to the BOT	May 5, 2021	
Proposed revisions sent to President and BOT	May 12, 2021	
Final consideration and vote by the Board of Trustees	May 28, 2021	

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 Deans with memo and spreadsheets requesting summer and field session requests	February 8, 2021
Colleges submit forms for summer and field session requests due to the Executive Assistant for Academic Affairs	March 8, 2021

Annual Academic Plans

DH submits Department/Division Annual Academic Plan to the Dean	April 15, 2021
Dean submits department approved Plans to Associate Provost	May 3, 2020

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/)	December 18, 2020
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.	January 25, 2021
DH (or appropriate faculty member, if a DH is nominated) submits complete dossiers for faculty awards to the Associate Provost	End of February
Committee makes award recommendations to the Provost	March 19, 2021
Provost announces all Awards at the April Faculty Forum	April 28, 2021

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, 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 18, 2020
Letters of recommendation, if applicable	March 8, 2021

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 29, 2021
Faculty members may submit a request for a one-year account extension to their DH	April 9, 2021
DH reviews and submits PD extension requests to Jennie Kenney in Academic Affairs	May 1, 2021
Academic Affairs sends communication notifying faculty of PD Account decisions	Early May

Student Evaluations of Faculty (FALL)

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

Student evaluations conducted **Dec. 4 - Dec. 11, 2020**

Eval results available two days after grades are due **December 24, 2020**

Student Evaluations of Faculty (SPRING)

Student evaluations conducted **April 30 - May 7, 2021**

Eval results available two days after grades are due **May 19, 2021**

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 **July 2, 2021 and
August 25, 2021**