

2023-2024 AA Submissions Calendar

Fiscal Year 2024

FILTERS:

DATE

All Periods MONTHS ▾

2023

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CATEGORY

- Pathway Documents
- Preliminary Tenure Review
- Professional Growth Plans
- Promotion & Tenure
- Research Data Clean-up
- Sabbatical

RESPONSIBLE PARTY

- AA Internal
- Board of Trustee
- Candidate
- Committee
- Dean

DATE DETAIL	RESPONSIBLE PARTY	CATEGORY	LONG DESCRIPTION	ADDITIONAL INFORMATION
3/5/2024 OR 7 days to sign from date of receipt	Faculty	Annual Faculty Evaluation Schedule	Faculty Member receives the final evaluation for signature (has 7 days to sign)	
4/12/2024 OR 7 days to sign from receipt from DH	Faculty	Annual Faculty Evaluation Schedule	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.	
After April 5, 2024	AA Internal	Promotion & Tenure	Provost communicates final decisions to DHs	
After February 19, 2024	Dean	Annual Faculty Evaluation Schedule	Review of evaluations by the Dean prior to the DH meeting with each of the faculty members	
After February 19, 2024	Department Head	Annual Faculty Evaluation Schedule	DHs discuss evaluations with faculty members after review by the Dean	
April 19 - May 2, 2024	Faculty	Student Evaluations of Faculty	SPRING 2024: 16-week evaluations	
August 2 - August 15, 2024	Faculty	Student Evaluations of Faculty	SUMMER 2024: 14-week evaluations	
August 8 - August 14, 2024	Faculty	Student Evaluations of Faculty	SUMMER 2024: 8-week evaluations	
December 6 - December 12, 2023	Faculty	Student Evaluations of Faculty	FALL 2023: 2nd 8-week online evaluations	
Early August 2023	AA Internal	Professional Development (PD) Accounts	Academic Affairs sends communication notifying faculty of PD Account decisions	Procedures Manual: Section 3.3
Early July - Mid-August 2023	Department Head	Promotion & Tenure	DH coordinates package review and sends package out for external review	
Early March 2024	AA Internal	Promotion & Tenure	Provost meets with P&T Committee to review their final recommendations	
February 27 - March 4, 2024	Faculty	Student Evaluations of Faculty	SPRING 2024: 1st 8-week online evaluations	
July - Early August 2023	AA Internal	Professional Development (PD) Accounts	Faculty members may submit a request for a one-year account extension to Academic Affairs and copy their DH	Procedures Manual: Section 3.3
July 26 - August 1, 2024	Faculty	Student Evaluations of Faculty	SUMMER 2024: 2nd 6-week evaluations	
June 14 - June 20, 2024	Faculty	Student Evaluations of Faculty	SUMMER 2024: 1st 6-week evaluations	

Late April 2024	Dean	Annual Department Head Evaluation Schedule	The Dean will meet with each DH after all faculty evaluations have been submitted and reviewed by the Provost	
Late June - Early July 2023	AA Internal	Professional Development (PD) Accounts	Academic Affairs sends communication notifying faculty with PD accounts scheduled to close	
Late October / Early November 2023	AA Internal	Promotion & Tenure	Provost delivers charge to the University Promotion & Tenure Committee	
May 1 - May 7, 2024	Faculty	Student Evaluations of Faculty	SPRING 2024: 2nd 8-week online evaluations	
Mid-December - Mid-February 2024	AA Internal	Promotion & Tenure	Promotion & Tenure Committee meets to review all recommendations	
Mid-June 2023	AA Internal	Professional Development (PD) Accounts	Academic Affairs reviews Professional Development (PD) accounts scheduled to close this year and runs report on Addendum end dates	
Mid-Late April 2024	AA Internal	Sabbatical	Academic Affairs sends memos to faculty members regarding status of requests	
Mid-Late April 2024	Provost	Instructional Development Assignments (IDA)	Provost sends memos to faculty members regarding status of requests	
Mid-November	AA Internal	Sabbatical	Academic Affairs sends memos to faculty members regarding status of reports	
Mid-November	Provost	Instructional Development Assignments (IDA)	Provost sends memos to faculty members regarding status of reports	
November 24 - December 7, 2023	Faculty	Student Evaluations of Faculty	FALL 2023: 16-week evaluations	
October 09 - October 15, 2023	Faculty	Student Evaluations of Faculty	FALL 2023: 1st 8-week online evaluations	
June 16, 2023	Department Head	Promotion & Tenure	Complete draft of dossier reviewed prior to final submission	
June 30, 2023	AA Internal	Promotion & Tenure	Academic Affairs archives the initial dossier submission	
June 30, 2023	Candidate	Promotion & Tenure	Tenure/Tenure-Track, Library and Research Faculty	Candidate directly submits their dossier via a single email to Academic Affairs and the Department Head
June 30, 2023	Faculty	Mines Research Incentive Program (MRIP)	Completed application due to Department Heads	
July 14, 2023	Department Head	Mines Research Incentive Program (MRIP)	Applications due to ORA	
July 21, 2023	ORA	Mines Research Incentive Program (MRIP)	Applications due to Dean	
July 28, 2023	Dean	Mines Research Incentive Program (MRIP)	Applications due to Provost	

July 31, 2023	Department Head	Course Data Clean-up	DHs and Department Managers clean up all Summer courses	Course cleanup tasks include: confirming accurate course offering overall; accurate instructors for each section, including correcting missing instructors; accurate percent responsibilities (i.e. 100% for all instructors of a single section); any additional items that might aid ITS with the course evaluation process.
July 31, 2023	Department Head	Research Data Clean-up	DHs and Department Managers clean up 2nd half fiscal year research	Research cleanup tasks include: confirming accurate PIs on projects; accurate allocation of credit; any additional items that would aid ORA and maintaining accurate research data
August 4, 2023	AA Internal	Mines Research Incentive Program (MRIP)	Approval/Denial notifications to MRIP Faculty	MRIP Policy
August 11, 2023	Faculty	Mines Research Incentive Program (MRIP)	Appeals due	MRIP Policy
August 25, 2023	AA Internal	Mines Research Incentive Program (MRIP)	Final determination of Appeals	MRIP Policy
September 1, 2023	AA Internal	Mines Research Incentive Program (MRIP)	Approved applications due to Budget & Payroll	MRIP Policy
September 1, 2023	AA Internal	Promotion & Tenure	Academic Affairs archives the initial dossier submission	
September 1, 2023	Candidate	Promotion & Tenure	Teaching Faculty	Candidate directly submits their dossier via a single email to Academic Affairs and the Department Head
September 8, 2023	Candidate	Promotion & Tenure	If a candidate would like to submit an addendum, this must be submitted to Department Head.	
September 8, 2023	Faculty	Instructional Development Assignments (IDA)	Faculty members submit IDA reports for IDA taken the previous year to the Department Head	Procedures Manual: Section 3.10
September 8, 2023	Faculty	Sabbatical	Faculty members submit sabbatical reports for sabbaticals taken the previous year to the Department Head	Procedures Manual: Section 3.9
September 15, 2023	Department Head	Instructional Development Assignments (IDA)	DH reviews and submits IDA reports to the Dean	Procedures Manual: Section 3.10
September 15, 2023	Department Head	Sabbatical	DH reviews and submits sabbatical reports to the Dean	Procedures Manual: Section 3.9
September 22, 2023	Dean	Sabbatical	Dean submits approved reports to Academic Affairs	Procedures Manual: Section 3.9
September 27, 2023	Dean	Instructional Development Assignments (IDA)	Dean submits approved reports to Provost	Procedures Manual: Section 3.10

				Course cleanup tasks include: confirming accurate course offering overall; accurate instructors for each section, including correcting missing instructors; accurate percent responsibilities (i.e. 100% for all instructors of a single section); any additional items that might aid ITS with the course evaluation process.
October 2, 2023	Department Head	Course Data Clean-up	DHs and Department Managers clean up all Fall courses	
October 6, 2023	Candidate	Preliminary Tenure Review	Candidate for whom Fall is their sixth semester: Candidate submits information to the DH	Procedures Manual: Section 6.4
October 6, 2023	Department Head	Professional Growth Plans	DH submits Professional Growth Plans for all new faculty that started in the Fall semester to the Dean (PGP)	Procedures Manual: Section 5.6
October 18, 2023	AA Internal	Sabbatical	Academic Affairs prepares the sabbatical reports memo for BOT	Procedures Manual: Section 3.9
October 27, 2023	Board of Trustee	Sabbatical	BOT Meeting (sabbatical reports)	Procedures Manual: Section 3.9
October 27, 2023	Dean	Professional Growth Plans	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.	Procedures Manual: Section 5.6
November 4, 2023	Committee	Promotion & Tenure	Department Committee submits recommendation letter to the Department Head	
November 13, 2023	AA Internal	Catalog	AA sends email notifying all Catalog page owners that the "Next Catalog" is open for editing	Next Catalog
November 13, 2023	Committee	Preliminary Tenure Review	Candidate for whom Fall is their sixth semester: Department Committee submits its recommendations to the DH	Procedures Manual: Section 6.4
November 17, 2023	Department Head Candidate	Promotion & Tenure	DH meets with the candidate, completes their recommendations, and submits the completed dossier package to the Dean.	Dossier needs to be bookmarked. Table of contents without page numbers but anchored to correct page in dossier.
December 11, 2023	Department Head	Preliminary Tenure Review	Candidate for whom Fall is their sixth semester: DHs submit Preliminary Tenure Reviews to the Dean	Procedures Manual: Section 6.4
December 15, 2023	Dean	Promotion & Tenure	Dean completes their recommendations and submits the final, bookmarked dossier to Academic Affairs/Provost	
December 15, 2023	Faculty	Excellence in Research Awards	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 Faculty Senate Research Council Chair and Academic Affairs	Procedures Manual: Section 8.8

December 15, 2023	Faculty	Faculty Awards	Campus community members submit one page nominations for Mines Teaching Awards, BOT Outstanding Faculty Award, Alfred E. Jenni Faculty Fellowship, Faculty Excellence Award, and W.M. Keck Mentorship Awards to Academic Affairs	
January 10, 2024	Department Head	Emeritus Status	DH submits nominations for new emeriti to be recognized at the April Awards Celebration	Procedures Manual: Section 8.9
January 12, 2024	Dean	Preliminary Tenure Review	Candidate for whom Fall is their sixth semester: 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 the candidate and DH has met with candidate to discuss reports.	Procedures Manual: Section 6.4
January 22, 2024	Committee	Faculty Awards	Faculty Awards Committee meets to discuss one page nominations for Teaching, BOT, Jenni, and Faculty Excellence awards (first round selection) and then requests complete dossiers from DHs for final round of selection.	
January 24, 2024	Faculty	Instructional Development Assignments (IDA)	Faculty members submit requests for IDA leave for the following academic year to their Department Head	Procedures Manual: Section 3.10
January 24, 2024	Faculty	Sabbatical	Faculty members submit requests for sabbatical leave for the following academic year to their Department Head	Procedures Manual: Section 3.9
January 26, 2024	Faculty	University Distinguished Professor or POP	Nominations due - any Mines employee may submit a nomination, including self-nomination	Section 8
January 31, 2024	Department Head	Research Data Clean-up	DHs and Department Managers clean up 1st half fiscal year research	Research cleanup tasks include: confirming accurate PIs on projects; accurate allocation of credit; any additional items that would aid ORA and maintaining accurate research data
February 5, 2024	Department Head	Instructional Development Assignments (IDA)	DH reviews and submits IDA requests to the Dean	Procedures Manual: Section 3.10
February 5, 2024	Department Head	Sabbatical	DH reviews and submits sabbatical requests to the Dean	Procedures Manual: Section 3.9
February 5, 2024	Provost	Summer Needs	Provost sends email to the Deans with memo and spreadsheets requesting summer and field session requests	Procedures Manual: Section 3.6
February 12, 2024	Faculty	Annual Faculty Evaluation Schedule	Faculty evaluation and data sheet completed and signed by faculty members in time to meet evaluation schedule of Department Head - evaluation can be accessed through the On-Base system	OnBase Faculty Evaluation resources
February 14, 2024	AA Internal	Catalog	All pages should have started their initial workflow	
February 16, 2024	Candidate	Preliminary Tenure Review	Candidate for whom Spring is their sixth semester: Candidate submits information to the DH	Procedures Manual: Section 6.4
February 16, 2024	Dean	Instructional Development Assignments (IDA)	Dean submits approval memo and faculty members' IDA requests to Provost	Procedures Manual: Section 3.10

February 16, 2024	Dean	Sabbatical	Dean submits approval memo and faculty members' sabbatical requests to Academic Affairs	Procedures Manual: Section 3.9
February 19, 2024	Department Head	Annual Faculty Evaluation Schedule	DH receives and prepares each faculty member's evaluation and submits to the Dean for review	
February 23, 2024	Department Head	Annual Faculty Evaluation Schedule	DH receives and prepares each faculty member's evaluation and submits to the Dean for review	
February 28, 2024	AA Internal	Catalog	All pages should have completed full workflow, sent to Vibhuti Dave (UG) and Tim Barbari (GRAD) for approval	
February 28, 2024	Department Head	Annual Faculty Evaluation Schedule	DH receives and prepares each faculty member's evaluation and submits to the Dean for review	
February 28, 2024	Department Head	Course Data Clean-up	DHs and Department Managers clean up all Spring courses	Course cleanup tasks include: confirming accurate course offering overall; accurate instructors for each section, including correcting missing instructors; accurate percent responsibilities (i.e. 100% for all instructors of a single section); any additional items that might aid ITS with the course evaluation process.
February 28, 2024	Department Head	Faculty Awards	DH (or appropriate faculty member, if a DH is nominated) submits complete dossiers for faculty awards to Academic Affairs	
March 4, 2024	AA Internal	Summer Needs	Forms for summer and field session requests due to Academic Affairs	Procedures Manual: Section 3.6
March 4, 2024	Department Head	Annual Faculty Evaluation Schedule	DH receives and prepares each faculty member's evaluation and submits to the Dean for review	
March 4, 2024	Faculty	Excellence in Research Awards	Letters of recommendation, if applicable	
March 8, 2024	AA Internal	Catalog	All CIM Courses and Programs are complete and moved into Banner/Catalog	
March 11, 2024	AA Internal	Catalog	All pages should be sent through workflow to Academic Affairs (academic-affairs@mines.edu) for final approval	
March 11, 2024	AA Internal	Sabbatical	Academic Affairs needs to have final decision and material prepared for the BOT meeting	Procedures Manual: Section 3.9
March 13, 2024	Committee	Faculty Handbook Committee	Committee makes final proposed revisions	See Faculty Handbook
March 15, 2024	AA Internal	Catalog	Final copy submitted to Courseleaf/LeepFrog for upload to Current Catalog	
March 15, 2024	AA Internal	Excellence in Research Awards	Committee notifies Academic Affairs of recipients	
March 15, 2024	AA Internal	Promotion & Tenure	Provost needs to have final decision and material prepared for the BOT meeting	
March 15, 2024	Committee	Faculty Awards	Committee makes award recommendations to the Provost	
March 20, 2024	Provost	University Distinguished Professor or POP	Provost and UDP Review Committee will recommend finalists to the President, who has final authority to award these professorships	Section 8

March 25, 2024	AA Internal	Catalog	Electronic version of current year Catalog will go live	
March 25, 2024	Department Head	Professional Growth Plans	DH submits Professional Growth Plans for all new faculty that started in the Spring semester to the Dean	Procedures Manual: Section 5.6
March 27, 2024	AA Internal	Promotion & Tenure	Announce to Department Heads/Deans of schedule and format reminder	
March 27, 2024	AA Internal	Promotion & Tenure	Material to Presidents office for BOT meeting	
March 27, 2024	AA Internal	Sabbatical	Material to Presidents office for BOT meeting	Procedures Manual: Section 3.9
March 27, 2024	AA Internal	University Distinguished Professor or POP	Final decisions and materials prepared for the BOT meeting	Section 8
March 27, 2024	Committee	Faculty Awards	BOT Outstanding Faculty Award recipient submitted for the BOT meeting	
March 27, 2024	Provost	Emeritus Status	Provost needs to have final decisions and materials prepared for the BOT meeting	Procedures Manual: Section 8.9
March 29, 2024	AA Internal	Faculty Handbook Committee	Proposed revisions distributed to campus: posted to Mines' Policy Library, emailed to all faculty, memos to the Faculty Senate and Administrative Faculty Council	Proposed revisions for Handbook Committee review
March 29, 2024	Department Head	Annual Faculty Evaluation Schedule	DH signs faculty evaluation forms for each faculty member and then submits to the Dean.	
April 5, 2024	Board of Trustee	Emeritus Status		Procedures Manual: Section 8.9
April 5, 2024	Board of Trustee	Faculty Awards		
April 5, 2024	Board of Trustee	Promotion & Tenure		
April 5, 2024	Board of Trustee	Sabbatical	BOT Meeting (sabbatical requests)	Procedures Manual: Section 3.9
April 5, 2024	Board of Trustee	University Distinguished Professor or POP		Section 8
April 5, 2024	Committee	Preliminary Tenure Review	Candidate for whom Spring is their sixth semester: Department Committee submits its recommendations to the DH	Procedures Manual: Section 6.4
April 8, 2024	AA Internal	Catalog	PDF's of both UG and Grad Catalogs will be published	
April 8, 2024	Dean	Annual Faculty Evaluation Schedule	Dean signs faculty evaluation forms for each faculty member and then submits to Academic Affairs.	
April 8, 2024	Dean	Professional Growth Plans	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.	Procedures Manual: Section 5.6
April 10, 2024	Department Head	Pathway Documents	DH submits Department Pathways documents to the Dean	
April 12, 2024	Department Head	Annual Department Head Evaluation Schedule	DH submits their OnBase evaluation form to the Dean	OnBase DH Evaluation resources
April 24, 2024	AA Internal	Promotion & Tenure	Provost announces promotion/tenure decisions at the April Awards Celebration	
April 24, 2024	Provost	Emeritus Status	Provost announces all faculty awards at the April Awards Celebration	Procedures Manual: Section 8.9
April 24, 2024	Provost	Excellence in Research Awards	Provost announces research awards at the April Awards Celebration	
April 24, 2024	Provost	Faculty Awards	Provost announces all faculty awards at the April Awards Celebration	
April 24, 2024	Provost	University Distinguished Professor or POP	Provost announces research awards at the April Awards Celebration	Section 8

4/26/2024	AA Internal	Promotion & Tenure	Provost announces promotion/tenure decisions at the April Awards Celebration	
April 29, 2024	Faculty	Faculty Handbook Committee	Comments from faculty due to Academic Affairs (30-day feedback period)	
May 1, 2024	Committee	Faculty Handbook Committee	Committee meets to review input from the campus community and make final recommendations to the BOT	
May 3, 2024	Dean	Pathway Documents	Dean submits department approved Pathways documents to Academic Affairs	
May 3, 2024	Department Head	Preliminary Tenure Review	Candidate for whom Spring is their sixth semester: DHs submit Preliminary Tenure Reviews to the Dean	Procedures Manual: Section 6.4
5/12/2024	Department Head	Promotion & Tenure	DH submits list of anticipated academic, library and research faculty promotion and tenure cases to Academic Affairs (promotion only for library, research, and teaching faculty)	
May 22, 2024	AA Internal	Faculty Handbook Committee	Proposed revisions sent to President and BOT	
May 31, 2024	Board of Trustee	Faculty Handbook Committee	BOT Meeting	
May 31, 2024	Dean	Preliminary Tenure Review	Candidate for whom Spring is their sixth semester: 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 the candidate and DH has met with candidate to discuss reports.	Procedures Manual: Section 6.4