



Idaho State
University

**RESOURCES FOR CHAIRS AND DIRECTORS
(AY 2024-2025)**

Resource	Description	Links	Contact
HR Manager Forms (including hiring)	Hiring Flowchart is shown on this page. If the position is new, and not replacing an existing position, use the New Position Request Form.	All Manager Forms Hiring Flowchart New Position Request Form	Denise Scott HR Business Partner for Talent Acquisition denisescott@isu.edu
Argos, Banner, and Other IT Services	You will gather department level data in Argos and Banner. To gain access go to: (1) Bengal Web, (2) Employees, (3) Tools, (4) Banner Tools, (5) Argos Reports	Training Requests	Marjanna Hulet ITS Training Coordinator (208)282-2598 majannahulet@isu.edu
ISU Policies and Procedures (ISUPP)	All policies and procedures that have been approved at the university	ISUPP Website	Laura Ahola-Young Vice Provost for Faculty Affairs lauraaholayoung@isu.edu
SBOE Policies	All policies for the Idaho State Board of Education	SBOE Policy Website	Cindy Hill or Laura Ahola-Young Vice Provosts cynthiahill@isu.edu lauraaholayoung@isu.edu



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Academic Integrity Policies		ISUPP 4000 (Academic Integrity and Dishonesty Policy) Academic Dishonesty Incident Report Template Office of the Dean of Students: Faculty and Staff Resources ISU Student Handbook	
Promotion and Tenure	University information to help Faculty through the Promotion and Tenure Process	Academic Affairs Faculty Support Page Promotion and Tenure Forms and Instructions ISU Promotion and Tenure Policy	Laura Ahola-Young lauraaholayoung@isu.edu
Resource	Description	Links	Contact
Periodic Performance Review	The PPR is a post-tenure/promotion review that spans a five-year period and is designed to provide an overview of scholarly, service, and teaching	ISU Periodic Performance Review Policy	Your Dean for College Procedures Laura Ahola-Young for Institutional questions



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	<p>activity for a tenured faculty member (ISUPP 4010, I.A.). These documents should be uploaded into the TMS system along with the annual evaluation ranking.</p> <p>Please note: Faculty must be notified of this requirement by September 13, 2024</p>		
Third Year Review	<p>The Third-Year Review is required for all tenure-track faculty. Third-Year Reviews are internal to each college and are meant to provide substantive feedback regarding strengths and areas for improvement to faculty at this critical stage in the tenure timeline. Third-year documentation will be uploaded into the TMS system along with the annual evaluation ranking.</p>		<p>Your Dean for College Procedures</p> <p>Laura Ahola-Young for Institutional questions</p>
Faculty Evaluations	<p>PROCESS CHANGE!! We no longer download the Annual Faculty Evaluation Template from Faculty Success. The template is downloaded from the Academic Affairs website (WORD form). Teaching Workload data is pulled from Argos. All Administrative Assistants have been trained on this change.</p>	<p>Academic Affairs Faculty Support Page</p> <p>Annual Evaluation Downloads</p> <p>Downloading ARGOS Data and Pasting into Faculty Evaluations</p>	<p>Your Dean for College Procedures</p> <p>Karen Appleby for Institutional questions</p>

IMPORTANT DUE DATES

Curriculum/Class Fees	Catalog	Faculty
November 1, 2024:	October 18, 2024:	August 30, 2024:



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New Gen Ed. Course Proposals to GERC	UCC Undergraduate Catalog Change Proposals	Sabbatical Reports
November 1, 2024: Annual Gen. Ed. Course Assessment Reports due	November 14, 2024: Graduate Catalog Change proposals	November 15, 2024: Second Year Faculty Evaluations due to PROVOST'S Office <i>(please see internal College deadlines for Department Due dates)</i>
November 1, 2024: Class Fee Authorizations due (calierickson@isu.edu)	February 14, 2025: All departmental edits to 2023-2024 Undergraduate and Graduate Catalogs should be submitted by departments	January 24, 2025 All recommendations for promotion and/or tenure due to the PROVOST'S Office <i>(please see internal College deadlines for Department Due dates)</i>
November 1, 2024: Program Review Annual Report		January 24, 2025 All Emerita/Emeritus recommendations are due to the PROVOST'S Office <i>(please see internal College deadlines for Department Due dates)</i>
		February 7, 2025 First Year Faculty Evaluations due to PROVOST'S Office <i>(please see internal College deadlines for Department Due dates)</i>
		March 21, 2025 Evaluations for all department chairs, tenured faculty, third- and fourth-year faculty, and non-tenure track faculty due to PROVOST'S Office <i>(please see internal College deadlines for Department Due dates)</i>
		March 21, 2025 Third-Year Reviews due to PROVOST'S Office (enter in TMS along with the annual evaluation ranking)



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		<i>(please see internal College deadlines for Department Due dates)</i>
		March 21, 2025 5-Year PPRs due to PROVOST'S Office (enter in TMS along with the annual evaluation ranking) <i>(please see internal College deadlines for Department Due dates)</i>