This schedule lists the year’s deadlines for receiving various documents in the CoSE Dean Office in order to meet the Provost’s Deadlines: 2019-2020 Academic Year Schedule for Academic Affairs. Each Department Chair is responsible for setting departmental deadlines so that delivery to CoSE will conform to this schedule.

No Due Date:  
**Affiliate Faculty & Allied Graduate Faculty Nominations** Fully-completed nomination forms are accepted throughout the year. New nominations will require a current curriculum vitae (CV).  
**AFFILIATE FACULTY:** ISU Affiliate Faculty Nomination Form & Privileges Form

**JULY 22, 2019:**  
**Class Fee Authorization Form** due to CoSE Dean Office for subsequent summer semester. The updated form is located at [https://www.isu.edu/academicaffairs/faculty-support/](https://www.isu.edu/academicaffairs/faculty-support/) under **Forms and Documents**.

**AUGUST 19, 2019:**  
**Sabbatical/Fulbright Report** due to CoSE Dean Office. This report is to be submitted upon completion of the sabbatical or Fulbright leave.

**SEPTEMBER 14, 2019:**  
**Program Changes that need SBOE Approval** but do not require a full proposal, submit Letter of Notification Requests to Joanne Tokle and Catherine Read (tokljoan@isu.edu and uccmail@isu.edu).

**SEPTEMBER 20, 2019:**  
**UCC Undergraduate Catalog Change Proposals** for next year’s catalog. Coordinate with your UCC rep(s) in submitting proposals. [https://www.isu.edu/ucc/](https://www.isu.edu/ucc/)

**SEPTEMBER 20, 2019:**  
**Proposals/Assessment Plans for new Gen Ed courses to GERC** submit separate proposals. Details on website: [https://www.isu.edu/gerc/propose-a-new-gen-ed-course/](https://www.isu.edu/gerc/propose-a-new-gen-ed-course/)

**OCTOBER 21, 2019:**  
**Sabbatical Leave Applications** (with Chair’s support letter) due to CoSE Dean Office. [Sabbatical Policy and Procedures](#)

**OCTOBER 28, 2019:**  
**Second-Year Faculty Evaluations** due to CoSE Dean Office. Evaluation is initiated via [Activity Insight](#).  
**Notification of Non-Reappointment** due in Academic Affairs by December 1; to faculty by Dec. 15.

**NOVEMBER 20, 2019:**  
**Graduate Catalog Change Proposals** before noon, submit proposals for next year’s Graduate Catalog.

**NOVEMBER 21, 2019:**  
**Class Fee Authorization Form** due to CoSE Dean Office for subsequent fall semester. The updated form is located at [https://www.isu.edu/academicaffairs/faculty-support/](https://www.isu.edu/academicaffairs/faculty-support/) under **Forms and Documents**.

**NOVEMBER 30, 2019:**  
**All Promotion and/or Tenure Recommendations** for Lecturers and/or Tenure-Track Faculty, along with supporting materials, are due to CoSE Dean Office. The CoSE policy on Promotion and Tenure is located here: CoSE T&P Policy. Dean’s recommendations will be forwarded to the Provost. Information on the procedures and the required application form for promotion and/or tenure, located at: [Promotion and Tenure Forms & Instructions](#)

**DECEMBER 2019:**  
Faculty update teaching, scholarship & service information in [Activity Insight](#) for fall semester.

**DECEMBER 2019-JANUARY 2020:**  
**Budget Presentations** to the Council of Deans (two sessions) for FY2020-2021 (dates to be determined).

**JANUARY 6, 2020:**  
Faculty back on Campus.

**JANUARY 7, 2020:**  
**5-Year Gen Ed Objective Review Reports** for Objective 5 (Sciences) and Objective 6 (Social & Behavioral Sciences) due to GERC.  
[https://www.isu.edu/gerc/course--program-assessment-process/](https://www.isu.edu/gerc/course--program-assessment-process/)
JANUARY 10, 2020: Objective Review Committee Representative appointed from departments with Objective 5 (Sciences) and Objective 6 (Social & Behavioral Sciences) courses.

JANUARY 14, 2020: Emerita/Emeritus Faculty Recommendations are due to CoSE Dean Office in order to be recognized at May Commencement. Please include a current vita, hire date, and tenure date, and Dean’s recommendation. Recommendations will be forwarded to the Provost.

JANUARY 22, 2020: First-Year Faculty Evaluations due to CoSE Dean Office. Evaluation is initiated via Activity Insight. Notification of Non-Reappointment to first-year faculty will be made by the Provost by March 1, in accordance with State Board Policy.

FEBRUARY 14, 2020: Three-Year Plan college edits are due, using the Google Doc provided by Academic Affairs.

FEBRUARY 18, 2020: Department Chair Evaluations to be returned from the CoSE Dean for Chairs’ review. Evaluation is initiated via Activity Insight.

FEBRUARY 18, 2020: Tenured Faculty Evaluations are due to CoSE Dean Office. Evaluation is initiated via Activity Insight.

FEBRUARY 21, 2020: Departmental Edits to Next Year’s Undergraduate and Graduate Catalogs should be complete and approved by chair/dean by 2/28/20.

FEBRUARY 24, 2020: Third- and Fourth-Year Faculty Evaluations are due to CoSE Dean Office. Evaluation is initiated via Activity Insight.

FEBRUARY 24, 2020: 5-Year Reviews (formerly Periodic Performance Reviews, or PPR) and accompanying recommendations are due to CoSE Dean Office.

MARCH 20, 2020: Undergraduate and Graduate Catalogs available.

EARLY APRIL 2020: College Elections to fill vacant council seats (Faculty Senate, UCC, GERC, Graduate Council, University Library Committee, BAS Committee, etc.).

APRIL 1, 2020: Gen Ed Objective Review Committee Reports due to GERC.

APRIL 3, 2020: UCC Catalog Change Proposals and Program (State) Proposals for next year’s Undergraduate and Graduate Catalogs that require SBOE and NWCCU approval to be submitted to Joanne Tokle and Catherine Read (tokljoan@isu.edu and uccmail@isu.edu).

APRIL 13, 2020: Promotion/Tenure Preliminary Notice for Next Year due to CoSE Dean Office, initiated by the Department Chair. Please list faculty being recommended for promotion and/or tenure during the next academic year. This will allow time to obtain required letters of support and other documentation during the summer.

MAY 2020-JUNE 2020: Faculty update teaching, scholarship & service information in Activity Insight for spring semester.

MAY 13, 2020: Notification of Non-Reappointment of faculty in their third year or higher must be submitted to Academic Affairs. The Office of Academic Affairs will ensure that deans notify the faculty member of non-renewal by July 15, in accordance with State Board Policy.

JUNE 17, 2020: Class Fee Authorization Form due to CoSE Dean Office for subsequent spring semester. Class Fee Authorization Form & Class Fee Authorization Procedures

JULY 21, 2020: Class Fee Authorization Form due to CoSE Dean Office for subsequent summer semester. Class Fee Authorization Form & Class Fee Authorization Procedures

JULY 22, 2020: Class Fee Report UBO will prepare report for each Department that describes income secured from class fees, expenditures for fees, balance of fees remaining at the end of the year, and plans for the balance (e.g., accruing funds for a major purchase) for the last fiscal year. Report is reviewed by Dean to ascertain that fees collected are justified and expenditures are for acceptable purposes.