

CLASS Administrative Calendar, 2019-2020

August

- Update Position Descriptions (if needed)
- Submit faculty syllabi in syllabi shared drive
- 28 CLASS Welcome Back Social
- 30 Begin thinking about spring courses and how these might affect semester by semester temporary faculty (Three Semester Rule)
- 30 Promotion and tenure packets – partial packets due to Dean’s Assistant

September

- Update Position Descriptions (if needed)
- Submit faculty syllabi in syllabi shared drive
- 1 All faculty and staff bio pages updated for current year
- 2 Labor Day
- 18 University Faculty Meeting (time/location TBA)
- 23 Deadline for submitting curricular changes to CLASS Curriculum Committee

October

- Submit Faculty CVs in CV shared drive
- Update Position Descriptions (if needed)
- Submit faculty syllabi in syllabi shared drive
- 1 Begin program-level assessment work; expectation to collect direct measures of student performance.
- 1 Nominations for December Commencement highlight student send to Kathy Foss
- 1 CLASS Travel Grant applicants due to Diane Kelly-Riley
- 1 Promotion and tenure packets due to Dean’s Office – final version in shared drive
- 1 3<sup>rd</sup> Year Review packets (Fall packets only) due to Alisa Goolsby – final version prior to Dean’s review
- 1 Curricular changes for 2020 catalog due (groups A, B and C)
- 2 Career Fair
- 4 Envision Idaho #1
- 11 Summer courses due in Courseleaf
- 11 2<sup>nd</sup> round of Sabbatical Applications for 2020-2021 due to Dean’s office
- 13-19 Homecoming
- 14-15 Promotion and Tenure Meeting w/Unit Reps (evening)
- 15 CLASS Research Grant Proposals (fall cycle) due to CLASS Business Office for budget review
- 15 Send Lindley Award nominations to Mark/Charles
- 16-17 Promotion and Tenure Meeting w/Chairs and Directors (evening)

## November

- Think about temporary faculty hires—Janice to email template with AY 2020-2021 request
- Begin thinking about University Excellence Awards
- Submit faculty syllabi in syllabi shared drive
- 1 CLASS Research Grant Proposals (fall cycle) due to Diane Kelly-Riley
- 2 Envision Idaho #2
- 15-17 Fall Parent and Family Weekend

## December

- Update Position Descriptions (if needed)
- Before faculty leave for winter break, begin working on calendar year 2019 evaluations
- Share with Sean your list of University Excellence Award nominations for coordination (Dean's letter of support needed for midcareer and distinguished)
- TBD All-College Meeting
- 9 Internal CLASS deadline for notifying Alisa Goolsby of UI Awards for Excellence
- 14 Commencement
- 19 Academic Year 20/21 temporary faculty requests to Janice Todish

## January

- Update Position Descriptions (if needed)
- During January 1:1s with the Dean – be prepared to discuss faculty and staff 2019 evaluations in DRAFT form
- Chair and Director evaluations to be discussed at February 1:1s
- 5 UCC Draft Proposals (Group C) for Summer 2022 implementation are due
- 17 Department budget plans for 2020-2021 due to Janice Todish
- 27 (tentative) Lab and course fee updates due to Janice Todish
- 31 Editorial changes for 2020 catalog are due

## February

- During early February 1:1s with the Dean – discussions on remaining faculty and staff evaluations in DRAFT form
- Faculty Syllabi due in Syllabi Shared Drive
- Begin thinking about Summer School offerings
- 1 CLASS Travel Grant applicants due to Diane Kelly-Riley
- 5 Career Fair
- 7 FINAL signed 2019 Performance Evaluations due to Dean's Office
- 14 3<sup>rd</sup> year reviews for tenure-track, clinical faculty and instructors due to Alisa Goolsby – final version prior to Dean's review
- 28-29 Jazz Festival

## March

- 1 Commencement feature story ideas send to Kathy Foss
- 6 1<sup>st</sup> round Sabbatical applications for 2021-2022 academic year due to Dean's office

20 CLASS Research Grant proposals due to CLASS Business Office for budget review  
30 1<sup>st</sup> round of Sabbatical Leave Applications for 2021-2022 – FINAL PACKETS,  
including signed Dean’s letter of support, due to [sabbatical@uidaho.edu](mailto:sabbatical@uidaho.edu)

#### April

3 CLASS Research Grant proposals due to Diane Kelly-Riley  
6 Chair Summer Plans due to Sean  
16 (tentative) Final Summer School Plans and all Summer Salary Worksheets (faculty and chairs  
and directors) due to Janice Todish  
TBD Sneak Peek  
TBD Vandal Giving Day

#### May

TBD All College Meeting  
TBD University Faculty Meeting  
1 NEH Summer Stipend Announced (Due in September); Review facilitated through  
ORED  
16 Commencement  
31 Program-level assessment updates due to Office of Institutional Effectiveness  
and Accreditation

#### June

Submit faculty syllabi in syllabi shared drive  
30 Update to four-year plans due to Recruitment Coordinator

#### July

31 Student accomplishment information to Mark Warner (# of student external  
awards, grants/contracts, publications, presentations/performances, and  
professional internships).