

## Academic Affairs Important Dates by Activity 2025 – 2026

Category	Date	Activity	Submit to
<b>Advisory Committees</b>			
	May-29-26	Division Chair submits Advisory Committee information/updates	Provost, Dean, Shared Drive
<b>Awards</b>			
	Feb-06-26	All Faculty & Staff Award Nominations due	Provost
	Mar-26-26	Faculty & Staff Recognition Event	All Campus
<b>Convocation</b>			
	Aug-15-25	Convocation – Lewiston	All Faculty, Chairs, Deans, VP, President required to attend
<b>Commencement</b>			
	May-15-26	Commencement-Lewiston	All faculty are required to attend <b>all</b> ceremonies
<b>Curriculum</b>			
	Sep-02-25	Provost submits internal 3-year plan materials	Division Chairs, Deans
	Oct-01-25	Last day to submit new program/program changes	Curriculum website
	Jan-9-26	Dean submits internal 3-year plan	Provost
<b>Emeritus</b>			
	Feb-13-26	Emeritus Nominations due to Division Chairs	Division Chair
	Feb-27-26	Division Chair submits Emeritus status to Provost	Provost
<b>Evaluation - 1st Year Faculty</b>			
	Jan-12-26	1st year faculty submit materials for evaluation	Division Chair
	Jan-26-26	Division Chair submits evaluation of 1st year faculty	Dean
	Jan-26-26	Division Chair submits recommendation for renewal of contract for 1st yr faculty	Dean
	Feb-03-26	Dean submits evaluations of 1st year faculty (who received a score of 2 or lower)	Provost
	Feb-03-26	Dean submits recommendations for renewal of contract for 1st year faculty (who received a score of 2 or lower)	Provost
	Feb-03-26	Dean submits all evaluations of 1 <sup>st</sup> year faculty	Human Resource Services
	Feb-03-26	Dean submits all recommendations for renewal of contract for 1st year faculty	Human Resource Services
<b>Evaluation - 2nd Year Faculty</b>			

	Oct-22-25	2nd year faculty submit materials for evaluation	Division Chair
	Nov-07-25	Division Chair submits evaluation of 2nd year faculty	Dean
	Nov-07-25	Division Chair submits recommendation for renewal of contract for 2nd yr faculty	Dean
	Nov-13-25	Dean submits evaluations of 2nd year faculty (who received a score of 2 or lower)	Provost
	Nov. 13-25	Dean submits recommendations for renewal of contract for 2nd yr faculty (who received a score of 2 or lower)	Provost
	Nov. 13-25	Dean submits all evaluations of 2 <sup>nd</sup> year faculty	Human Resource Services
	Nov-13-25	Dean submits recommendations for renewal of contract for 2nd yr faculty	Human Resource Services
<b>Evaluation - Adjunct</b>			
	Apr-14-26	Adjunct faculty submit materials for evaluation	Division Chair
	Apr-30-26	Division Chair submits evaluation of adjunct faculty	Dean
<b>Evaluation - 3+ year Faculty</b>			
	Feb-02-26	3+ year faculty submit materials for evaluation	Division Chair
	Mar-03-26	Division Chair submits annual evaluations of faculty (3+ years)	Dean
	Mar-03-26	Division Chair submits recommendation for renewal of contract (3 + years non-tenured faculty)	Dean
	Mar-16-26	Dean submits annual evaluations of 3+ years faculty (who received a score of 2 or lower)	Provost
	Mar-16-26	Dean submits recommendation for renewal of contract, 3+ years, non-tenured faculty (who received a score of 2 or lower)	Provost
	Mar-16-26	Dean submits annual evaluations of all 3+ years faculty	Human Resource Services
	Mar-16-26	Dean submits recommendation for renewal of contract, 3+ years, non-tenured faculty (who received a score of 2 or lower)	Human Resource Services
<b>Faculty Workload</b>			
	Oct-01-25	Division Chairs submit updated faculty workload	Dean
	Oct-08-25	Dean Posts Workload	Teams
	Feb-03-26	Division Chairs submit faculty workload to review	Dean
	Feb-10-25	Dean post Workload	Teams
<b>Instructional Calendar</b>			
	Jul-14-26	Provost submits Instructional Calendar	OSBE
<b>Job Descriptions</b>			

	Mar-02-26	Division Chair submits signed job descriptions for regular/permanent faculty	Dean
<b>NWCCU</b>			
	Aug-01-25	Provost submits NWCCU Annual Report	NWCCU
<b>Performance Review</b>			
	Sep-02-25	Faculty submit Periodic Performance Review Portfolio	Division Office/Chair
	Sep-08-25	Division Chair ensures Periodic Performance Reviews are ready for review	Deans, Division Faculty
	Sep-15-25	Division submits names of Individual Promotion Committee members, indicating the chair	STPRC/SPRC Chairs
	Sep-15-25	Division submits names of the Individual Tenure Committee members, indicating the chair	STPRC Chair
	Sep-15-25	Division Chair and faculty submit recommendations for the Performance review	Deans
	Sep-22-25	Division Faculty, Chairs, and Dean's submit Recommendations for Periodic Performance Review	Provost
	Sep-29-25	Provost submits recommendations for Periodic Performance Review to President	President
	Oct-03-25	President submits recommendation for Periodic Performance Review	Provost
	Oct-14-25	Provost completes Performance Review process and prepares written statements for candidates that the performance review has been conducted, calls for tenure review when necessary	Provost
	May-04-26	Provost notifies faculty who are eligible for Periodic Performance Review/Promotion/Tenure for the upcoming year	Faculty
<b>Promotion</b>			
	Aug-18-25	Provost notifies faculty of Promotion eligibility	Faculty
	Aug-25-25	Faculty notify Provost of intention to seek Promotion	Provost
	Sep-02-25	Provost submits list of faculty seeking Promotion	Dean, Division Chair, Faculty Senate Chair of STPRC/SPRC
	Sep-15-25	Division submits names of the Individual Promotion Committee, indicating chair	STPRC/SPRC Chairs
	Sep-22-25	STPRC/SPRC Chair issues list of approved Individual Promotion Committees, indicating chair	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
	Sep-29-25	Applicant submits Promotion Portfolio link	Division Office

	Oct-03-25	Division Chair submits Promotion Portfolio link to the Dean	Dean
	Oct-06-25	Dean notifies reviewers that Promotion Portfolio is available online	Division Chair, Division Faculty, Individual Promotion committees
	Oct-27-25	Division Faculty Members submit Promotion recommendation	Applicant adds to their Promotion Portfolio
	Oct-28-25	Division Chair submits Promotion summative evaluation/recommendation	Applicant adds to their Promotion Portfolio, STPRC/SPRC
	Dec-08-25	Dean submits Promotion Portfolio links to Provost Office	Provost
	Dec-08-25	Dean submits Promotion recommendation	Applicant, Division Chair, Individual Promotion Committee, Promotion Portfolio, STPRC/SPRC
	Jan-05-26	Provost submits list of Promotion applicants for review	STPRC/SPRC
	Jan-27-26	STPRC/SPRC considers Promotion portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, Provost
	Feb-16-26	Provost submits Promotion recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, President, STPRC/SPRC
	Mar-11-26	President submits Promotion recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Promotion Committee, Provost, STPRC/SPRC, Human Resource Services
<b>Research Symposium</b>			
	May 6 & May 7-26	Research Symposium-Lewiston	
	May-08-26	Research Symposium-Coeur d'Alene	
<b>Sabbatical</b>			
	Oct-01-25	Faculty submit Sabbatical proposals	Dean, Division Chair, Faculty Affairs Committee Chair, Provost
	Oct-08-25	Division Chair submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Oct-15-25	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
	Oct-25-25	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, Provost

	Nov-01-25	Provost and President meet to finalize Sabbatical offers	Provost
	Nov-15-25	Provost makes written offers of Sabbaticals	Faculty
	Nov-28-25	Faculty accepts or rejects Sabbatical offer in writing to Provost	Provost
	Dec-5-25	Campus notification of Sabbatical Recipients	Provost Office / College Communications
	Apr-14-26	Provost notifies Dean of process for faculty to apply for sabbatical during the upcoming year.	Dean
<b>Special Course Fees</b>			
	Nov-21-25	Division Chair submits Special Course Fee Change Proposal for Summer/Fall 2026	Dean
	Dec-05-25	Dean submits Special Course Fee Change Proposal for Summer/Fall 2026	Provost
	Apr-23-26	Division Chair submits Special Course Fee change proposal for Spring 2027 to Dean	Dean
	May-07-26	Dean submits Special Course Fee change proposals for Spring 2027 to Provost	Provost
	Jul-30-26	Division Chairs submit Special Course Fee report for Spring 2027	Dean
	Aug-31-26	Dean submits annual Special Course Fee report	Provost
<b>Syllabi</b>			
	Aug-11-25	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
	Oct-14-25	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their division Chair	Division Chair, Library
	Jan-16-26	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
	Mar-02-26	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their division Chair	Division Chair, Library
<b>Tenure</b>			
	Aug-18-25	Provost notifies faculty (including eligible instructors) of Tenure eligibility	Faculty
	Aug-25-25	Faculty notify Provost of intention to seek Tenure	Provost
	Sep-02-25	Provost submits list of faculty seeking Tenure	Dean, Division Chair, Faculty Senate Chair, STPRC

	Sep-15-25	Division submits names of Individual Tenure Committee, indicating chair	STPRC Chair
	Sep-22-25	STPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
	Sep-29-25	Applicant submits Tenure Portfolio	Division Office
	Oct-03-25	Division Chair submits Tenure Portfolio link to the Dean	Dean
	Oct-06-25	Dean notifies reviewers that Tenure Portfolio is available in Division Office	Division Chair, Division Faculty, Individual Tenure committees
	Oct-27-25	Division Faculty Members submit Tenure recommendation	Applicant adds to their Tenure Portfolio
	Oct-28-25	Division Chair submits Tenure summative evaluation/recommendation	Applicant adds to their Tenure Portfolio, STPRC
	Nov-17-25	Individual Tenure Committee submits recommendation	Applicant adds to their Tenure Portfolio, STPRC, Division Chair
	Dec-08-25	Dean submits tenure recommendation	Applicant, Division Chair, Individual Tenure Committee, Tenure Promotion Portfolio, STPRC
	Dec-08-25	Dean submits Promotion Portfolio links to Provost Office	Provost
	Jan-05-26	Provost submits list of Tenure applicants for review	STPRC
	Jan-27-26	STPRC considers Tenure Portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, Provost
	Feb-16-26	Provost submits Tenure recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC
	Mar-11-26	President submits Tenure recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Tenure Committee, Provost, STPRC, Human Resource Services
<b>Vita</b>			
	Oct-14-25	Faculty vitae updated	Division Chair
<b>Year-End</b>			
	Mar-19-26	Divisions submit year-end activity dates	President, Provost, Dean
	Jun-26-26	VP Anderson prepares HERC Infrastructure final report	SBOE

	Jul-10-26	VP Anderson creates HERC Infrastructure budget for next fiscal year	SBOE
<b>Misc.</b>			
	Aug-12-25	New Faculty Orientation	All new faculty, Chairs, Deans, VP, President to attend
	Dec-01-25	UAR & RRF due to supervisor	
	Dec-04-25	Dean posts UAR & RRF to the Teams; Program Assess, Plan, RRF Folder	
	Jan-01-26 to Jan-31-26	FAC Committee Meetings	
	Aug-15-25	Deadline for FA 25 faculty/dependent discount forms due date	Provost, Human Resource Services
	Dec-18-25	Deadline for SP 26 faculty/dependent discount forms due date	Provost, Human Resource Services
	May-13-26	Deadline for SU 26 faculty/dependent discount forms due date	Provost, Human Resource Services
	Jul-28-26	Dean submits annual Special Course Fee reviews to Provost	Provost