

## Lewis-Clark State College

### Academic Affairs Important Dates 2024-2025

Date	Activity	Submit to
Aug-01-24	NWCCU Annual Report is due	NWCCU
Aug-13-24	New Faculty Orientation	
Aug-15-24	Deadline for FA 24 faculty/dependent discount forms due date	Human Resource Services
Aug-19-24	Provost notifies faculty candidate of Promotion eligibility	Faculty candidate, Dean, Division Chair, Faculty Senate Chairs of STPRC/SPRC
Aug-19-24	Provost notifies faculty candidate (including eligible instructors) of Tenure eligibility	Faculty candidate, Dean, Division Chair, Faculty Senate Chairs of STPRC/SPRC
Aug-19-24	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
Aug-26-24	Faculty candidate notify Provost of intention to seek Promotion	Provost
Aug-26-24	Faculty candidate notify Provost of intention to seek Tenure	Provost
Sep-03-24	Provost submits internal 3 year plan materials	Division Chairs, Deans
Sep-03-24	Provost submits list of faculty seeking Promotion	Dean, Division Chair, Faculty Senate Chairs of STPRC/SPRC
Sep-03-24	Provost submits list of faculty seeking Tenure	Dean, Division Chair, Faculty Senate Chair, STPRC
Sep-03-24	Faculty submit Periodic Performance Review portfolio	Division Office
Sep-09-24	Division Chair ensures Periodic Performance Review Portfolios are ready for review	Division Faculty
Sep-16-24	Division submits names of Individual Promotion Committee members, indicating chair	STPRC/SPRC Chairs
Sep-16-24	Division submits names of Individual Tenure Committee members, indicating chair	STPRC Chair
Sep-16-24	Division Faculty submits recommendations for Performance review	Deans
Sep-23-24	Division Faculty, Chairs and Dean's submit recommendations of Periodic Performance Review	Provost
Sep-23-24	STPRC/SPRC Chairs issue list of approved Individual Promotion Committees, indicating chair	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
Sep-23-24	STPRC Chair issues list of approved Individual Tenure Committees, indicating chairs	Applicant, Dean, Division Chair, Faculty Senate Chair, Provost
Sep-23-24	Provost submits recommendations for Periodic Performance Review to President	President
Sep-30-24	Applicant submits Promotion Portfolio	Division Chair
Sep-30-24	Applicant submits Tenure Portfolio	Division Chair
Oct-01-24	Division Chairs submit updated faculty workload	Deans
Oct-01-24	Last day to submit new program/program changes	Curriculum website

Oct-01-24	Faculty submit Sabbatical proposals	Dean, Division Chair, Faculty Affairs Committee Chair, Provost
Oct-07-24	President submits recommendation for Periodic Performance Review	Provost
Oct-08-24	Division Chair submits Sabbatical recommendations	Faculty Affairs Committee
Oct-07-24	Dean notifies reviewers that Promotion Portfolio is available online	Division Chair, Division Faculty, Individual Promotion committees
Oct-07-24	Dean notifies reviewers that Tenure Portfolio is available online	Division Chair, Division Faculty, Individual Tenure committees
Oct-14-24	Provost completes Periodic Performance Review process and prepares written statement for candidates that the performance review has been conducted, calls for tenure review when necessary	Faculty candidate, Dean, Division Chair
Oct-14-24	Faculty vitae updated	Division Chair
Oct-15-24	Dean submits Sabbatical recommendations	Faculty Affairs Committee Chair
Oct-14-24	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their division Chair	Division Chair, Library
Oct-22-24	2nd year faculty submit materials for evaluation	Division Chair
Oct-25-24	Faculty Affairs Committee submits Sabbatical rankings	Applicant, Dean, Faculty Senate Chair, Provost
Oct-28-24	Division Chair submits Tenure summative evaluation/recommendation	Applicant, Tenure Portfolio, STPRC
Oct-28-24	Deans submit names of first year faculty	IR&E
Oct-28-24	Division Faculty Members submit Promotion recommendation	Applicant, Promotion Portfolio
Oct-28-24	Division Faculty Members submit Tenure recommendation	Applicant, Tenure Portfolio
Oct-28-24	Division Chair submits Promotion summative evaluation/recommendation	Applicant, Promotion Portfolio, STPRC/SPRC
Nov-01-24	Provost & President meet to finalize Sabbatical offers	Provost, President
Nov-06-24	Division Chair submits recommendation for renewal of contract for 2nd year faculty	Dean
Nov-06-24	Division Chair submits evaluation of 2nd year faculty	Dean
Nov-13-24	Provost makes written offers of Sabbaticals	Faculty applicant
Nov-13-24	Dean submits recommendation for renewal of contract for 2nd yr faculty	Provost, Human Resource Services
Nov-13-24	Dean submits evaluation of 2nd year faculty	Provost, Human Resource Services
Nov-18-24	Dean submits tenure portfolios to Provost's Office	Dean's office
Nov-18-24	Individual Promotion Committee submits recommendation	Applicant, Promotion Portfolio, STPRC/SPRC, Division Chair
Nov-18-24	Individual Tenure Committee submits recommendation	Applicant, Tenure Portfolio, STPRC, Division Chair
Nov-28-24	Faculty accepts or rejects Sabbatical offer in writing to Provost	Provost
Dec-01-24	UAR & RRF due to supervisor	
Dec-04-24	Dean posts UAR & RRF to the Teams; Program Assess, Plan, RRF Folder	
Dec-05-24	Campus notification of Sabbatical Recipients	Provost Office / College Communications

Dec-05-24	Dean Submits Special Course Fee Change Proposal's for Summer/Fall 2025	Provost
Dec-09-24	Dean submits Promotion recommendation	Applicant, Division Chair, Individual Promotion Committee, STPRC/SPRC
Dec-09-24	Dean submits Promotion Portfolios to Provost office	Provost
Dec-09-24	Dean submits Tenure recommendation	Applicant, Division Chair, Individual Tenure Committee, STPRC
Dec-09-24	Dean submits Tenure Portfolios to Provost office	Provost
Dec-20-24	Deadline for SP 25 faculty/dependent discount forms due date	Human Resource Services
Jan-01-25 to Jan-31-25	FAC Committee Meetings	
Jan-06-25	Provost submits list of Promotion applicants for review	STPRC/SPRC
Jan-06-25	Provost submits list of Tenure applicants for review	STPRC
Jan-10-25	Dean submits internal 3 year plan	Provost
Jan-12-25	1st year faculty submit materials for evaluation	Division Chair
Jan-13-25	Faculty upload syllabi to course space in Canvas. Submit syllabi to their division Chair	Division Chair, Library
Jan-24-25	Division Chair submits recommendation for renewal of contract for 1st yr faculty	Dean
Jan-24-25	Division Chair submits evaluation of 1st year faculty	Dean
Jan-27-25	STPRC/SPRC consider Promotion Portfolios, if requested, and makes recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, Provost
Jan-27-25	STPRC considers Tenure Portfolios, if requested, and makes recommendations	Applicant, Dean, Division Chair, Individual Tenure Committee, Provost
Feb-01-25	3+ year faculty submit materials for evaluation	Division Chair
Feb-03-25	Divison Chairs submit faculty workload	Dean
Feb-03-25	Dean submits recommendation for renewal of contract for 1st yr faculty	Provost
Feb-03-25	Dean submits evaluation of 1st year faculty	Human Resource Services
Feb-17-25	Provost submits Promotion recommendation	Applicant, Dean, Division Chair, Individual Promotion Committee, President, STPRC/SPRC
Feb-17-25	Provost submits Tenure recommendation	Applicant, Dean, Division Chair, Individual Tenure Committee, President, STPRC
Feb-23-24	Emeritus Status due date	Provost
Mar-03-25	Division Chair submits signed job descriptions for regular/permanent faculty	Dean

Mar-03-25	Division Chair submits annual evaluations of faculty (3+ years)	Dean
Mar-03-25	Division Chair submits recommendation for renewal of contract (3+ years non-tenured faculty)	Dean
Mar-03-25	All Faculty & Staff Award Nominations due	Provost
May-09-24	Deadline for SU 25 faculty/dependent discount forms due date	
Mar-10-25	Faculty upload syllabi to course space in Canvas for section B courses. Submit syllabi to their division Chair	Division Chair, Library
Mar-10-25	President submits Promotion recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Promotion Committee, Provost, STPRC/SPRC, Human Resource Services
Mar-10-25	President submits Tenure recommendation	Applicant, Dean, Division Chair, Faculty Senate Chair, Individual Tenure Committee, Provost, STPRC, Human Resource Services
Mar-14-25	Dean submits recommendation for renewal of contract 3+years, non tenured faculty	Provost
Mar-14-25	Dean submits annual evaluation of faculty (3+ years)	Human Resource Services
Mar-19-25	Divisions submit list of year-end activity dates	President, Provost, Dean
Apr-04-25	Faculty & Staff Recognition Event	All Campus
Apr-14-25	Adjunct faculty submit materials for evaluation	Division Chair
Apr-14-25	Provost notifies Dean of process for faculty to apply for Sabbatical during upcoming year	Dean
Apr-30-25	Division Chair submits evaluation of adjunct faculty	Dean
Apr-30 & May 01	Research Symposium-Lewiston	
May-02-25	Research Symposium-Coeur d'Alene	
May-05-25	Provost notifies faculty who are eligible for Periodic Performance Review/Promotion/Tenure for the upcoming year	Faculty
May-09-24	Deadline for SU 25 faculty/dependent discount forms due date	Human Resource Services
May-09-25	Dean's submit Special Course Fee Change Proposal's for Spring 2026	Provost
May-09-25	Commencement-Lewiston	All faculty are required to attend all ceremonies
May-30-25	Division Chair submits Advisory Committee information/updates	Provost, Dean, Shared Drive
Jun-27-25	VP Anderson prepares HERC Infrastructure final report	SBOE
Jul-11-25	VP Anderson creates HERC Infrastructure budget for next fiscal year	SBOE
Jul-14-25	Provost submits Instructional Calendar	SBOE
Jul-28-25	Deans submit annual Special Course Fee reviews to Provost	Provost