

## 2024-2025 Deadline Schedule - Office of Academic Affairs

The following are the 2024-2025 deadlines for receiving various personnel requests and recommendations and other deadlines in the Office of the Provost and Vice President for Academic Affairs. Each dean or designated administrator will be responsible for setting their own internal deadlines to ensure completion of the projects below. Many of these deadlines are externally driven; please do not hesitate to contact Academic Affairs at x2171 if you anticipate a problem meeting these target dates. **Once the Dean's Office sets its deadlines, this calendar is sent to all Chairs, faculty, and staff. Department Chairs set their deadlines and communicate those to the faculty. Department Chair deadlines are usually 2-3 weeks before the Dean's Office deadline, and will depend on the Chair's schedule and availability.**

Dean's Office Due Date	Event/Task	AA Due Date
Submit to Dean's Office – April or Mary	Affiliate Faculty Nomination Forms- are accepted throughout the year (new nominations will require current CV.) The form and additional information are available at <a href="https://www.isu.edu/academicaffairs/faculty-support/">https://www.isu.edu/academicaffairs/faculty-support/</a> .	No Due Date
Submit to Rene by July 19, 2024	Adjunct Faculty and/or Overload requests for Fall 2024 due to Dean's Office July 19, 2024 - <b>Follow up with Fred/Sam H. in mid-July to see if they have the info they need to create contracts for adjuncts</b>	July 23, 2024
Aug 12-Sept 6, 2024	Course Schedule Planning Phase for Spring 2025.	Aug 12-Sept 6, 2024
	Faculty Back on Campus.	August 12, 2024
	New Faculty Orientation.	August 13, 2024
	All Department Chair/Program Director Budget Meeting 10:00am-12:00pm.	August 15, 2024
	Fall New Graduate Student Orientation (Pocatello Campus/ Online).	August 17, 2024
	Fall Classes Begin.	August 19, 2024
Submit to Lyle w/ cc to April Aug 23, 2024	Sabbatical Reports are due in the Office of Academic Affairs. Please submit to provost@isu.edu.	August 30, 2024
Dean's office to notify faculty and Chairs, Sept. 3, 2024	Academic Affairs will notify all colleges of tenured faculty required to complete a Five-Year Periodic Performance Review (5YrPPR) during the 2024-2025 academic year are due.	August 30, 2024
Please check w/ Dean if you require adjuncts – Rene w/ cc to Mary	Course Schedule Deadline- All Schedules for Spring 2025 are Due.	September 6, 2024

	Each college will notify all faculty members who are up for PPR per ISUPP 4010.- <a href="https://www.isu.edu/policy/academic-affairs/">https://www.isu.edu/policy/academic-affairs/</a>	September 13, 2024
<b>Due to Dean's Office Sept 1, 2024 - Lyle w/cc to April</b>	Submit Letter of Notification Requests to Cindy Hill and Catherine Read (hillcynt@isu.edu and uccmail@isu.edu) in the Office of Academic Affairs for program changes that need SBOE approval but do not require a full proposal (for the 2025-2026 catalog).	September 20, 2024
	All Chair/Program Director Meeting.	September 27, 2024
<b>Please let Lyle and Rene Know if you need adjuncts</b>	Course Schedule Planning Phase for Summer 2025.	Sept 23-Oct 18, 2024
	2024-2025 Undergraduate and Graduate Catalogs are available to departments for editing. Due dates are 1/31/25 for departments and 2/14/25 for dean approvals. Online catalogs should be available by 3/21/25, and PDF catalogs by 7/1/25.	October 1, 2024
<b>Copy Dean's Office on your submissions</b>	Nominations open for Distinguished Faculty Awards. Submit nominations by going to <a href="https://www.isu.edu/academicaffairs/faculty-support/faculty-awards/">https://www.isu.edu/academicaffairs/faculty-support/faculty-awards/</a> .	October 1, 2024
	NWCCU Mid-Cycle Site Visit.	Oct 14-15, 2024
<b>Please check w/ Rene if you require adjuncts</b>	Course Schedule Deadline- All Schedules for Summer 2025 are Due.	October 18, 2024
<b>Coordinate w/ UCC rep as early as possible</b>	UCC Undergraduate Catalog Change Proposals are due for the 2025-2026 catalog. Coordinate with your UCC rep(s) in submitting proposals to UCC. Refer to UCC's website for instructions: <a href="https://www.isu.edu./ucc/">https://www.isu.edu./ucc/</a> . Submissions need to have gone through the entire process and be approved by November 21, 2024.	October 18, 2024
	Submit separate proposals/assessment plans for new Gen Ed courses to GERC. Details are found on the website: <a href="https://www.isu.edu/gerc/propose-a-new-gen-ed-course/">https://www.isu.edu/gerc/propose-a-new-gen-ed-course/</a> .	October 20, 2024
	Graduate Council priority deadline for 2025-2026 catalog submissions.	October 23, 2024
<b>Dean's Office to send Reminders Sept 23 and Oct 8</b>	Final Date to Submit Graduate Catalog Change proposals to Graduate Council for the 2025-2026 catalog. Please contact the graduate Council at <a href="mailto:graduatecouncil@isu.edu">graduatecouncil@isu.edu</a> with questions. Final approval date is 11/14/2024.	October 23, 2024
	Annual General Education Course Assessment Reports due, via <a href="#">General Education Assessment Reporting for use by Departments</a> .	November 1, 2024

<b>Work w/ Fred - let him know by Oct 15</b>	Special Course Fee Authorization form for subsequent academic year is due in the Office of Academic Affairs. Please submit Using the DocuSign Form for Special Course Fees, located on the Academic Affairs Website at <a href="https://www.isu.edu/academicaffairs/faculty-support/">https://www.isu.edu/academicaffairs/faculty-support/</a> .	November 1, 2024
<b>Reminder Oct 1 - Due to Lyle Oct 9</b>	Program Review Annual Report is due. Additional information is available at: <a href="https://www.isu.edu/assessment/academic-program-review/">https://www.isu.edu/assessment/academic-program-review/</a> .	November 1, 2024
<b>Due to Rene w/cc to April - Oct 11, 2024</b>	A list of sabbatical requests is due to the Office of Academic Affairs. (Each college office and departmental office will determine when sabbatical requests are due in their respective offices.)	November 1, 2024
	Graduate Catalog Proposals Final Approval Date.	November 14, 2024
<b>Oct 18, 2024</b>	Evaluations for all second-year faculty are due via TMS to the Office of Academic Affairs. Please go to <a href="https://www.isu.edu/academicaffairs/faculty-support/procedures/">https://www.isu.edu/academicaffairs/faculty-support/procedures/</a> to access the evaluation form templates. Notice of non-reappointment of second year faculty are due to Academic Affairs by December 1 and to faculty by December 15 in accordance with State Board Policy II.G.5.a.ii.	November 15, 2024
<b>Nominations Jan 10 to Rene w/ cc to April</b>	Nominations for University GERC Teaching Awards from CoSE <a href="#">☰ 2024 ISU Excellence in General Education Teaching Nomination (FI...</a>	Estimated due date to GERC Feb 2.
<b>To Rene w/ cc to April Oct 7</b>	Nominations for Outstanding Students and Outstanding Faculty Awards-	To Alumni-Amy Dressel by Oct 31
<b>Due to Rene and Logan w/ cc to April on Dec 15</b>	Professional Achievement Award	Deadline is before winter break- To Amy Dressel
<b>Complete Box folders due Nov. 25. Dept Admin to notify Dean's Office MA</b>	All recommendations for promotion and/or tenure (along with supporting materials) are due in the Office of Academic Affairs. Information on the procedures and the required application form for promotion and/or tenure are located at: <a href="https://www.isu.edu/academicaffairs/faculty-support/">https://www.isu.edu/academicaffairs/faculty-support/</a> .	January 24, 2025
<b>Due to Dean's Office Dec 15- Submit to April w/ CC to Lyle</b>	All Emerita/Emeritus recommendations are due to the Office of Academic Affairs to ensure recognition at May commencement. Please include a current vita, letters of recommendation, and hire date with all recommendations.	January 24, 2025
<b>Due to Dean's Office Dec 17 - Lyle</b>	Submit Departmental 5-year Gen Ed Objective Review Reports for Objectives 5 and 6 to GERC—details at: <a href="https://www.isu.edu/gerc/course--program-assessment-process/">https://www.isu.edu/gerc/course--program-assessment-process/</a> .	January 17, 2025

	Spring Classes Begin.	January 13, 2025
<b>Jan 13 - Submit to TMS</b>	Evaluations for first-year faculty are due via TMS to Academic Affairs. Please go to <a href="https://www.isu.edu/academicaffairs/faculty-support/procedures/">https://www.isu.edu/academicaffairs/faculty-support/procedures/</a> to access the evaluation form templates. Notifications of non-reappointment of first-year faculty must be submitted to the Office of Academic Affairs by February 7. All notifications of non-renewal for first-year faculty are due to faculty by March 1, in accordance with State Board Policy II.G.5.a.i.	February 7, 2025
	Course Schedule Planning Phase for Fall 2025.	January 13- February 7, 2025
	Departments with Objective 5 and 6 courses will each appoint a faculty representative to their respective Objective Review Committee, which will be convened and chaired by a GERC member.	January 17, 2025
<b>Jan 17 - meet w/ Lyle about possible edits</b>	All college edits to the Three-Year Plan are due to the Office of Academic Affairs, using the Google Doc provided.	February 7, 2025
<b>Please check with Rene/Lyle if you require adjuncts</b>	Course Schedule Deadline- All Schedules for Fall 2025 are Due.	February 7, 2025
<b>Share with Lyle by Jan 22</b>	Program Health and Sustainability Continuous Improvement Update for programs in the fifth quintile. Information on the procedures and the required documents to be completed are available on the Academic Affairs webpage at: <a href="https://www.isu.edu/academicaffairs/institutional-effectiveness-and-initiatives/program-health/">https://www.isu.edu/academicaffairs/institutional-effectiveness-and-initiatives/program-health/</a> .	February 14, 2025
	All Chair/Program Director Meeting.	February 14, 2025
<b>Submit to Rene by Feb 4</b>	All departmental edits to 2025-2026 Undergraduate and Graduate Catalogs should be submitted by departments; chair/dean approvals completed by 2/14/25.	February 21, 2025
<b>Submit to Rene by Feb 14</b>	All college edits/approvals for the 2025-2026 Undergraduate and Graduate Catalogs should be completed by 3/17/25.	February 28, 2025
	Budget presentations for FY2025-2026 (dates to be determined). Details at: <a href="https://www.isu.edu/budget">https://www.isu.edu/budget</a> .	March 2025
<b>Submit by Feb 5, so that Chairs can</b>	Evaluations for all department chairs and all full-time faculty, third-year and beyond, are due via TMS in Academic Affairs.	March 21, 2025

<b>evaluate by Feb 25 Submit to TMS</b>		
<b>Feb 5 submit to Box and eval ranking to TMS so Chairs can review by Feb 25</b>	Third-year review info for tenure-track faculty is due in Box for the Executive Committee to review. Chair review of the faculty member is also put in Box. Faculty also submits annual evaluation ranking in TMS as does Chair. Dean uploads eval materials once Exec. Committee Report is received	March 21, 2025
<b>Feb 21 Submit to TMS</b>	The five-year periodic performance review (5YrPPR) recommendations for tenured faculty are due via TMS, along with the annual evaluation ranking.	March 21, 2025
	2025-2026 Online Undergraduate and Graduate Catalog available.	March 24, 2025
	General Education Objective Review Committee Reports for Objectives 5 and 6 are due to GERC.	April 1, 2025
	Academic Affairs will send out PPR Completion Acknowledgement to each college.	April 1, 2025
<b>Mar 15 - Submit to Rene</b>	Submit Program (State) Proposals and Letter of Notification requests for the 2026-2027 Undergraduate Catalog that require SBOE and NWCCU approval to Cindy Hill and Catherine Read in Academic Affairs (hillcynt@isu.edu and uccmail@isu.edu). Submit corresponding Graduate Catalog proposals that require SBOE and NWCCU approval to the Graduate Council.	April 4, 2025
	College Elections.	Early April 2025
<b>May 1</b>	Notification of non-reappointment of faculty who are in their third or higher year must be submitted to the Office of Academic Affairs. Deans must notify the faculty member of non-renewal by July 15 in accordance with State Board Policy II.G.5.a.iii.	June 6, 2025
	At the end of each academic year, the University Business Officer shall prepare a report that describes the income secured from special course fees, the expenditures for which those fees were spent, the balance of fees remaining at the end of the year, plans for that balance (e.g., accruing funds for a major purchase) in alignment with Budget Administration policies. The Annual Special Course Fee Report form can be located on the Academic Affairs web page, under Forms and Documents. This report will be provided to the college dean, the Provost, and the Vice President for Academic Affairs. This report shall be reviewed and signed by the dean to ascertain that the amount of fees collected is justified and that the expenditures of funds are for acceptable purposes. This report is subject to review by the internal audit office.	July 18, 2025

\*\*\*Updated on  
June 17, 2024\*\*\*