

Calendar of Key Events for CAS Department Chairpersons, AY 2022-23

1) Faculty Reviews

a) Annual Review of Regular Faculty

NB: Instructors in years 1-6 follow review schedule of pre-tenure faculty; Senior Instructors and Instructors past their sixth year review are part of triennial review process

- Second Year Reviews: Faculty member to Dept. by Sept. 1; Dept. Cmte. to Chair by Sept. 16; Chair to Dean by Sept. 30
- Sixth Year (P&T) and Promotion Reviews: Faculty member to Dept. by Sept. 30; Dept. Cmte. to Chair by Oct. 17; Chair to Dean by Oct. 28
- First Year Reviews: Faculty member to Dept. by Oct 28; Dept. Cmte. to Chair by Nov. 10; Chair to Dean by Dec. 1
- 3rd, 4th, and 5th Year Reviews: Faculty member to Dept. by Nov. 10; Dept. Cmte. to Chair by Dec. 12; Chair to Dean by Jan. 3

b) Triennial Review of Regular Faculty

- Faculty submit all updates to FAD by Sept. 20; Dept. Chairs complete review in FAD by Oct. 20
NB: This includes all tenured faculty as well as Senior Instructors and Instructors past their sixth year review

c) Annual Review of Lecturers

- Part-Time Temporary Lecturers: Dept. to Dean by Nov. 11 for lecturers teaching in the fall semester only; Dept. to Dean by Apr. 7 for lecturers teaching in fall and spring semesters or spring semester only
- Full-time Lecturers: Dept. to Dean by Apr. 7

d) Sabbaticals

- Sept. 1 : Chair notifies department faculty of any special needs/constraints for following academic year
 - Sept. 15: Faculty members notify Chair of intent to apply for sabbatical
 - Oct. 31: Faculty member submits application to department
 - Dec. 2: Dept. Cmte. makes recommendation to Chair
 - Jan. 3: Chair makes recommendation to Dean
- **Report on completed sabbaticals** due by Friday of finals week in semester after sabbatical
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| Fall 2022 | = Dec. 9 |
| Spring 2023 | = May 5 |

2) Curriculum, Courses, and Assessment

a) Curriculum

NB: Curriculum changes must be approved by the Board of Trustees, and they now operate by the rule that they see most decision items as “information only” the first time it comes before them, and then they vote on the item at their next meeting. This will slow up the process of curriculum approval.

In addition, new majors need to be approved by the Indiana Commission on Higher Education before they can be officially offered. This will add 2-4 months to the process. For new majors, it typically takes fifteen months to complete the process, so new major curriculum proposals should be entered into Curriculog as soon as they are ready for consideration.

- Changes to Existing Courses
 - To have effective term of Fall 2023, deadline for published as “Approved” in *Academic Notes* is c. March 1, 2023
 - To meet that deadline, changes should be submitted into Curriculog by October 1, 2022
- New Courses
 - To have effective term of Fall 2023, deadline for published as “Approved” in *Academic Notes* is c. July 25, 2023
 - To meet that deadline, courses should be submitted into Curriculog by October 1, 2022
- Changes to Existing Programs (Majors, Minors, Certificates)
 - To have effective term of Fall 2023, deadline for published as “Approved” is c. March 1, 2023
 - To meet that deadline, program proposals/changes should be submitted into Curriculog by October 1

- New Programs (Minors and Certificates)
 - To have effective term of Fall 2023, deadline for published as “Approved” is c. March 1, 2023
 - To meet that deadline, proposals for new Minors or Certificates should be submitted into Curriculog by August 1

- New Programs (Majors)

NB: New major curriculum proposals must go through the ISU curricular process and Board of Trustees approval, and then go to the Indiana Commission for Higher Education. The whole process typically takes at least 15 months. New major curriculum proposals submitted in AY 2022-23 are looking at effective term of fall 2024.

 - Officially, new major curriculum proposals need to be published as “Approved” in *Academic Notes* by March 1 to be effective the following fall. However, because of the BoT and ICHE approvals, it would be best to have them approved by December 1, 2023
 - To meet that target date, new major curriculum proposals should be submitted into Curriculog by March 1, 2023

b) Courses

- Course and Lab Fees:
 - c. Aug. 1: Reports on use of fees in previous AY due to Dean’s Office
 - c. Aug. 1: Requests for new fees or changes in fees due to Dean’s Office

- Schedule of Classes for Next Academic Year: Typically due to ORR by mid-February

- Textbook Orders: Due to Barnes & Noble by Oct. 15 for following spring semester, and by Mar. 15 for summer and fall semesters

c) Assessment

- Student Outcomes Assessment and Success Report due to Assoc. Dean by Nov. 15th

d) Curricular Engagement Survey

- This is typically completed in the second half of May (Center for Community Engagement conducts the survey)

3) Staff Evaluations

Begin in April, process concludes by end of June

4) Miscellaneous

a) New Faculty Orientation: Typically held in early August

b) University Faculty Awards Nominations: Deadline for nominations to the Provost is December 1st

Caleb Mills Teaching Excellence, Theodore Dreiser Research & Creativity, Faculty Distinguished Service, and Community-Based Learning and Scholarship

c) Departmental Scholarships: Selections need to be reported to the Scholarships Office in early April

d) Transfer New Student Orientation: Transfer NSO sessions are typically held just prior to the start of fall and spring semesters, as well as prior to summer terms. The Chairperson will be responsible for ensuring that an academic advisor will be available if the department has transfer students participating in a session. Sessions are typically in early August, January, and then May, June, and July before restarting in August.

e) CAS Awards Nomination Deadlines:

- CAS Faculty Educational Excellence Award nomination deadline is typically in late February
- CAS Outstanding Staff Award nomination deadline is typically c. March 1
- CAS Outstanding Senior nominations are due March 20

August

(Remind 2nd Year faculty and faculty seeking tenure & promotion or promotion of early deadlines for submitting their dossiers)

c. August 1: Course & Lab Fee reports due to Dean's Office; requests to change or add fees also due

August 1: Curriculum Proposals – Proposals for new programs (minors and/or certificates) should be submitted into Curriculog in order to meet the deadline to be published as “Approved” in *Academic Notes*

Early August: New Faculty Orientation

Early August: Transfer NSO session(s)

September

September 1: 2nd Year Review – Faculty materials due to department

September 1: Sabbaticals – Chair notifies department faculty of any special needs/constraints related to sabbatical requests

September 15: Sabbaticals – Faculty notify Chair of intent to apply for sabbatical

September 16: 2nd Year Review – Department committee review due to Chair

September 20: Triennial Review – Faculty updates due in FAD

September 30: 2nd Year Reviews – Chair review due to Dean

September 30: 6th Year/P&T and Promotion Reviews – Faculty materials due to department

October

(Remind departmental personnel committee that fall semester PT Temporary Faculty reviews will be due in November)

October 1: Curriculum Proposals – New course proposals, changes to existing courses, and changes to existing programs (majors, minors, and certificates) should be submitted into Curriculog in order to make the appropriate deadlines to be published in *Academic Notes* as “Approved”

October 17: 6th Year/P&T and Promotion Reviews: Department committee review due to Chair

October 20: Triennial Review – Chair’s review of tenured faculty and Senior Instructors/Instructors past 6th year due to Dean

October 28: 6th Year/P&T and Promotions Review – Chair’s review due to Dean

October 28: 1st Year Reviews – Faculty materials due to department

October 31: Sabbaticals – Faculty application due to department

November

November 10: 3rd, 4th, and 5th Year Reviews – Faculty material due to department

November 10: 1st Year Reviews – Department committee review due to Chair

November 11: Part-Time Temporary Lecturer Reviews – Department review due to Dean’s Office for fall semester only faculty

November 15: Assessment – Student Outcomes Assessment and Success Report due to Assoc. Dean

December

December 1: Faculty Award Nominations due to Provost

December 1: 1st Year Reviews – Chair’s review due to Dean

December 2: Sabbaticals – Department committee recommendation due to Chair

December 9: Sabbaticals – Sabbatical report due for sabbaticals taken in Sp. 2022 or AY 21-22

December 9-13: Commencements and final grading due

December 12: 3rd, 4th, and 5th Year Reviews: Department committee review due to Chair

January

(Schedule of classes for following AY will be due c. mid-February)

January 3: Sabbaticals – Chair’s recommendation due to Dean

January 3: 3rd, 4th, and 5th Year Reviews – Chair’s review due to Dean

Early January: Transfer NSO session(s)

February

(Departmental scholarship selections will be due to Scholarships Office in early April)

c. mid-February: Schedule of Classes for next AY due to ORR

Late February: CAS Faculty Educational Excellence Award nominations due

March

March 1: Curriculum – Changes to existing courses need to be published as “Approved” in *Academic Notes* to be effective for fall semester

March 1: Curriculum – Changes to existing programs and new programs need to be published as “Approved” in *Academic Notes* to be effective for fall semester

March 1: Curriculum – Proposals for new major programs should be submitted into Curriculog to be effective for fall 2024 semester

c. March 1: CAS Outstanding Staff Award nominations due

March 15: Textbook orders due to Barnes & Noble

March 20: CAS Outstanding Senior Award nominations due

April

Early April: Scholarships – departmental selections due to Scholarships Office

April to late June: Annual Staff evaluations

April 7: Full-time Lecturer Reviews – due to Dean’s Office

April 7: Part-Time Temporary Lecturer Reviews – due to Dean’s Office for full AY faculty and spring semester-only faculty

May

May 5: Sabbaticals – Sabbatical report due for sabbaticals taken in Fall 2022

May 5-9: Commencements and final grading due

Mid-May and/or late May: Transfer NSO session(s)

Late May: Curricular Engagement Survey occurs

June and July

Transfer NSO sessions