University of Idaho
A LEGACY OF LEADING

2012-2013 CALENDAR FOR UI FACULTY

Position Descriptions, Performance Evaluations, 3rd Year Reviews,
Promotion, Tenure and Salary Determinations

DATE	ACTION	FSH
2012		
August	Promotion – Tenure review procedures begin at the **departmental level**	3560,3520
September	Senior Administrators notified of Periodic Review and timeline	3320
September	Administrators within colleges notified of Periodic Review and timeline	3320
September	Position Descriptions for Calendar Year 2013 developed by faculty member and unit administrator	3050
October	Sabbatical Applications due for 2013-14 Academic Year (2nd round of applications that are reviewed; the 1st round was completed in March 2012)	3720
October	Promotion and Tenure recommendations/packets due in **deans' offices**	3560,3520
November 5	**Provost's Office** notifies faculty of annual evaluation of academic deans and annual evaluation of assistant/associate deans and dept. or intra-unit administrators **(Form 2)**	3320
November 5	**Provost's Office** notifies direct reports of annual self-evaluation and upward feedback opportunity & provides supplemental information for annual evaluations of faculty	
November 5	Position Descriptions for Calendar Year 2013 due in the **deans' offices**	
November 30	Promotion and tenure recommendations/packets due in the **Provost's Office**	3560,3520
December 12	Promotion packet distribution to the University Level Committee begins	
2013		
January	Performance evaluation process begins for Calendar Year 2012 Update Form 3260B if engaged in consulting for compensation Complete Form 6240 included with evaluation forms	3320
January	Distinguished Professor nomination process commences	1565
January 8	Upward Feedback & Form 2 of Provost's Direct Reports due in the **Provost's Office**	
January 8	Annual Self-evaluation of Provost's direct reports due in the **Provost's Office**	3320
January 8	Periodic Review of Sr. Administrators (committee report) due in the **Provost's Office**	
January 8	Evaluations of assistant/associate deans and dept. or intra-unit administrators due in the **deans' offices (Form 2)**	3320

January 11	Position descriptions for Calendar Year 2013 due in the **Provost's Office**	3050

DATE	ACTION	FSH
February	3rd year reviews for tenure track faculty due in the **Provost's Office** between 24 & 36 months of employment, typically now. If not already submitted or in process contact Provost's Office	3520
February	Affiliate and Adjunct faculty roster sent to colleges for appointment verification	1565
February 2 & 9	Provost convenes the University-Level Promotions Review Committee	3560
February 7	Annual Performance Evaluations due in the **deans' offices**	3320
February 7	Periodic Review of Administrators within college (committee report) due in the **Dean's Office**	
February 28	Annual Performance Evaluations due in the **Provost's Office**	3320
February 28	Periodic Review of Administrators within college (committee report) due in the **Provost's Office**	3320 D-4
February 28	Distinguished Professor recommendations from committee due to the **Provost's Office**	
March	President's decisions for promotion and tenure reported to the employee, unit administrator(s) and dean	
March	Sabbatical Applications due for 2014-15 Academic Year (1st round of applications that are reviewed; the 2nd round of applications are reviewed in October 2013)	3720
April	President's decisions for promotion and tenure reported to the Board of Regents/Executive Director	
April	President's decisions for distinguished professor announced	April
April/May	Salary recommendations for new fiscal year developed following salary policy. Salary recommendations reported to Regents. The employee is notified of action and the Salary Agreement form is forwarded to the employee for signature	
June 7	Deadline for returning signed salary agreements	3420