

# University of Idaho

## College of Art and Architecture

### **2011-2012 CALENDAR FOR FACULTY**

*For your convenience, this calendar has also been posted on the Faculty & Staff section on the college website.*

<b><u>DATE</u></b>	<b><u>ACTION</u></b>
<b><u>2011</u></b>	
<b>August</b>	Promotion – Tenure review procedures begin at the <b>departmental level</b>
<b>August 22</b>	Fall classes begin
<b>August 23</b>	Convocation; 3:30pm at the Kibbie Dome
<b>August 25</b>	Student Congress of Art & Architecture (SCAA) sponsored annual back-to-school/meet your advisor ice cream social; Commons Lawn 4:00-5:30pm
<b>August 26</b>	Vandal Spirit Fridays kickoff; Palouse Empire Mall 5:30-7pm
<b>September</b>	Senior Administrators notified of Periodic Review and timeline
<b>September</b>	Administrators within colleges notified of Periodic Review and timeline
<b>September</b>	Position Descriptions for Calendar Year 2012 developed by faculty member and unit administrator
<b>September 5</b>	Labor Day-UI Closed
<b>September 9</b>	8 <sup>th</sup> Annual Advising Symposium; 7:30am-4:30pm in the Idaho Commons
<b>September 21</b>	Early warning grades due
<b>September 29</b>	Prichard Gallery 25th Anniversary Celebration
<b>September 29</b>	Staff Appreciation Fair; 10:00am SUB Ballroom
<b>October 7</b>	Envision Idaho
<b>October 13</b>	Non-routine programmatic changes (i.e. degree name changes, new majors, discontinued degrees) due in the Office of the Provost for internal review.
<b>October 10-14</b>	Midterm Exam Week
<b>October 15</b>	Routine Programmatic changes (changing courses, changing requirements in existing majors)
<b>October 17</b>	Midterm Grades Due

<b>October 17</b>	Academic Advising for spring begins	
<b>October 24</b>	Promotion and Tenure recommendations/packets due in <b>deans' offices</b>	3560,3520
<b>October 24-28</b>	Advisory Council meeting; University Leadership Week	
<b>November 1</b>	<b>Provost's Office</b> notifies faculty of annual evaluation of academic deans  annual evaluation of assistant/associate deans and dept. or intra-unit administrators ( <b>Form 2</b> )	
<b>November 1</b>	<b>Provost's Office</b> notifies direct reports of annual self-evaluation and upward feedback opportunity & provides supplemental information for annual evaluations of faculty	
<b>November 1</b>	Position Descriptions for Calendar Year 2012 due in the <b>deans' offices</b>	
<b>November 4</b>	Envision Idaho (2 <sup>nd</sup> session) Recruitment for High School seniors	
<b>November 24</b>	Thanksgiving-UI Closed	
<b>November 25</b>	UI Closed	
<b>December 2</b>	Promotion and tenure recommendations/packets due in the <b>Provost's Office</b>	
<b>December 14</b>	Promotion packet distribution to the University Level Committee begins	
<b>December 5-9</b>	No Exam Week	
<b>December 10</b>	Winter Commencement	
<b>December 12-16</b>	Final Exam week	
<b>December 16</b>	Deadline to apply for spring graduation without late fee	
<b>December 20</b>	Final Grades due	
<b>December 26-January 3</b>	UI Closed	
<b><u>2012</u></b>		
<b>January 11</b>	Spring classes begin	
<b>January</b>	Performance evaluation process begins for Calendar Year 2011 Update Form 3260B if engaged in consulting for compensation Complete Form 6240 included with evaluation forms	
<b>January</b>	Distinguished Professor nomination process commences	
<b>January 13</b>	Upward Feedback & Form 2 of Provost's Direct Reports due in the <b>Provost's Office</b>	

<b>January 13</b>	Annual Self-evaluation of Provost's direct reports due in the <b>Provost's Office</b>
<b>January 13</b>	Periodic Review of Sr. Administrators (committee report) due in the <b>Provost's Office</b>
<b>January 13</b>	Evaluations of assistant/associate deans and dept. or intra-unit administrators due in the <b>deans' offices (Form 2)</b>
<b>January 13</b>	Position descriptions for Calendar Year 2012 due in the <b>Provost's Office</b>
<b>January 16</b>	Martin Luther King day-UI Closed
<b>February</b>	3rd year reviews for tenure track faculty due in the <b>Provost's Office</b> between 24 & 36 months of employment, typically now. If not already submitted or in process contact Provost's Office
<b>February</b>	Affiliate and Adjunct faculty roster sent to colleges for appointment verification
<b>February 4 &amp; 11</b>	Provost convenes the University-Level Promotions Review Committee
<b>February 9</b>	Annual Performance Evaluations due in the <b>deans' offices</b>
<b>February 9</b>	Periodic Review of Administrators within college (committee report) due in the <b>Dean's Office</b>
<b>February 13</b>	Early Warning grades due
<b>February 20</b>	President's Day-UI Closed
<b>March 1</b>	Annual Performance Evaluations due in the <b>Provost's Office</b>
<b>March 1</b>	Periodic Review of Administrators within college (committee report) due in the <b>Provost's Office</b>
<b>March 1</b>	Distinguished Professor recommendations from committee due to the <b>Provost's Office</b>
<b>March</b>	President's decisions for promotion and tenure reported to the employee, unit administrator(s) and dean
<b>March</b>	Vandal Fridays; TBD
<b>March 5-9</b>	Midterm exam week
<b>March 12</b>	Midterm grades due
<b>March 12-16</b>	Spring break
<b>March 26</b>	Fall Academic Advising Begins
<b>April</b>	Spring Advisory Council meeting; TBD

<b>April</b>	President's decisions for promotion and tenure reported to the Board of Regents/Executive Director
<b>April</b>	President's decisions for distinguished professor announced
<b>April/May</b>	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
<b>April 30- May 4</b>	No exam week
<b>May 7-11</b>	Final exams
<b>May 12</b>	Spring Commencement
<b>May 15</b>	Final grades due
<b>June 8</b>	Deadline for returning signed salary agreements