2013-2014 CALENDAR FOR COLLEGE OF ART & ARCHITECTURE FACULTY

The basic framework for this calendar was provided by the Provost's Office. Details about College specific events are included, and in addition, detailed calendars (timelines) for New Faculty Hiring, External Review, Position Descriptions and Faculty Evaluations, and Promotion and Tenure are added.

Please review and highlight dates important to your position.

As CAA is part of a University wide system, dates are established to allow the College to meet our obligations to University administration and are firm.

Comprehensive Calendar – pages 1 – 9
External Review – page 10
New Faculty Hires – pages 11 – 12
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Faculty Evaluations – Page 14
Promotion & Tenure - 15

AUGUST, 2013

August Promotion – Tenure review procedures begin at the **departmental level,** FSH 3560, 3520

August Senior Administrators notified of Periodic Review and timeline, FSH 3320

August Administrators within colleges notified by college of Periodic Review and timeline, FSH 3320

August 26 Fall classes begin.

SCAA Sponsored CAA New Student Orientation set for 2:30 – 3:30 p.m. Ag Science 106

SEPTEMBER, 2013

September Position Descriptions for Calendar Year 2014 developed by faculty member and unit administrator, FSH 3050

September 3 Deadline to Add or Change Fall Class Sections Online

Faculty Searches: Chairs (architecture, landscape architecture, VTD) submit recommended names of search committee members to dean.

September 9 Deadline to Submit Fall Drop for Non-Attendance Requests

Deadline to Change to Pass/Fail Grading Option for Fall semester

September 9 Deadline to Drop or Audit Fall Classes with W

Deadline to Register, Add Classes, or Adjust Credits for Fall

Last day to receive a refund of fees and tuition.

September 12
All College Faculty and Staff meeting, Whitewater Room, the Commons, Continental Breakfast at 7:45, Meeting starts at 8:00 and lasts until about 11:00 a.m.

September 13
Search committees for architecture UDC, landscape architecture, and VTD begin developing position descriptions for new faculty members.

September 15
Assessment Completed at University level.

September 25
Fall Early Warning Grades Due

September 23-29
Homecoming Week

September 25 – 27
ACT Retreat in Portland, Oregon

September 30, 2013 – Syllabi due for beginning of External Review process.

<u>OCTOBER, 2013</u>

October Sabbatical Applications due for 2014-15 Academic Year, (2nd round of applications to be reviewed; the 1st round was completed in March 2013), FSH 3720

October 1- 14
Chairs develop PD's with program faculty members.

October 4 Chairs meet with dean to review position descriptions from search committees. Revisions reviewed by search committees and programs during following week. (Chairs: schedule an individual appointment to discuss with Dean.)

October 5 Boise Design Day

October 7 Complete PAF for faculty searches, working with Budget Specialist.

Envision Idaho Recruitment Event

October 14 Faculty search materials due to Provost's Office for review.

October 15 Chairs provide PD's to Dean for Review.

October 15-25
Chairs and Dean meet at regular one-on-ones to review PD's prior to final signatures and submission.

October 28- November 15
Chairs acquire faculty signatures on PD's and deliver to Dean's Office for final review, copying and deliver to Provost's Office on time.

October 14-18
Fall Midterm Exam Week

October 21 Faculty Searches final PAF, PD due to Dean's Office for official routing to Provost's Office for approval.

Fall Midterm Grades Due

Spring Academic Advising Begins

Winter Intersession Registration Opens

October 25 P&T materials due from programs to dean's office (candidate submittal, external evaluations, program committee recommendation, chair recommendation)

October 29-November 4
College P&T committee reviews candidate submittals in college offices

NOVEMBER, 2013

November 1 Deadline to Withdraw from a Class, Change to Audit or Withdraw from Fall Semester

Envision Idaho Recruitment Event

November 4 Position Descriptions for Calendar Year 2014 due in the **deans' offices,** FSH 3050

Faculty Search Committees post positions in ATS. Minimum 4 week search required.

November 5 College P&T committee meeting 2:30 – 5:30pm

November 7 - 8
Leadership Week at UI (CAA Advisory Council Meetings these two days - Plan faculty meetings and/or student crits for Advisory Council members.)

November 11 Spring Registration Opens for Seniors, Graduate & Law

November 12 Spring Registration Opens for Juniors

November 13 Spring Registration Opens for Sophomores

November 14 Spring Registration Opens for Freshmen

November 15 Spring Registration Opens for Non-Degree

College Promotion and Tenure Committee recommendation due to dean (Includes all letters at every previous level of consideration, including responses by candidates, if appropriate.), FSH 3560, 3520 (***Firm***.)

November 18

Provost's Office notifies direct reports of annual self-evaluation and upward feedback opportunity & provides supplemental information for annual evaluations of faculty including annual evaluation of assistant/associate deans and dept. or intra-unit administrators **(Form 2),** FSH 3320

November 25-29

Fall Recess (11/28 and 11/29 are University Holidays)

November 27

Promotion and tenure recommendations/packets due in the **Provost's Office,** FSH 3560, 3520 (***Firm.)***

DECEMBER, 2013

December Distinguished Professor nomination process commences, FSH 1565

December 9-12

Fall No Exam Week

December 14

Fall Commencement

December 16

Promotion packet distribution to the University Level Committee begins **2014**

December 16-20

Fall Final Exam Week

December 20

Deadline to Submit Grades for Incompletes Give in Spring or Summer 2013
End of Fall Semester

December 21
Fall Final Exams for Online Classes which have In-Person Exams

December 23-January 1
University Closed (Holidays are 12/24, 12/25, 12/31, 01/01)

JANUARY, 2014

January **Performance evaluation process begins for Calendar Year 2013**
Update Form 3260B if engaged in consulting for compensation
Complete Form 6240 included with evaluation forms, FSH 3320

January Evaluations of assistant/associate deans and dept. or intra-unit administrators due in the **deans' offices (Form 2)**

January 10 Annual Self-evaluation of Provost's direct reports due in the **Provost's Office,** FSH 3320

January 10 Periodic Review of Sr. Administrators (committee report) due in the **Provost's Office,** FSH 3320

January 10 Position descriptions for Calendar Year 2014 due in the **Provost's Office,** FSH 3050

January 13 **Provost's Office** notifies faculty of annual evaluation of academic deans **(Form 2)** and Upward Feedback of Provost's Director Reports, FSH 3320

January 14 End of Winter Intersession

January 15 Spring Semester Classes begin.

Searches for open faculty positions close.

January 15-22
Search committees review applicants and develop short list.

January 15-31
Chairs meet with individual faculty regarding Performance Evaluations. Discuss any concerns with Dean.

January 17 Winter intersession; final grades due.

January 20 Martin Luther King Jr. and Idaho Human Rights Day - Holiday

January 23 Deadline to Add or Change Spring Class Sections Online

Deadline to Submit Spring drop for non-attendance requests

Chairs submit short lists for open faculty positions to dean.

January 24 Dean approves short lists.

January 24-31
Search committees request approval for interviews with candidates.

January 27 Form 2 & Upward Feedback of Provost's Direct Reports due in the **Provost's Office,** FSH 3320

January 29 Deadline to Change to Pass/Fail Grading Option for spring

Deadline to drop or audit spring classes with W

Deadline to Register, add classes or adjust credits for spring

Last Day to receive a refund of fees and tuition

FEBRUARY, 2014

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, FSH 3520 (*None for CAA this go-around.*)

February 3 Affiliate and Adjunct faculty roster sent to colleges for appointment verification, FSH 1565

February 3-7 Once approval to interview faculty candidates is received, Search Committees schedule telephone or on campus interviews in cooperation with Dean's calendar.

February 1 & 8
Provost convenes the University-Level Promotions Review Committee, FSH 3560

February 7 Annual Performance Evaluations due in the **deans' offices,** FSH 3320

Periodic Review of Administrators within college (committee report) due in the **Dean's Office**

February 14 ACT Session for Performance Evaluations 8:30 – 11:30 a.m. AA206

February 15-21
Chairs meet with Faculty to complete PE process and work out issues, if needed and garner signatures.

February 17 President's Day, University Holiday

February 18 Spring early warning grades due

Updated Affiliate and Adjunct faculty rosters to Dean's Office for submission to Provost's Office by February 21.

February 22 Evaluations are due in the Dean's Office for final signatures, copying and delivery to Provost's Office by due date.

February 18-28
New faculty searches' candidate interviews held.

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,** FSH 3320, D-4

February 28 Distinguished Professor recommendations from committee due to the **Provost's Office**

MARCH, 2014

March President's decisions for promotion and tenure reported to the employee, unit administrator(s), and dean

March Sabbatical Applications due for 2015-16 Academic Year (1st round of applications to be reviewed; the 2nd round of applications are reviewed in October 2014), FSH 3720

March 5 Search committees submit list of top three recommended candidates to chairs with justification.

March 7-12 Chairs submit list of top three recommended candidates to dean with justification.

March 10-14 Spring Midterm Exam Week

March 17 Spring Midterm Grades Due
Spring Recess 3/17 – 3/21

March 24-28 Chairs make offers to candidates and negotiate conditions.

March 26 Inspiring Design Futures Lecture Event

March 28 1st Vandal Friday (CAA new parent event in the afternoon.)

March 31 Fall Academic Advising Begins

Summer Registration Opens

College Office writes official offer letters (and creates other necessary documents) for successful candidates in faculty searches.

APRIL, 2014

April	President's decisions for promotion and tenure reported to the Board of Regents/Executive Director
	President's decisions for distinguished professor announced
	CDA Design Day – Date to be determined.
April 3	Deadline to Withdraw from a Class, Change to Audit, or Withdraw from Spring Semester
April 18	2nd Vandal Friday (CAA new parent event in the afternoon.)
April 21	Fall Registration opens for Seniors, Graduate and Law
April 22	Fall Registration Opens for Juniors
April 23	Fall Registration Opens for Sophomores
April 24	Fall Registration Opens for Freshmen
April 25	Fall Registration Opens for Non-Degree
	Vandal Sneak Peak

APRIL/MAY 2014

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

MAY, 2014

May 1	CAA Awards Banquet
May 5-9	Spring No Exam Week
May 12-16	Final Exam Week
May 17	Commencement
May 20	Spring Final Grades Due at Noon
May 26	Memorial Day – University Holiday

JUNE, 2014

June 6 Deadline for returning signed salary agreements 3420

External Program Review Tentative Schedule

September 30, 2013 – Syllabi due

October, 2013 – Coordinate all College Assessment Data (including how we function together.)

November 15, 2013 – ACT Workshop

> **ACT** responsible for coordinating College assessment, determining what materials are needed, guiding, communicating, hosting and reflecting during the process.
>
> **SIG** is responsible for the writing of the report.

November 22, 2013 – Faculty Workshop – generate big picture, rich content at meeting.

December 2 – 20, 2013 – Prepare Information by beginning to write different sections.

December 21, 2013 – January 13, 2014 – Semester Break

January 14 – 24, 2014 – Compile report

January 27 – 31, 2014 – Edit layout

February 3, 2013 – Submit report

February 17 – March 7, 2014 – Gather exhibit materials

March 10 – 14, 2014 – Set up exhibit

March 17 – 21, 2014 – Spring Break

March 26 – 28, 2014 – Review Team visits

New Faculty Hiring Schedule

2013

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March 31 College Office writes official offer letters (and creates other necessary documents) for successful candidates in faculty searches.

Reminder: As this process is going on, there are requirements to document every step in ATS and request the appropriate approvals prior to moving forward with the next step. There exists a Faculty Hiring Guide developed by HRS which is very helpful. Please request from AAC Ellen McKenzie.

Position Description Development Timeline

2013

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2014

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Evaluation of Faculty Timeline

2014

January **Performance evaluation process begins for Calendar Year 2013**
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February 28 Annual Performance Evaluations due in the **Provost's Office,** FSH 3320

Promotion and Tenure Timeline

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Promotion and tenure recommendations/packets due in the **Provost's Office,** FSH 3560, 3520 (***Firm.)***

December 16
Promotion packet distribution to the University Level Committee begins
2014

2014

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