



2020-2021 CALENDAR FOR UI FACULTY

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

DATE	ACTION	FSH
2020		
August 17-18	New Faculty Orientation	
August	Promotion & Tenure review procedures begin at the departmental level	3500
October	Sabbatical Applications due for Academic Year 2021-22 due to the dean's offices	3720
October	Promotion and Tenure recommendations/packets due in deans' offices	3500
October 30	Sabbatical Applications due to the Provost's Office (provost@uidaho.edu)	3720
November 13	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 (online submission process)	3320
November 20	Promotion and tenure recommendations/packets due in the Provost's Office	3500
December	Distinguished Professor nomination process commences	1565
December 11	Promotion/tenure packet distribution to the University Level Committee begins	3500
2021		
January	Performance evaluation process begins for Calendar Year 2020 Update Form 3260B if engaged in consulting for compensation Complete Form 6240 included with evaluation forms	3320
January	Evaluations of assistant/associate deans and dept. or intra-unit administrators due in the deans' offices (online submission process)	
January	Temporary Faculty paperwork for Spring 2021 appointments due to the Provost's Office	
January 6	Annual Self-evaluation of Provost's direct reports due in the Provost's Office	3320
2020		
January 8	Provost's Office notifies faculty of annual evaluation of academic deans and Upward Feedback of Administrators survey	3320
January 22	Upward Feedback of Administrators survey is complete	3320

February 28	3 rd year reviews due in the Provost's Office for record keeping.	3510
February 6	Provost convenes the University-Level Promotion and Tenure Committee	3500
February 4	Annual Performance Evaluations due in the deans' offices	3320
February 15	Distinguished Professor recommendations from committee due to the Provost's Office	3500
March 1	Annual Performance Evaluations due in the Provost's Office	3320
March	Sabbatical Applications due for Academic Year 2021-22 due to the dean's offices	3720
March 31	Sabbatical Applications due to the Provost's Office (provost@uidaho.edu)	3720
April 16	Hiring paperwork for Summer 2021 appointments submitted to the Provost's Office (provost@uidaho.edu)	3120
April	Salary recommendations for next 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 1	President's decisions for promotion and tenure reported to the employee, unit administrator(s), and dean and the Board of Regents/Executive Director	
May	The faculty is notified of action and the Salary Agreement is available in Vandal Web for approval	
June 6	Deadline for approving electronic faculty salary agreements	3420