



**2022-2023 CALENDAR FOR UI FACULTY**

Performance Evaluations, 3<sup>rd</sup> Year Reviews, Promotion, Tenure and Salary Determinations

<b>DATE</b>	<b>ACTION</b>	<b>FSH</b>
<b><u>2022</u></b>		
August 15-17	New Faculty Orientation	
August	Promotion & Tenure review procedures begin at the <b>departmental level</b>	3500
October	Sabbatical Applications for Academic Year 2023-24 due to the <b>dean's offices</b>	3720
October	Promotion and Tenure recommendations/packets due in <b>deans' offices</b>	3500
October 31	Sabbatical Applications due to the <b>Provost's Office</b> ( <a href="mailto:provost@uidaho.edu">provost@uidaho.edu</a> )	3720
November 11	<b>Provost's Office</b> 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 ( <b>online submission process</b> )	3320
November 18	Promotion and tenure recommendations/packets due in the <b>Provost's Office</b>	3500
December	Distinguished Professor nomination process commences	1565
December 10	Promotion/tenure packet distribution to the University Level Committee begins	3500
<b><u>2023</u></b>		
January	Performance evaluation process begins for Calendar Year 2022 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 <b>deans' offices (online submission process)</b>	
January	Temporary Faculty paperwork for Spring 2022 appointments due to the <b>Provost's Office</b>	
January 7	Annual Self-evaluation of Provost's direct reports due in the <b>Provost's Office</b>	3320
January 20	Upward Feedback of Administrators survey is complete	3320

<b>DATE</b>	<b>ACTION</b>	<b>FSH</b>
<b>2023</b>		
February 3	Provost convenes the University-Level Promotion and Tenure Committee	3500
February 3	Annual Performance Evaluations due in the <b>deans' offices</b>	3320
February 15	Distinguished Professor recommendations from committee due to the <b>Provost's Office</b>	3500
February 28	3 <sup>rd</sup> year reviews due in the <b>Provost's Office</b> .	3510
March 1	Annual Performance Evaluations due in the <b>Provost's Office</b>	3320
March	Sabbatical Applications due to the <b>dean's offices</b>	3720
March 31	Sabbatical Applications due to the <b>Provost's Office</b> ( <a href="mailto:provost@uidaho.edu">provost@uidaho.edu</a> )	3720
April 14	Hiring paperwork for Summer appointments submitted to the <b>Provost's Office</b> ( <a href="mailto:provost@uidaho.edu">provost@uidaho.edu</a> )	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	Deadline for approving electronic faculty salary agreements	3420