

CLASS Administrative Calendar, 2021-2022

August

- Update Position Descriptions (if needed)
- Submit faculty syllabi in SharePoint
- 10 Summer final grades due 12:00 PM
- 16 Academic contracts begin
- 17 CLASS New Faculty Orientation 2:00 – invites will be sent
- 23 Fall classes begin
- 30 Promotion and tenure packets – partial packets due to Dean’s Assistant **PRIOR to committee meetings**

September

- Update Position Descriptions (if needed)
- Submit faculty syllabi in SharePoint
- 3 All faculty and staff bio pages updated for current year
- 6 Labor Day
- TBD [University Faculty Meeting](#)
- TBD Deadline for submitting curricular changes to CLASS Curriculum Committee

October

- Submit Faculty CVs in SharePoint
- Position Description updates for 2021 must be completed this month
- Submit faculty syllabi in SharePoint
- 1 Begin program-level assessment work; expectation to collect direct measures of student performance
- 1 [Curricular changes](#)
  - Group A in CIM and approved by dept & college for 2022 catalog
  - Group B submitted to Provost for 2022-23 catalog
  - Group C final proposals submitted to Provost for 2023-24 catalog
- 1 [Envision Idaho #1](#)
- 3-9 [Homecoming Week](#)
- 4 Send nominations for December Commencement highlight student to [class-marcom@uidaho.edu](mailto:class-marcom@uidaho.edu)
- 5 Promotion and tenure packets due to Dean’s Office – place final version in department P&T SharePoint folder
- 6 [Fall Career Fair](#) (Kibbie)
- TBD Summer courses due in Courseleaf
- 15 Send Lindley Award nominations to Charles
- 15 [Sabbatical Applications](#) due to Dean’s office
- 18 [Key Grant](#) draft budget due to Julie Albrecht
- 18-19 Promotion and Tenure Meeting w/Unit Reps (evening)
- 20-21 Promotion and Tenure Meeting w/Chairs and Directors (evening)
- 29 [Sabbatical Applications](#) – FINAL PACKETS, including signed Dean’s letter of support due to provost office
- 30 [Envision Idaho #2](#)

## November

- Begin thinking about University Excellence Awards  
Submit faculty syllabi in SharePoint
- 1 [Key Grant](#) final proposal due to AD Traci Craig
- 5-7 [Fall Parent and Family Weekend](#)
- 19 Promotion and tenure packets due to provost office

## December

- Before faculty leave for winter break**, begin working on calendar year 2021 evaluations. The dean will provide a standardized template for chairs to follow for yearly evaluations  
Share with Sean your list of University Excellence Award nominations for coordination (Dean's letter of support needed for midcareer and distinguished)  
Update Position Descriptions (if needed)
- 10 Internal CLASS deadline for notifying deans assistant of UI Awards for Excellence
- 13 (tentative) Lab and course fee updates due to Fiscal Director
- 11 Commencement
- TBD All-College Meeting (Zoom)
- TBD Freshmen Only Scholarships awarding for 2022-2023

## January

- Update Position Descriptions (if needed)  
During January 1:1s with the Dean – be prepared to discuss faculty and staff 2021 evaluations in DRAFT form  
Chair and Director evaluations to be discussed during 1:1s
- 3 Internal CLASS deadline for notifying Dean and ADs for mid-career award nomination
- 5 [Curricular changes](#)  
Group C draft proposals submitted to Provost for Summer 2024 implementation
- 17 (tentative) Academic Year 22/23 temporary faculty requests to Fiscal Director (if funding available)
- 22 Summer Research Grant draft budget due to Julie Albrecht
- 24 Department budget plans for 2022-2023 due to Fiscal Director
- TBD Fall sections due in [Courseleaf](#)

## February

- During early February 1:1s with the Dean – discussions on remaining faculty and staff evaluations in DRAFT form  
Faculty Syllabi due in SharePoint  
Begin thinking about Summer School offerings
- 2 Summer Research Grant final proposal due to AD Traci Craig
- TBD [Career Fair](#) (Kibbie)
- 4 **FINAL signed 2021 Performance Evaluations due to Dean's Office**
- 11 3<sup>rd</sup> year reviews for tenure-track, clinical faculty and instructors due to Alisa Goolsby – final version prior to Dean's review

23-26 [Jazz Festival](#)  
28 3<sup>rd</sup> year reviews due in the provost's office  
TBD Scholarship awarding for 2022-23  
TBD University Faculty Meeting

### March

Faculty Syllabi due in SharePoint  
1 Annual performance evaluations due in the provost's office  
2 Commencement feature story ideas send to: CLASS-marcom@uidaho.edu  
12 Early and Mid-Career Research Grant draft budgets due to Julie Albrecht  
12 Key Grant draft budgets due to Julie Albrecht  
16 Sabbatical applications due to Dean's office  
31 Sabbatical Leave Applications - FINAL PACKETS, including signed Dean's letter of support, due to provost office

### April

President's decision for distinguished professor announced  
2 Early and Mid-Career Research Grant final proposals due to AD Traci Craig  
2 Key Grant final proposals due to AD Traci Craig  
6 Chair Summer Plans due to Sean  
16 (tentative) Final Summer School Plans and all Summer Salary Worksheets (faculty and chairs and directors) due to Fiscal Director  
TBD Fall registration opens  
TBD Sneak Peek  
TBD Vandal Giving Day

### May

Faculty notified Salary Agreement is available in Vandal Web for approval  
TBD All College Meeting  
TBD University Faculty Meeting  
1 President's decisions for promotion and tenure reported to employee, unit administrator, dean and Board of Regents  
14 Commencement  
28 P&T dossier review (external review packets) due to dean's assistant

### June

TBD Deadline for approving electronic faculty salary agreements  
30 Update to four-year plans due to Recruitment Coordinator

### July

TBD Spring sections due in [Courseleaf](#)  
29 Student accomplishment information to Associate Dean (# of student external awards, grants/contracts, publications, presentations/performances, and professional internships).