

Faculty and Academic Administrative Calendar  
2011-2012

Subject	Policy (where applicable)	Responsibility	Action	Deadline/Date**
<b>Deadlines Related to Faculty Evaluation, Promotion, Tenure, and Sabbaticals</b>				
<b>First Year Probationary Faculty</b>				
		Probationary Faculty	VPAA notifies faculty of deadlines	Third Monday in September (September 19)
		Probationary Faculty	Professional Development Plan due to Chair	November 2
<b>Annual Comprehensive Evaluation of Probationary Faculty</b>				
		Probationary Faculty	VPAA notifies faculty of deadlines	Third Monday in September (September 19)
		Probationary Faculty	Probationary Review Documents due to DRC	Last Monday in February (February 27)
		DRC	Professional Review Documents due from DRC to Chair	Second Monday in March (March 12)
		Department Chair	Chairs evaluation and supporting documentation due to VPAA	First Monday in May (May 7)
<b>Comprehensive Evaluation of Tenured Faculty</b>				
	HB 3.08 and Appendix E	VPAA	VPAA notifies faculty of deadlines	Third Monday in September (September 19)
		Tenured Faculty	Comprehensive Evaluation Materials due to DRC	Last Monday in February (February 27)
		DRC	Comprehensive Evaluation Materials due to Chair	Second Monday in March (March 12)
		Department Chair	Chair's evaluation and supporting documentation due to VPAA	First Monday in May (May 7)
		VPAA	Notification to tenured faculty of VPAA's final rating.	Third Monday in May (May 21)
<b>Annual Performance Review of Tenured Faculty</b>				
	HB 3.08 and Appendix E	VPAA	VPAA notifies faculty of deadlines	Third Monday in September (September 19)
		Tenured Faculty	Annual Evaluation Materials Due to Chair	Second Monday in March (March 12)
		Department Chair	Chair's Evaluation and supporting documentation due to VPAA	First Monday in May (May 7)
		VPAA	Notification to tenured faculty if VPAA's final rating differs from Department Chair's rating	Third Monday in May (May 21)

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<b>Faculty Tenure</b>				
	HB 3.05 and Appendix F	VPAA	Probationary faculty notified of tenure application deadlines	August 26
		Faculty	Letter requesting consideration for tenure to VPAA	October 17
		Faculty	Submit materials to Department Chair/tenured faculty members of the department	November 1
		Faculty	Tenure portfolios due to VPAA	November 28
		VPAA	Tenure Review Portfolios provided to FPAC	December 5
		FPAC	Recommendations forwarded to VPAA	January 13
		VPAA	Recommendations forwarded to President	January 20
		President	Favorable recommendations on tenure submitted as a BOT meeting agenda item	February 1
		BOT	Action on tenure requests	March BOT meeting
<b>Faculty Promotions</b>				
	HB 3.08 and Appendix G	VPAA	Faculty notified of promotion application deadlines	August 26
		Faculty	Request for consideration due to VPAA	February 1
		Faculty	Provide a copy of portfolio to Department Chair and DRC	February 20
		Faculty	Promotion portfolio due to VPAA	March 5
		FPAC	Recommendations forwarded to VPAA	April 2
		VPAA	Recommendations forwarded to President	April 9
		President	Notify promotion applicants of decision	April 16
<b>Sabbatical Leaves</b>				
	CRS 23-5-123/DHE I-R/ HB 3.07 and Appendix C	VPAA	Faculty notified of sabbatical leave application deadlines	August 26
		Faculty	Initial proposals due to VPAA	October 17
		FPAC	FPAC reviews proposals and may request revision	November 1
		Faculty	Revised proposals due to VPAA	November 16
		FPAC	Recommendations forwarded to VPAA	November 29
		VPAA	Recommendations forwarded to President	December 8
		President	Makes final decision for recommendation to Board	December 15
		BOT	Action on sabbatical recommendations	February BOT meeting
Sabbatical Reports for 2010-2011 and spring 2011 sabbaticals		Faculty	Reports for prior year and spring sabbaticals due to VPAA	December 1
Sabbatical Reports for fall 2011 sabbaticals		Faculty	Reports for prior fall sabbaticals due to VPAA	May 1

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<b>Academic Deadlines</b>						
<b>Driver Eligibility Requirements</b>						
Faculty, staff, and student employees anticipated to drive a college-owned vehicle during the semester		Chairs and Directors	List and copy of drivers licenses due to VPAA	August 26 and January 13		
<b>Assessment Timeline</b>						
Assessment Tool	Notification	Reminder	Due	Feedback		
GE Assessment	Monday prior to the semester	Monday the 4th and 12th week	Date final grades are due	To chairs and faculty February 15 and May 30		
Discipline Assessment	Monday prio to the semester	Monday the 4th and 12th week	December 1, 2010	To chairs and faculty by February 15		
Senior Exit Survey	Mid-October and Mid-April		Mid-December and Mid-May	End of the semester		
Alumni Survey	End of September		Late November	January		
<b>Program Review six-year rotation</b>						
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Mathematics	Exercise & Sport Science	Art	Biology	Chemistry	Accounting	Mathematics
Sociology	Recreation and Outdoor Education	Geology	Computer Information Science	Communication and Theatre	Business Administration	Sociology
Anthropology	Geography	Creative Writing	History	Politics and Government	Economics	Anthropology
Environmental Studies	Honors	English	Music	Psychology	French	Environmental Studies
	Journalism	Philosophy	Physics		Spanish	
<b>Program Review Schedule</b>						
		DHE I-C	Program Faculty	Conduct self study and provide draft report to Academic Affairs	December 1	
			Academic Affairs	Response to draft provided to program faculty	February 1	
			Program Faculty/Academic Affairs	External Reviewer visit	Feb-March	
			Program Faculty	Final self study report forwarded to Academic Affairs	May 2	
<b>Spring and Tentative Summer Schedule Development</b>						
			Department Chairs, staff	Draft Schedules due in BANNER	September 12	
			Scheduling Committee	Draft schedule with suggested changes returned to departments for revision	September 16	
			Department Chairs, staff	Final schedule in BANNER	September 19	
			Registrar's Office	Schedules Available Online	September 26	
			Registrar's Office	Spring 2011 Registration Begins	October 31	
<b>Summer Schedule Development</b>						
			Department Chairs, staff	Draft Schedules due in BANNER	February 6	
			Department Chairs, staff	Final schedule in BANNER	February 13	
			Registrar's Office	Schedules Available Online	February 20	
			Registrar's Office	Summer 2011 Registration Begins	February 27	

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<b>Fall and Tentative Spring Schedule Development</b>				
		Department Chairs, staff	Draft Schedules due in BANNER	February 15
		Scheduling Committee	Draft schedule with suggested changes returned to departments for revision	February 20
		Department Chairs, staff	Final schedule in BANNER	February 29
		Registrar's Office	Schedules Available Online	March 15
		Registrar's Office	Fall 2012 Registration Begins	April 9
<b>Curriculum Proposals (except new degree program proposals)</b>				
	TPM 5.2/DHE I-B	Departments	All proposals due to Curriculum Committee	November 1
		Faculty Senate	Submit approved proposals to VPAA	March 7
		VPAA	Approval of proposals	March 14
		VPAA	Proposals submitted as BOT meeting agenda items (substantive changes only)	March 21
		BOT	Action on curriculum proposals (substantive changes only)	April BOT meeting
		VPAA	Submit proposals to CCHE (if required)	May 1
<b>Progress Reports</b>				
		All Faculty	Faculty enter fall progress reports on line	September 23-29 @ noon
		All Faculty	Faculty enter spring progress reports on line	February 10-16 @ noon
<b>Submission of Course Grades</b>				
		Faculty	Fall Grades Due	December 19 @ 3:00
		Faculty	Spring Grades Due	May 8 @ 3:00

<p><b>* Legend to abbreviations:</b></p> <p>PM = Trustee Policy Manual</p> <p>HB = Trustees Handbook for Professional Personnel</p> <p>TPM - Trustee Policy Manual</p>	<p>CRS = Colorado Revised Statutes</p> <p>DHE - Colorado Dept. Higher Ed Policy</p>
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\*\*If the date indicated falls on a non-working day the deadline will be on the following Monday