2013-2014
Faculty and Academic Administrative Calendar

Subject	Policy (where applicable)	Responsibility	Action	Deadline/Date**
Deadlines Related to Faculty Evaluation, Promotion, Tenure, and Sabbaticals				
First Year Probationary Faculty				
		Probationary Faculty	VPAA notifies faculty of deadlines	Third Monday in September (September 16)
		Probationary Faculty	Professional Development Plan due to Chair	November 1
Annual Comprehensive Evaluation of Probationary Faculty				
		Probationary Faculty	VPAA notifies faculty of deadlines	Third Monday in September (September 16)
		Probationary Faculty	Probationary Review Documents due to DRC	Last Monday in February (February 24)
		DRC	Professional Review Documents due from DRC to Chair	Second Monday in March (March 10)
		Department Chair	Chairs evaluation and supporting documentation due to VPAA	First Monday in May (May 5)
Comprehensive Evaluation of Tenured Faculty				
	HB 3.08 and Appendix E	VPAA	VPAA notifies faculty of deadlines	Third Monday in September (September 16)
		Tenured Faculty	Comprehensive Evaluation Materials due to DRC	Last Monday in February (February 24)
		DRC	Comprehensive Evaluation Materials due to Chair	Second Monday in March (March 10)
		Department Chair	Chair's evaluation and supporting documentation due to VPAA	First Monday in May (May 5)
		VPAA	Notification to tenured faculty of VPAA's final rating.	Third Monday in May (May 19)
Annual Performance Review of Tenured Faculty				
	HB 3.08 and Appendix E	VPAA	VPAA notifies faculty of deadlines	Third Monday in September (September 16)
		Tenured Faculty	Annual Evaluation Materials Due to Chair	Second Monday in March (March 10)
		Department Chair	Chair's Evaluation and supporting documentation due to VPAA	First Monday in May (May 5)
		VPAA	Notification to tenured faculty if VPAA's final rating differs from Department Chair's rating	Third Monday in May (May 19)

Faculty Tenure				
	HB 3.05 and Appendix F	VPAA	Probationary faculty notified of tenure application deadlines	August 30
		Faculty	Letter requesting consideration for tenure to VPAA	October 15
		Faculty	Submit materials to Department Chair/tenured faculty members of the department	November 1
		Faculty	Tenure portfolios due to VPAA	November 25
		VPAA	Tenure Review Portfolios provided to FPAC	December 2
		FPAC	Recommendations forwarded to VPAA	January 17
		VPAA	Recommendations forwarded to President	January 24
		President	Favorable recommendations on tenure submitted as a BOT meeting agenda item	February 3
		BOT	Action on tenure requests	March BOT meeting
Faculty Promotions				
	HB 3.08 and Appendix G	VPAA	Faculty notified of promotion application deadlines	August 30
		Faculty	Request for consideration due to VPAA	February 3
		Faculty	Provide a copy of portfolio to Department Chair and DRC	February 17
		Faculty	Promotion portfolio due to FPAC	March 3
		FPAC	Recommendations forwarded to VPAA	April 7
		VPAA	Recommendations forwarded to President	April 14
		President	Notify promotion applicants of decision	April 21
Sabbatical Leaves				
	CRS 23-5-123/DHE I-R/ HB 3.07 and Appendix C	VPAA	Faculty notified of sabbatical leave application deadlines	August 30
		Faculty	Initial proposals due to VPAA	October 15
		FPAC	FPAC reviews proposals and may request revision	November 1
		Faculty	Revised proposals due to VPAA	November 18
		FPAC	Recommendations forwarded to VPAA	November 29
		VPAA	Recommendations forwarded to President	December 9
		President	Makes final decision for recommendation to Board	December 16
		BOT	Action on sabbatical recommendations	February BOT meeting
Sabbatical Reports for 2012-2013 and spring 2013 sabbaticals		Faculty	Reports for prior year and spring sabbaticals due to VPAA	December 2
Sabbatical Reports for fall 2013 sabbaticals		Faculty	Reports for prior fall sabbaticals due to VPAA	May 1

Academic Deadlines						
Driver Eligibility Requirements						
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	TBA in Fall 2013
Assessment Timeline						
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 prior to the semester	Monday the 4th and 12th week	December 1, 2013	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	
Program Review six-year rotation						
2013-2014	**2014-2015**	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Art	Biology	Chemistry	Accounting	Mathematics	Exercise & Sport Science	Art
Geology	Computer Information Science	Communication and Theatre	Business Administration	Sociology	Recreation and Outdoor Education	Geology
Creative Writing	History	Politics and Government	Economics	Anthropology	Geography	Creative Writing
English	Music	Psychology	French	Environmental Studies	Honors	English
Philosophy	Physics		Spanish			Philosophy
Program Review Schedule						
			DHE I-C	Program Faculty	Conduct self study and provide draft report to Academic Affairs	December 2
				Academic Affairs	Response to draft provided to program faculty	February 3
				Program Faculty/Academic Affairs	External Reviewer visit	Feb-March
				Program Faculty	Final self study report forwarded to Academic Affairs	May 2
Spring and Tentative Summer Schedule Development						
				Department Chairs, Staff	Draft Schedules due in BANNER	September 9
				Scheduling Committee	Draft schedule with suggested changes returned to departments for revision	September 13
				Department Chairs, Staff	Final schedule in BANNER	September 30
				Office of the Registrar	Schedules Available Online	October 7
				Office of the Registrar	Spring 2014 Registration Begins	November 4
Summer Schedule Development						
				Department Chairs, Staff	Draft Schedules due in BANNER	February 3
				Department Chairs, Staff	Final schedule in BANNER	February 18
				Office of the Registrar	Schedules Available Online	March 3
				Office of the Registrar	Summer 2014 Registration Begins	March 3

Fall and Tentative Spring Schedule Development				
		Department Chairs, staff	Draft Schedules due in BANNER	February 10
		Scheduling Committee	Draft schedule with suggested changes returned to departments for revision	February 14
		Department Chairs, Staff	Final schedule in BANNER	February 24
		Office of the Registrar	Schedules Available Online	March 3
		Office of the Registrar	Fall 2014 Registration Begins	April 7
Curriculum Proposals (except new degree program proposals)				
	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
Progress Reports				
		All Faculty	Faculty enter fall progress reports on line	October 2 - October 31
		All Faculty	Faculty enter spring progress reports on line	February 20 - March 27
Submission of Course Grades				
		Faculty	Fall Grades Due	December 26 @ 3:00
		Faculty	Spring Grades Due	May 12 @ 3:00

*** Legend to abbreviations:**	PM = Trustee Policy Manual
HB = Trustees Handbook for Professional Personnel	CRS = Colorado Revised Statutes
TPM - Trustee Policy Manual	DHE - Colorado Dept. Higher Ed Policy

****If the date indicated falls on a non-working day the deadline will be on the following Monday**