

**Promotion/Tenure Schedule (Academic and Research Faculty)**

**Revised Due Date**

Announce to DH/Deans of schedule and format reminder

DHDD submits list of anticipated academic, library and research faculty promotion and tenure cases to Academic Affairs (promotion only for Research and Teaching Asst Prof/Teaching Assoc Prof/Teaching Prof faculty)	August 1, 2017
Candidate submits information to the DHDD / AA (see <a href="http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf">http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf</a> Tenure/Tenure-Track and Library Faculty Teaching and Research Faculty)	August 1, 2017 September 8, 2017
DH coordinates package review and sends package out for external review	Mid August
Provost delivers charge to the P&T Committee	September 25, 2017
Department/Division Committee submits its recommendations to the DHDD	November 10, 2017
DHDD completes his/her recommendations and submits same to the Provost	November 17, 2017
Promotion & Tenure Committee meets to review all recommendations	Nov 20-Jan 31
Formal Request for Review to VPRTT	January 8, 2018
Provost meets with P/T Committee to review their final recommendations	February 5, 2018
Deadline for VPRTT to return his recommendations to Provost	February 9, 2018
Provost needs to have final decision and material prepared for the BOT meeting	March 9, 2018
Material to Presidents office for BOT meeting	March 16, 2018
BOT Meeting	April 6, 2018
Provost communicates final decisions to DHDDs	after 4/6/18
Provost announces promotion/tenure decisions at the April Faculty Forum	April 25, 2018

**Annual Department Head/Division Director Evaluation Schedule**

DHDD submits his/her Data Report to the Dean (forms are available at <a href="http://inside.mines.edu/Faculty-Forms">http://inside.mines.edu/Faculty-Forms</a> )	April 6, 2018
The Dean will meet with each DHDD after all faculty evaluations have been submitted and reviewed by the Provost/Associate Provost	April 27, 2018

**Annual Faculty Evaluation Schedule**

Faculty Data Report (FDR) completed and signed by faculty members in time to meet evaluation schedule of department head/division director (DHDD) (FDR form is available at <a href="http://inside.mines.edu/Faculty-Forms">http://inside.mines.edu/Faculty-Forms</a> )	January 26, 2018
Review of Evaluations by the College Dean <b>prior</b> to the DHDD meeting with each of the faculty members (evaluation forms are available at <a href="http://inside.mines.edu/Faculty-Forms">http://inside.mines.edu/Faculty-Forms</a> )	February 8, 2017 (aP) February 22 (TP/TAP/TaP) March 9, 2017 (AP) March 21, 2017 (P)
DHDDs discuss evaluations with faculty members after meeting with the College Dean DHDD submits signed Faculty Data Report and faculty evaluation forms for each faculty member to the College Dean	After February 8 No later than March 28
Deans create a summary memo to send to the Associate Provost along with all the original signed FDR's and evaluations.	April 12, 2018
Faculty members who wish to appeal evaluations do so within 10 working days from the date that the evaluation was given to the faculty member by the DHDD.	

**Annual Research Faculty Evaluation Schedule**

Faculty Data Report (FDR) completed and signed by research faculty members in time to meet evaluation schedule of department head/division director (DHDD) (FDR form is available at <a href="http://inside.mines.edu/Faculty-Forms">http://inside.mines.edu/Faculty-Forms</a> )	January 18, 2018
Review of Evaluations by the College Dean <b>prior</b> to the DHDD meeting with each of the faculty members (evaluation forms are available at <a href="http://inside.mines.edu/Faculty-Forms">http://inside.mines.edu/Faculty-Forms</a> )	February 8, 2017 (RaP) February 22 (RAP) March 19, 2017 (RP)
DHDDs discuss evaluations with faculty members after meeting with the College Dean	After February 9
DHDD submits signed Faculty Data Report and faculty evaluation forms for each faculty member to the College Dean	No later than March 28
Deans create a summary memo to send to the Associate Provost along with all the original signed FDR's and evaluations.	April 12, 2018
Faculty members who wish to appeal evaluations do so within 10 working days from the date that the evaluation was given to the faculty member by the DHDD.	

**Professional Growth Plans (PGPs)**

DHDD submits Professional Growth Plans for all new faculty that started in the Fall semester to the College Dean	October 6, 2017
College Dean sends a summarized status memo of all tenure-track faculty to the Provost. Copies of PGP's are sent to Academic Affairs for faculty files.	October 27, 2017
DHDD submits Professional Growth Plans for all new faculty that started in the Spring semester to the College Dean	March 23, 2018
College Dean sends a summarized status memo of all tenure-track faculty to the Provost. Copies of PGP's are sent to Academic Affairs for faculty files.	April 6, 2018

**Preliminary Tenure Reviews**

**Candidates for whom Fall is their sixth semester**

Candidate submits information to the DHDD (see section 6.4 - <a href="http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf">http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf</a>	October 2, 2017
Department/Division Committee submits its recommendations to the DHDD	November 13, 2017
DHDDs submit Preliminary Tenure Reviews to the College Dean	December 11, 2017
College Dean sends a summarized status memo regarding Preliminary Tenure Reviews to the Provost. Copies of tenure reviews are sent to Academic Affairs for faculty files. Copies of all reports are provided candidate and DHDD has met with candidate to discuss reports.	January 12, 2018

**Candidates for whom Spring is their sixth semester**

Candidate submits information to the DHDD (see section 6.4 - <a href="http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf">http://inside.mines.edu/UserFiles/File/academicAffairs/ProceduresManual/PM_Section6.pdf</a>	February 12, 2018
Department/Division Committee submits its recommendations to the DHDD	April 2, 2018
DHDDs submit Preliminary Tenure Reviews to the College Dean	April 30, 2018
College Dean sends a summarized status memo regarding Preliminary Tenure Reviews to the Provost. Copies of tenure reviews are sent to Academic Affairs for faculty files. Copies of all reports are provided candidate and DHDD has met with candidate to discuss reports.	May 30, 2018

**Sabbatical Reports & Requests**

Faculty members submit sabbatical reports for sabbaticals taken the previous year to the Department Head	September 8, 2017
DH reviews and submits sabbatical reports to the College Dean	September 15, 2017
College Dean submits approved reports to Associate Provost	September 25, 2017
Associate Provost needs to prepare the reports memo to the BOT	October 6, 2017
BOT Meeting	October 26, 2017
Associate Provost sends memos to faculty members regarding status of reports	Early November
Faculty members submit sabbatical request for sabbatical leave for the following academic year to their Department Head	January 24, 2017
DH reviews and submits sabbatical requests to the College Dean	February 2, 2018
College Dean submits approval memo and faculty members sabbatical requests to Associate Provost	February 16, 2018
Associate Provost needs to have final decision and material prepared for the BOT meeting	March 9, 2018
Material to Presidents office for BOT meeting	March 16, 2018
BOT Meeting	April 6, 2018
Associate Provost sends memos to faculty members regarding status of requests	Mid-Late April

**Emeritus Status Nominations**

DHDD submits nominations for new emeriti to be recognized at the December commencement	September 15, 2017
Provost needs to have final decision and material prepared for the BOT meeting	October 10, 2017
DHDD submits nominations for new emeriti to be recognized at the May commencement	February 2, 2018
Provost needs to have final decision and material prepared for the BOT meeting	March 16, 2018
Information on emeritus nominations can be found at: <a href="http://www.mines.edu/academic/affairs/PDF%20files/Procedures%20Manual/Section%209.6.pdf">http://www.mines.edu/academic/affairs/PDF%20files/Procedures%20Manual/Section%209.6.pdf</a> )	

**Faculty Handbook Committee**

Committee makes final proposed revisions	March 26, 2018
Proposed revisions distributed to campus: posted on Academic Affairs website, emailed to all faculty, memos to the Faculty Senate and Administrative Faculty Council	March 30, 2018
Comments from faculty due to Academic Affairs	April 27, 2018
Committee meets to review input from the campus community and make final recommendations to the BOT	May 4, 2018
Proposed revisions sent to the BOT	May 9, 2018
Preliminary review and discussion by the BOT	May 4, 2018
Final consideration by the Board of Trustees by electronic vote	June 1, 2018

**Annual Student Learning Outcome Assessment Reports**

Departments submit assessment report for previous two semesters: undergraduate programs Details are online at <a href="http://inside.mines.edu/Undergraduate-Student-Program-Assessment">http://inside.mines.edu/Undergraduate-Student-Program-Assessment</a>	4th Friday in September
Departments submit assessment report for previous two semesters: graduate programs Details are online at <a href="http://inside.mines.edu/Graduate-Student-Program-Assessment">http://inside.mines.edu/Graduate-Student-Program-Assessment</a>	4th Friday in January

**Summarization of Summer Needs**

Provost sends email to the College Deans with memo and spreadsheets requesting summer and field session requests	February 2, 2018
Colleges submit forms for summer and field session requests due to the Executive Assistant for Academic Affaris	March 2, 2018

**Annual Academic Plans**

DHDD submits Department/Division Annual Academic Plan to the College Dean	April 11, 2018
College Dean submits department/divisions approved Plans to Associate Provost	April 27, 2018

**Faculty Teaching Award Nominations**

Campus submits one page nominations for CSM Teaching Award, BOT Outstanding Faculty Award, Alfred E. Jenni Faculty Fellowship, and Dean's Excellence Award to the Associate Provost (more info on the faculty awards can be found online at <a href="http://inside.mines.edu/Faculty-Awards">http://inside.mines.edu/Faculty-Awards</a> )	December 8, 2017
Faculty Award Committee meets to discuss one page nominations for faculty awards (first round selection) and then requests complete dossiers from DHDDs for final round of selection.	
DHDD (or appropriate faculty member, if a DHDD is nominated) submits complete dossiers for faculty awards to the Associate Provost	January 12, 2018
Committee makes award recommendations to the Provost	
Provost announces Faculty Award winners at the April Faculty Forum	April 25, 2018

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**Research Faculty Award Nominations**

Two awards will be presented each academic year, one for a junior and one for a senior research-active faculty member. A CSM faculty member or a CSM department, division or program can nominate candidates for the award in both categories. Nominations are to be received electronically by the University Research Council chair

December 7, 2017

Letters of recommendation, if applicable

March 2, 2018

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**Student Evaluations of Faculty (FALL)**

Student evaluations conducted

December 1-8, 2017

Eval results available two days after grades are due

December 20, 2017

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**Student Evaluations of Faculty (SPRING)**

Student evaluations conducted

April 27 - May 4

Eval results available two days after grades are due

May 16, 2017

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**Student Evaluations of Faculty (SUMMER)**

Student evaluations conducted 10 days before summer session ends

MISC DATES

Eval results available two days after grades are due

June 27, 2018 and  
August 8, 2018