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)

Candidate submits dossier to the DHDD and to AA (see https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/06/PM_Section6.pdf)

Tenure/Tenure-Track and Library Faculty

15-Aug

Promotion/Tenure Schedule (Academic

October 2019	3-Oct	Preliminary Tenure Reviews	Candidates for whom Fall is their sixth semester Candidate submits information to the DHDD (see section 6.4 - https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/06/PM_Section6.pdf)	
	4-Oct	Professional Growth Plans (PGPs)	DHDD submits Professional Growth Plans to the VP/Dean for all new faculty that started in the Fall semester	
		Sabbatical Reports	Associate Provost needs to prepare the reports memo to the BOT	
	25-Oct	Sabbatical Reports	BOT Meeting	
		Professional Growth Plans (PGPs)	VP/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.	
November 2019	Early Nov	Sabbatical Reports	Associate Provost sends memos to faculty members regarding status of reports	
		IDA Reports	Provost sends memos to faculty members regarding status of reports	
	8-Nov	Promotion/Tenure Schedule (Academic and Research Faculty)	Department/Division Committee submits its recommendations to the DHDD	
	12-Nov	Preliminary Tenure Reviews	Department/Division Committee submits its recommendations to the DHDD	
	20-Nov	Promotion/Tenure Schedule (Academic Faculty)	DHDD completes their recommendations, meets with the candidate, and submits the completed dossier package to the VP/Dean	
	29-Nov	Student Evaluations of Faculty (FALL)	Student evaluations conducted (11/29 - 12/6/2019)	
	10-Dec	Preliminary Tenure Reviews	DHDDs submit Preliminary Tenure Reviews to the VP/Dean	
	11-Dec	Promotion/Tenure Schedule (Academic and Research Faculty)	VP/Dean completes their recommendations and submits the final, completed dossier to Academic Affairs/Provost	

13-Dec	Promotion/Tenure Schedule (Academic and Research Faculty)	Promotion & Tenure Committee meets to review all recommendations (12/13/2019 - 2/09/2020)
19-Dec	Student Evaluations of Faculty (FALL)	Eval results available two days after grades are due
	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
	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 https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2019/10/pm_section8.pdf)

Preliminary Tenure
Reviews

February 2020		IDA Requests	DHDD reviews and submits IDA requests to the VP/Dean	
		Summarization of Summer Needs	Provost sends email to the VP/Deans with memo and spreadsheets requesting summer and field session requests	
	10-Feb	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)	Tenure/Tenure-Track and Teaching/PoP Faculty
	13-Feb	Preliminary Tenure Reviews	Candidates for whom Spring is their sixth semester Candidate submits information to the DHDD (see section 6.4 - https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/06/PM_Section6.pdf)	
	14-Feb	Sabbatical Requests	VP/Dean submits approval memo and faculty members sabbatical requests to Associate Provost	
		IDA Requests	VP/Dean submits approval memo and faculty members IDA requests to Provost	
		Faculty Teaching Award Nominations	DHDD (or appropriate faculty member, if a DHDD is nominated) submits complete dossiers for faculty awards to the Provost	
	18-Feb	Promotion/Tenure Schedule (Academic Faculty)	Provost meets with P/T Committee to review their final recommendations	
	21-Feb	Annual Faculty Evaluation Schedule	(aP) Review of Evaluations by the VP/Dean prior to the DHDD meeting with each of the faculty members (evaluation forms are available at https://www.mines.edu/academic-affairs/faculty-resources/forms/)	Assistant Professors
	27-Feb	Annual Research Faculty Evaluation Schedule	Supervisor shall review and issue an evaluation of either: meets expectations or does not meet expectations (refer to Section 7.1 of the Faculty Handbook)	Research and Graduate Faculty
	Feb & March	Professional Development (PD) Accounts	Academic Affairs reviews Professional Development (PD) accounts scheduled to close this year	
	2-Mar	Summarization of Summer Needs	Colleges submit forms for summer and field session requests due to the Executive Assistant for Academic Affairs	

2019-20 Calendar for Submission of Academic Reports and Recommendations

	Research Faculty Award Nominations	Letters of recommendation, if applicable
5-Mar	Annual Faculty Evaluation Schedule	
	Research Faculty Award Nominations	Letters of recommendation, if applicable

2019-20 Calendar for Submission of Academic Reports and Recommendations

		BOT Meeting	
		Provost communicates final decisions to DHDDs (after 4/3/2020)	
	Sabbatical Requests	BOT Meeting	
	Professional Development (PD) Accounts	Faculty members may submit a request for a one-year PD account extension to their DHDD	
	Annual Department Head/Division Director Evaluation Schedule	DHDD submits their Data Reports to the VP/Dean (forms are available at https://www.mines.edu/academic-affairs/faculty-resources/forms/)	
	Professional Growth Plans (PGPs)	VP/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.	
9-Apr	Annual Academic Plans	DHDD submits Department/Division Annual Academic Plan to the VP/Dean	
10-Apr	Annual Faculty Evaluation Schedule	DHDD submits signed Faculty Data Report and faculty evaluation forms for each faculty member to the VP/Dean (No later than April 10)	All Tenure/Tenure-Track and Teaching/PoP Faculty
	Sabbatical Requests	Associate Provost sends memos to faculty members regard/MC	

Late April	Professional Development (PD) Accounts	DHDD reviews and submits PD extension requests to Jennie Kenney in Academic Affairs (due no later than May 1)	
1-May	Preliminary Tenure Reviews	DHDDs submit Preliminary Tenure Reviews to the VP/Dean	
	Professional Development (PD) Accounts	PD extension requests due to Jennie Kenney in Academic Affairs	
5-May	Faculty Handbook Committee	Committee meets to review input from the campus community and make final recommendations to the BOT	
mid-May	Professional Development (PD) Accounts	Academic Affairs sends communication notifying faculty of PD account decisions	
11-May	Faculty Handbook Committee	Proposed revisions sent to the BOT	
13-May	Student Evaluations of Faculty (SPRING)	Eval results available two days after grades are due	
18-May	Faculty Handbook Committee	Preliminary review and discussion by the BOT	
29-May	Preliminary Tenure Reviews	VP/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 to candidate and DHDD has met with candidate to discuss reports.	
15-Jun	Faculty Handbook Committee	Final consideration by the Board of Trustees by electronic vote	
26-Jun	Student Evaluations of Faculty (SUMMER)	Eval results available two days after grades are due (6/26/2020 - 8/19/2020)	

May 2020

June 2020