

<u>Promotion/Tenure Schedule (Academic and Research Faculty)</u>	<u>Due Date</u>
Announce to DH/Deans of schedule and format reminder	TBD
DH 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 3, 2020
Candidate submits information to the DH & AA (see <a href="https://catalog.mines.edu/proceduresmanual/6promotiontenure/">https://catalog.mines.edu/proceduresmanual/6promotiontenure/</a> )	
Tenure/Tenure Track and Library Faculty	August 3, 2020
Teaching and Research Faculty	September 3, 2020
If a candidate would like to submit an addendum, this must be done by September 4, 2020. The Department Head will include this in the Candidate's dossier as an addendum to the "Candidate Statement."	September 4, 2020
The Department Head shall submit to Academic Affairs as a single, bookmarked PDF document all candidate dossiers	September 11, 2020
DH coordinates package review and sends package out for external review	Early/Mid August
Provost delivers charge to the P&T Committee	September 25, 2020
Department Committee submits its recommendations to the DH	November 6, 2020
DH completes their recommendations, meets with the candidate, and submits the completed dossier package to the Dean	November 20, 2020
Dean completes their recommendations and submits the final, completed dossier to Academic Affairs/Provost	December 16, 2020
Promotion & Tenure Committee meets to review all recommendations	Mid December Mid
Provost meets with P&T Committee to review their final recommendations	March 3, 2021
Provost needs to have final decision and material prepared for the BOT meeting	March 12, 2021
Material to Presidents office for BOT meeting	March 24, 2021
<b>BOT Meeting</b>	<b>April 2, 2021</b>
Provost communicates final decisions to DHs	after April 5, 2021
Provost announces promotion/tenure decisions at the April Faculty Forum	April 28, 2021

**Annual Department Head Evaluation Schedule**

DH submits their Data Report to the Dean (forms are available at <a href="https://www.mines.edu/academic%20affairs/faculty%20resources/forms/">https://www.mines.edu/academic affairs/faculty resources/forms/</a> )	April 7, 2021
The Dean will meet with each DH after all faculty evaluations have been submitted and reviewed by the Provost/Associate Provost	April 28, 2021

**Annual Faculty Evaluation Schedule**

**REVISED DUE DATES**

Faculty evaluation and data sheet completed and signed by faculty members in time to meet evaluation schedule of department head (DH) Evaluation can be accessed through the On Base system	February 15, 2021
DH received and prepares each faculty members evaluation and submits to the Dean for review	February 22, 2021 (aP) Feb 26, 2021 (TP/TAP/TaP/PoP/LB/RSCH) March 3, 2021 (AP) March 8, 2021 (P)
Review of Evaluations by the Dean prior to the DH meeting with each of the faculty members	February 26, 2021 (aP) March 3, 2021 (TP/TAP/TaP/PoP/LB/RSCH) March 8, 2021 (AP) March 12, 2021 (P)
DHs discuss evaluations with faculty members <u>after</u> review by the Dean (schedule meetings with faculty and finalize eval by dates)	March 5, 2021 (aP) March 10, 2021 (TP/TAP/TaP/PoP/LB/RSCH) March 15, 2021 (AP) March 19, 2021 (P)
Faculty Member receives the final evaluation for signature (has 7 days to sign)	March 12, 2021 (aP) March 17, 2021 (TP/TAP/TaP/PoP/LB/RSCH) March 22, 2021 (AP) March 26, 2021 (P)
DH signs faculty evaluation forms for each faculty member and then submits to the Dean	No later than March 30, 2021 for all evaluations
Dean signs faculty evaluation forms for each faculty member and then submits to AA	No later than April 2, 2021 for all evaluations

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Faculty members who wish to attach a rebuttal to their evaluation, must do so within 7 days from the date that the evaluation was given to the faculty member by the DH. w/in 7 days of receipt from DH



Preliminary Tenure Reviews

*Candidates for whom Fall is their sixth semester*

Candidate submits information



**Sabbatical Reports & Requests**

Faculty (492815.72ref.773.852.945rg54.6299.52460.4412refBT/TT41Tf9.24009.2455.8710.52Tm0g(Sabbatical)Tj/TT31Tf4.28320TD@003Tj/TT41Tfi3r

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**Emeritus Status Nominations** UPDATED FOR 2021 ONLY

DH submits nominations for new emeriti to be recognized at the April Awards Celebration	<del>January 13, 2021</del>	March 5, 2021
Provost needs to have final decision and material prepared for the BOT meeting	<del>January 27, 2021</del>	March 22, 2021
Information on emeritus nominations can be found at: <a href="https://catalog.mines.edu/proceduresmanual/8facultyawardsemeritusstatus/">https://catalog.mines.edu/proceduresmanual/8facultyawardsemeritusstatus/</a>		
BOT Meeting	<del>February 5, 2021</del>	April 2, 2021

**Faculty Handbook Committee**

Committee makes final proposed revisions	March 17, 2021	
Proposed revisions distributed to campus: posted on Academic Affairs website, emailed to all faculty, memos to the Faculty Senate and Administrative Faculty Council	April 1, 2021	Early April, 2021
Comments from faculty due to Academic Affairs	May 1, 2021	30 days from revision distribution to campus
Committee meets to review input from the campus community and make final recommendations to the BOT	May 5, 2021	
Proposed revisions sent to President and BOT	May 12, 2021	
Final consideration and vote by the Board of Trustees	May 28, 2021	

**UPDATE: Annual Student Learning Outcome Assessment Reports**

The Trefny Center and the Assessment Committee are re-envisioning the annual process for assessing student learning outcomes to make it useful for departments to reflect on and use to adjust instruction. As such, we are not currently asking for annual student learning outcome assessment reports. Please hold on to the data you collected for the 2018-2019 academic year. We will share updates about the process with departments in the fall.

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If you have ideas about how the annual assessment process could best inform instruction in your department, please contact Megan Sanders at [sanders@mines.edu](mailto:sanders@mines.edu).

**Summarization of Summer Needs**

Provost sends email to the Deans with memo and spreadsheets requesting summer and field session requests	February 8, 2021
Colleges submit forms for summer and field session requests due to the Executive Assistant for Academic Affairs	March 8, 2021

**Annual Academic Plans**

DH submits Department/Division Annual Academic Plan to the Dean April 15, 2021

Dean submits department approved Plans to Associate Provost May 3, 2020

**Faculty Teaching Award Nominations**



**Student Evaluations of Faculty (FALL)**

For information on Evaluation Kit please contact Luke Prather in CCIT

Student evaluations conducted

Dec. 4 - Dec. 11, 2020

Eval results available two days after grades are due

December 24, 2020

**Student Evaluations of Faculty (SPRING)**

Student evaluations conducted

April 30 - May 7, 2021

Eval results available two days after grades are due

May 19, 2021

**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

July 2, 2021 and  
August 25, 2021