

CAS
First-Year Faculty Appraisal Schedule for 2011-2012

September, 2011		
Wednesday, September 21	1st Year Faculty Evaluation Forms	Provost to Deans
Tuesday, September 27	1 st Year Faculty Evaluation Forms	Dean to Departments
December, 2011		
Friday, December 2	1 st Year faculty Evaluation Forms	Departments to Dean's Office
January, 2012		
Friday, January 13	1 st Year Faculty Evaluation Forms	Dean to Faculty
Friday, January 20	1 st Year Faculty Evaluation Forms	Dean to Provost
February, 2012		
Friday, February 17	Reappointment/Non-reappointment Letters	Provost to Faculty
March, 2012		
Friday, March 2	Deadline for Receipt of Appeals (if any)	Faculty to PTOC
Friday, March 23	PTOC Recommendations (if any)	PTOC to Provost
April, 2012		
Friday, April 6	Final Notification of Appeals (if any)	President to Faculty

CAS
Second-Year Faculty Appraisal Schedule for 2011-2012

September, 2011		
Monday, September 12	2 nd Year Faculty Evaluation Forms	Provost to Deans
Wednesday, September 14	2 nd Year Faculty Evaluation forms	Dean to Departments
October, 2011		
Thursday, October 13	2 nd Year Faculty Evaluation Forms	Departments to Dean
November, 2011		
Tuesday, November 1	2 nd Year Faculty Evaluation Forms	Deans to Faculty
Tuesday, November 8	2 nd Year Faculty Evaluation Forms	Deans to Provost
Wednesday, November 16	Reappointment/Non-reappointment letters	Provost to Faculty
December, 2011		
Monday, December 5	Deadline for Receipt of Appeals (if any)	Faculty to PTOC
Friday, December 9	PTOC Recommendations (if any)	PTOC to Provost
Friday, December 16	Final Notification of Appeals (if any)	President to Faculty

CAS
3rd, 4th, & 5th Year Faculty Appraisal Schedule for 2011-2012

September, 2011		
Wednesday, September 21	3 rd , 4 th , 5 th Year Faculty Evaluation Forms	Provost to Deans
Friday, September 23	3 rd , 4 th , 5 th Year Faculty Evaluation Forms	Dean to Departments
January, 2012		
Friday, January 6	3 rd Year Faculty Evaluation Forms	Departments to Dean
Friday, January 20	4 th , 5 th Year Faculty Evaluation Forms	Departments to Dean
February, 2012		
Thursday, February 9	PTOC Recommendations	Committee to Dean
Wednesday, February 24	3 rd , 4 th , 5 th Year Faculty Evaluation Forms	Dean to Faculty
Wednesday, February 29	3 rd , 4 th , & 5 th Year Faculty Evaluation Forms	Dean to Provost
March, 2012		
Wednesday, March 28	3 rd , 4 th & 5 th Year Reappointment/Non-reappointment Letters	Provost to Faculty
April, 2012		
Wednesday, April 11	Deadline for Receipt of Appeals or Withdrawals (if any)	Faculty to PTOC
Monday, April 23	PTOC Recommendations (if any)	PTOC to Provost
Friday, April 27	Final Notification of Appeals (if any)	President to Faculty

CAS
Promotion and Tenure and Promotion
Faculty Appraisal Schedule for 2011-2012

September, 2011		
Wednesday, September 21	P&T Faculty Evaluation Forms	Provost to Deans
Monday, September 26	P&T Faculty Evaluation Forms	Dean to Departments
October, 2011		
Wednesday, October 12	Departmental Recommendations and Dossiers	Departments to Dean
December, 2011		
Thursday, December 1	PTOC Recommendations	Committee to Dean
January, 2012		
Wednesday, January 4	P&T Appraisals and Promotion Applications	Dean to Provost
February, 2012		
Monday, February 6	P&T & Promotion Notification Letters and Non-Reappointment Letters	Provost to Faculty
Monday, February 13	P&T & Promotion Notification Letters (Yes only)	President to Faculty
Monday, February 20	Deadline for Receipt of Appeals (if any) or Withdrawals	Faculty to PTOC
March, 2012		
Thursday, March 1	PTO Recommendations (if any)	PTOC to Provost
Monday, March 12	Final Notification of Appeals (if any)	President to Faculty
March/April	College Faculty Vote on PTOC Rep.	Deans to Provost

CAS
Special Purpose Faculty Appraisal Schedule for 2011-2012

September, 2011		
Friday, September 23	SPF Evaluation Forms	Provost to Deans
Tuesday, September 27	SPF Evaluation Forms	Dean to Departments
December, 2011		
Friday, December 2	SPF Evaluation Forms	Departments to Dean
January, 2012		
Friday, January 13	SPF Evaluation Forms	Dean to Faculty/Departments
Friday, January 20	SPF Evaluation Forms	Dean to Provost
February, 2012		
Friday, February 17	SPF Reappointment/Non-Reappointment Letters	Provost to Faculty

CAS
Part-Time Temporary
Faculty Appraisal Schedule for 2011-2012

FALL 2011

October, 2011		
Friday, October 7	PTTF Appraisal Form: Downloaded from Academic Affairs Web Page	http://indstate.edu/academicaffairs/temporary_faculty.htm
November, 2011		
Friday, November 4	PTTF Evaluations	Departments to Dean
Tuesday, November 22	PTF Evaluations	Dean to Faculty/Departments
Tuesday, November 29	PTTF Notification Letters & faculty Evaluation Forms	Dean to Academic Affairs

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February, 2012		
Friday, February 3	PTTF Appraisal Form: Downloaded from Academic Affairs Web Page	http://indstate.edu/academicaffairs/temporary_faculty.htm
March, 2012		
Monday, March 5	PTTF Evaluations	Departments to Dean
April, 2012		
Monday, April 9	PTTF Evaluations	Dean to Faculty/Departments
Monday, April 16	PTTF Notification Letters & faculty Evaluation Forms	Dean to Academic Affairs

CAS
Faculty Leave of Absence Schedule for 2011-2012

September, 2011		
Thursday, September 1	Notification of Special Needs or Priorities Affecting Approval of Sabbaticals	Chairs to Faculty
Thursday, September 15	Faculty Notifications of Intent to File for Sabbatical	Faculty to Chairs
Monday, September 19	Faculty Notification of Intent to File for Sabbatical	Chairs to Dean
November, 2011		
Friday, November 4	Sabbatical Leave Applications	Faculty to Chairs
January, 2012		
Tuesday, January 10	Sabbatical Leave Applications	Chairs to Dean
February, 2012		
Wednesday, February 1	Evaluated Sabbatical Leave Application	Dean to Provost
March, 2012		
Thursday, March 1	Notification of Recommendation on Sabbatical Leave Applications	Provost to Faculty, Deans, Chairs, & University Leave Oversight Committee (ULOC)
Friday, March 30	Sabbatical Leave Appeal Process Recommendation	ULOC to President
March/April	Colleges Vote on University Leave Oversight Committee (ULOC) Representation	Deans to Provost
April, 2012		
Friday, April 13	Final Decision on Sabbatical Leave Appeals	President to Appellant, Chair, Dean, ULOC, & Academic Affairs
Additionally:		
Friday, June 1	Scholarly Accomplishments	Chairs to Dean
Friday, June 1	Department Goals for following year	Chairs to Dean