

2023-2024 CALENDAR FOR UI FACULTY

Performance, Evaluations, 3rd Year Reviews,
Promotion, Tenure and Salary Determinations

DATE 2023	ACTION	FSH
August 14-16	New Faculty Orientation	
August	Promotion & Tenure review procedures begin at the Departmental Level	3500
October	Sabbatical Applications for 2024-25 AY due to the Dean's Offices	3720
October	Promotion and Tenure recommendations/packets due in Dean's Offices	3500
October 31	Sabbatical Applications for 2024-25 AY due to the Provost's Office	3720
November 10	Provost's Office notifies direct reports of annual self-evaluation and upward feedback opportunity & provides supplemental information for annual evaluations of faculty including annual evaluation of assistant/associate deans and dept. or intra-unit administrators (online submission process)	3320
November 17	Promotion and tenure recommendations/packets due in the Provost's Office	3500
December 8	Promotion/tenure packet distribution to the University Level Committee begins	3500
DATE 2024	ACTION	FSH
January	Performance evaluation process begins for Calendar Year 2023 Update Form 3260B if engaged in consulting for compensation Complete Form 6240 included with evaluation forms	3320
January	Evaluations of assistant/associate deans and dept. or intra-unit administrators due in the Dean's Offices (online submission process)	
January	Temporary Faculty paperwork for Spring 2024 appointments due in the Provost's Office	
January 5	Annual Self-evaluation of Provost's direct reports due in the Provost's Office	3320
January 19	Upward Feedback of Administrators survey is complete	3320

DATE 2024 (Cont.)	ACTION	FSH
January 27 and February 3	Provost convenes the University-Level Promotion and Tenure Committee	3500
February 2	Annual Performance Evaluations due in the Dean's Offices	3320
February 7	Distinguished Professor nomination process commences	1565
February 23	Distinguished Professor recommendations from committee due to the Provost's Office	1565
February 29	3 rd year reviews due in the Provost's Office	3510
March 1	Annual Performance Evaluations due in the Provost's Office	3320
March 15	Promotion & Tenure Extensions or Early considerations due in the Provost's Office	3500
March	Sabbatical Applications AY 2025-26 due in the Dean's Offices	3720
March 31	Sabbatical Applications AY 2025-26 due in the Provost's Office	3720
April	Salary recommendations for next year developed following salary policy. Salary recommendations reported to Regents. The employee is notified of action and the Salary Agreement form is forwarded to the employee for signature	
April 15	Hiring paperwork for summer appointments submitted to the Provost's Office (provost@uidaho.edu)	3120
May 1	President's decisions for promotion and tenure reported to the employee, unit administrator(s), and dean and the Board of Regents/Executive Director.	
May	The faculty is notified of action and the Salary Agreement is available in Vandal Web for approval	
June	Deadline for approving electronic faculty agreements	