



Northern Illinois University

College of Education

College of Education Personnel Calendar

2016-2017

Date	College Council	Department Personnel Committees	Department Chair/Department
August			
Faculty Meetings - Tuesday August 16, 2016 - Friday August 19, 2016			
26	College Council Meeting and The Joint College Council, Chairs, and DPC Meeting		
		DPC considers Sabbatical Leave requests and appeals from August 16, 2016 through September 8, 2016.	Sabbatical Leave requests are due to the Department by August 16, 2016.
September			
02	College Council Meeting to review Chairs' Evaluation Forms.		
05	Department Chairs' evaluation forms distributed to faculty.		
09			Sabbatical Leave requests due in dean's office.
16	College Council Meeting to consider Sabbatical Leave Requests.		Tenure and Promotion requests due in department offices.
		DPC to consider Tenure and Promotion requests and appeals from September 16, 2016 to October 14, 2016.	
30	College Council Meeting to consider Sabbatical Leave requests.		

Date	College Council	Department Personnel Committees	Department Chair/Department
October			
07	College Council Meeting to consider Sabbatical Leave requests.	The Dean's Office will contact DPCs and Department Chairs to schedule appointments to discuss chair evaluations.	
14	Sabbatical Leaves Due to Provost's Office.		
21	College Council Meeting		Tenure and promotion requests due in dean's office.
November			
04	College Council Meeting to consider Tenure and Promotion requests.		
18	College Council Meeting to consider Tenure and Promotion requests.		
December			
02	College Council Meeting to consider Tenure and Promotion requests. Tenure and Promotion requests due to the Provost.		
09	Tenure and Promotion requests due to Provost's Office.		
10			Graduate Commencement
11			Undergraduate Commencement

Date	College Council	Department Personnel Committees	Department Chair/Department
January			
Faculty Meetings – Monday, January 9, 2017 – Friday January 13, 2017			
13	College Council Meeting		
31			Faculty service reports due in department offices at noon.
February			
		Departments begin reviews of non-tenured faculty toward tenure from February 1, 2017 to May 2, 2017.	
03	College Council Meeting to review the Deans' Evaluation Forms.		
17	College Council Meeting		
27			Department merit ratings due in the dean's office.
March			
03	College Council Meeting to consider merit ratings and report results to departments.		
10			Department recommendations for merit to faculty.
Spring Recess – Sunday March 12, 2017 - Sunday March 19, 2017			
20	The Deans' Evaluation instruments distributed.		
		DPCs reconsider faculty merit ratings from March 20, 2017 to April 14, 2017.	
24	College Council Meeting		
Sabbatical Workshop – Last Week in March			

Date	College Council	Department Personnel Committees	Department Chair/Department
April			
			Departments to hold elections for College Council representatives and alternates from April 3, 2017 to April 28, 2017.
07	College Council Meeting		
21	College Council Meeting		Last date to complete the Deans' evaluation instruments.
28			Appeals of merit ratings due in dean's office.
May			
05	College Council Meeting to discuss the results of the Deans' Evaluations and appeals of merit ratings.		Departments to report results of their election for College Council representative and alternate.
08			Reminder sent from department to faculty to work on sabbatical reports for fall. Faculty notified of action regarding merit rating appeals.
12	College Council Meeting (if needed)		Original letters due to faculty members regarding verification of progress toward tenure and third year review. Copies of those letters due to Dean's Office.
12			Graduate Commencement
13			Undergraduate Commencement

**Dates are subject to change

Adopted by College Council: May 13, 2016