



# Northern Illinois University

*College of Education*

## College of Education Personnel Calendar 2017-2018

Date	College Council	Department Personnel Committees	Department Chair/Department
<b>August</b>			
<b>Faculty Meetings - Tuesday August 21, 2017 - Friday August 25, 2017</b>			
25	College Council Meeting and The Joint College Council, Chairs, and DPC Meeting		
		DPC considers Sabbatical Leave requests and reconsiderations from August 21, 2017 through September 8, 2017.	Sabbatical Leave requests are due to the Department by August 21, 2017.
<b>September</b>			
01	College Council Meeting to review Chairs' Evaluation Forms.		
08			Sabbatical Leave requests due in dean's office.
15	College Council Meeting to consider Sabbatical Leave Requests.		Tenure and Promotion requests due in department offices.
		DPC to consider Tenure and Promotion requests and reconsiderations from September 15, 2017 to October 13, 2017.	

<b>Date</b>	<b>College Council</b>	<b>Department Personnel Committees</b>	<b>Department Chair/Department</b>
<b>October</b>			
06	College Council Meeting Sabbatical Leave requests.		
09	Department Chairs' evaluation forms distributed to faculty.		
13	Sabbatical Leaves Due to Provost's Office.		
20	College Council Meeting		Tenure and promotion requests due in dean's office.
23	Department Chairs' evaluation forms due to College.	The Dean's Office will contact DPCs and Department Chairs to schedule appointments to discuss chair evaluations.	
<b>November</b>			
03	College Council Meeting to consider Tenure and Promotion requests.		
17	College Council Meeting to consider Tenure and Promotion requests.		
<b>December</b>			
01	College Council Meeting		
08	Tenure and Promotion requests due to the Provost.		
16			Graduate Commencement
17			Undergraduate Commencement

Date	College Council	Department Personnel Committees	Department Chair/Department
<b>January</b>			
<b>Faculty Meetings – Monday, January 8, 2018 – Friday January 12, 2018</b>			
19	College Council Meeting		
31			Faculty service reports due in department offices at noon.
<b>February</b>			
		Departments begin reviews of non-tenured faculty toward tenure from February 1, 2018 to May 4, 2018.	
02	College Council Meeting to review the Deans' Evaluation Forms.		
16	College Council Meeting		
26			Department merit ratings due in the dean's office.
<b>March</b>			
02	College Council Meeting to consider merit ratings and report results to departments.		
09			Department recommendations for merit to faculty.
<b>Spring Recess – Sunday March 11, 2018 - Sunday March 18, 2018</b>			
19	The Deans' Evaluation instruments distributed.		
		DPCs reconsider faculty merit ratings from March 19, 2018 to April 13, 2018.	
23	College Council Meeting (if needed)		
<b>Sabbatical Workshop – Last Week in March or First Week in April</b>			

Date	College Council	Department Personnel Committees	Department Chair/Department
<b>April</b>			
			Departments to hold elections for College Council representatives and alternates from April 2, 2018 to April 27, 2018.
06	College Council Meeting		
20	College Council Meeting		Last date to complete the Deans' evaluation instruments.
27			Appeals of merit ratings due in dean's office.
<b>May</b>			
04	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.
07			Reminder sent from department to faculty to work on sabbatical reports for fall.
			Faculty notified of action regarding merit rating appeals.
			Letters to faculty regarding progress toward tenure and third year reviews. Copies of letters due to Dean's Office.
11	College Council Meeting (if needed)		
12			Graduate Commencement
13			Undergraduate Commencement

Adopted by College Council: May 5, 2017

\*\*Dates are subject to change