



# Northern Illinois University

*College of Education*

## College of Education Personnel Calendar 2018-2019

Date	College Council	Department Personnel Committees	Department Chair/Department
<b>August</b>			
<b>Faculty Meetings - Monday August 20, 2018 - Friday August 24, 2018</b>			
24	College Council Meeting and The Joint College Council, Chairs, and DPC Meeting.		
		DPC considers Sabbatical Leave requests and reconsiderations from August 20, 2018 through September 7, 2018.	Sabbatical Leave requests are due to the Department by August 20, 2018.
<b>September</b>			
07	College Council Meeting to review Chairs' Evaluation Forms.		
17			Sabbatical Leave requests due in dean's office.
			Tenure and Promotion requests due in department offices
21	College Council Meeting to consider Sabbatical Leave Requests.		
		DPC to consider Tenure and Promotion requests and reconsiderations from September 17, to October 13, 2018	

<b>Date</b>	<b>College Council</b>	<b>Department Personnel Committees</b>	<b>Department Chair/Department</b>
<b>October</b>			
05	College Council Meeting Sabbatical Leave requests.		
08	Department Chairs' evaluation forms distributed to faculty.		
12	Sabbatical Leaves Due to Provost's Office.		
22	Department Chairs' evaluation forms due to College.	The Dean's Office will contact DPCs and Department Chairs to schedule appointments to discuss chair evaluations.	Tenure and promotion requests due in dean's office
26	College Council Meeting		
<b>November</b>			
02	College Council Meeting to consider Tenure and Promotion requests.		
16	College Council Meeting to consider Tenure and Promotion requests.		
<b>December</b>			
07	College Council Meeting to consider Tenure and Promotion requests, if needed.		
08	Tenure and Promotion requests due to the Provost.		
15			Graduate Commencement
16			Undergraduate Commencement

Date	College Council	Department Personnel Committees	Department Chair/Department
<b>January</b>			
<b>Faculty Meetings – Monday, January 7, 2019 – Friday January 11, 2019</b>			
18	College Council Meeting		
31			Faculty service reports due to department offices at noon.
<b>February</b>			
		Departments begin reviews of non-tenured faculty toward tenure from February 1, 2019 to May 3, 2019.	
01	College Council Meeting to review the Deans' Evaluation Forms.		
15	College Council Meeting		
			Department merit ratings due in the dean's office.
<b>March</b>			
01	College Council Meeting to consider merit ratings and report results to departments.		
08			Department recommendations for merit to faculty.
<b>Spring Recess – Sunday March 10, 2019 through March 17, 2019</b>			
18	The Deans' Evaluation instruments distributed.		
		DPCs reconsider faculty merit ratings from March 18, 2019 to April 12, 2019.	
22	College Council Meeting		
<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>			
			<p>Departments to hold elections for College Council. Representatives and alternates from April 1, 2019 to April 30, 2019.</p>
05	College Council Meeting		
19	College Council Meeting		Last date to complete the Deans' evaluation instruments.
26			Appeals of merit ratings due in dean's office.
<b>May</b>			
			<p>Faculty going up to tenure and/or promotion to submit external reviewers' information to Department Chairs. Department Chairs to send requests to the external reviewers from May 1 through June 30</p>
03	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.
06			Reminder sent from department to faculty to work on sabbatical reports for fall.
			Faculty notified of action regarding merit-rating appeals.

06			Letters to faculty regarding progress toward tenure and third year reviews. Copies of letters due to Dean's Office.
10	College Council Meeting (if needed)		Graduate Commencement
11			Undergraduate Commencement

Adopted by College Council: August 24, 2018

\*\*Dates are subject to change