



Northern Illinois University

College of Education

College of Education Personnel Calendar 2018-2019

Date	College Council	Department Personnel Committees	Department Chair/Department
August			
Faculty Meetings - Monday August 20, 2018 - Friday August 24, 2018			
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.
September			
07	College Council Meeting to review Chairs' Evaluation Forms.		
17		DPC to consider Tenure and Promotion requests and reconsiderations from September 17, to October 22, 2018	Sabbatical Leave requests due in dean's office.
21	College Council Meeting to consider Sabbatical Leave Requests.		Tenure and Promotion requests due in department offices
28	College Council Meeting to consider Sabbatical Leave Requests.		

Date	College Council	Department Personnel Committees	Department Chair/Department
October			
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 to consider Tenure and Promotion requests		
November			
02	College Council Meeting to consider Tenure and Promotion requests.		
16	College Council Meeting to consider Tenure and Promotion requests.		
December			
07	College Council Meeting to consider Tenure and Promotion requests		
	Tenure and Promotion requests due to the Provost.		
15			Graduate Commencement
16			Undergraduate Commencement

Date	College Council	Department Personnel Committees	Department Chair/Department
January			
Faculty Meetings – Monday, January 7, 2019 – Friday January 11, 2019			
18	College Council Meeting		
31			Faculty service reports due to department offices at noon.
February			
		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.
March			
01	College Council Meeting to consider merit ratings and report results to departments.		
08			Department recommendations for merit to faculty.
Spring Recess – Sunday March 10, 2019 through March 17, 2019			
18	The Deans' Evaluation instruments distributed.		
		DPCs reconsider faculty merit ratings from March 18, 2019 to April 12, 2019.	
22	College Council Meeting		
Sabbatical Workshop – Last Week in March or First Week in April			

Date	College Council	Department Personnel Committees	Department Chair/Department
April			
			<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.
May			
			<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: April 6, 2018

Revised September 7, 2018

**Dates are subject to change