

2022-2023 Procedural Calendar - Chronological

Calendar Item	Date/Time/Location
July 2022	
Disciplinary Sanctions Report for AY 2021-2022 <i>Report of all disciplinary sanctions imposed against faculty members. See Faculty Employment Handbook Chapter X.H.</i>	Friday, July 1, 2022
From: Provost To: Office of Equal Opportunity	
Chair Term Expiration Notice <i>For terms ending on July 31, 2022. The Dean will initiate the preference poll process and send notification of the final appointment to the Faculty, Chair and Provost by the end of the Spring semester.</i>	Friday, July 29, 2022
From: Provost To: Dean	
August 2022	
Chair Contract Start Date for AY 2022-2023	Monday, August 1, 2022
New Lecturer/Senior Lecturer Faculty Orientation (combined with Tenure/Tenure Track) for Fall 2022 <i>Presented by HR and the Center for Teaching, Learning and Design</i> <i>Register on the CTLD Events calendar</i>	Monday, August 8, 2022 Through Tuesday, August 09, 2022 8:30 a.m.- 4:00 p.m. Tivoli 640
New Tenure/Tenure-Track Faculty Orientation (combined with Lecturer/Senior Lecturer) for Fall 2022 <i>Presented by HR and the Center for Teaching, Learning and Design</i> <i>Register on the CTLD Events calendar</i>	Monday, August 8, 2022 Through Tuesday, August 09, 2022 8:30 a.m.- 4:00 p.m. Tivoli 640
New Affiliate Faculty Orientation - REMOTE for Fall 2022 <i>Presented by HR and the Center for Teaching, Learning and Design</i> <i>Register on the CTLD Events calendar</i>	Thursday, August 11, 2022 2:00 p.m. - 4:30 p.m. Microsoft Teams

Calendar Item**Date/Time/Location****New Affiliate Faculty Orientation - IN-PERSON for Fall 2022**

Friday, August 12, 2022

*Presented by HR and the Center for Teaching, Learning and Design
Register on the CTLD Events calendar*

8:30 a.m. - 12:30 p.m. TBD

Workshop | RTP Reviewers

Friday, August 12, 2022

Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.

9:00 a.m. - 11:00 a.m. Teams | TBD

Board of Trustees Meetings

Thursday, August 25, 2022

For details, visit: <https://msudenver.edu/trustees/boardmeetings>

Through Friday, August 26, 2022

Outside Employment Agreement for Fall 2022

Friday, August 26, 2022

For more information: <https://www.msudenver.edu/policy/policylibrary/policiesa-z/conflictinterest/>. The request form can be found at: <https://www.msudenver.edu/faculty-affairs/guidelinesandpolicies/>

From: Faculty

To: Department Chair

Promotion - Intent to Apply to Full Professor

Friday, August 26, 2022

Report

From: Faculty

To: Department Chair

Retention - Year 2 Portfolio Submission

Friday, August 26, 2022

From: Faculty

To: Department Chair

Retention - Year 3 Portfolio Submission

Friday, August 26, 2022

From: Faculty

To: Department RTP Committee

Tenure - Intent to Apply for Tenure and Promotion to Associate Professor

Friday, August 26, 2022

Report

From: Faculty

To: Department Chair

Calendar Item**Date/Time/Location**

Workshop | Portfolio Preparation - Tenure and Promotion to Associate Professor

Friday, August 26, 2022

Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.

9:00 a.m. - 11:00 a.m. Teams | TBD

Workshop | Portfolio Preparation - TT Faculty, 4th Year & 5th Year

Friday, August 26, 2022

Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.

1:00 p.m. - 3:00 p.m. Teams | TBD

Workshop | Sabbatical Leave Application for AY 2023-2024

Friday, August 26, 2022

Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.

11:00 a.m. - 1:00 p.m. Teams | TBD

September 2022

Disciplinary Sanctions Report for AY 2021-2022

Friday, September 2, 2022

Disparate impact assessment report. See Faculty Employment Handbook Chapter X.H.

From: Office of Equal Opportunity To: Faculty Senate Welfare and Diversity Committees

Promotion - Intent to Apply to Full Professor Report

Friday, September 2, 2022

From: Department Chair To: Dean

Retention - Year 4 Portfolio Submission

Friday, September 2, 2022

From: Faculty To: Department Chair

Tenure - Intent to Apply for Tenure and Promotion to Associate Professor Report

Friday, September 2, 2022

From: Department Chair To: Dean

Calendar Item**Date/Time/Location**

Curriculum Proposals Modifying Spring 2023 Class Schedule

Friday, September 9, 2022

From: Departments

To: Dean's Office

Omnibus Courses - Date for Inclusion in Schedule for Spring 2023

Friday, September 9, 2022

Simultaneous review

From: Originator

To: Dean's Office

Promotion - Intent to Apply to Full Professor

Friday, September 9, 2022

Report

From: Dean

To: Provost

Provost Mini-Grant Application for Spring 2023

Friday, September 9, 2022

For more information, visit: <https://www.msudenver.edu/faculty-affairs/provostminigrant/>

From: Faculty

To: Department Chair

Related Fields and Minimum Requirements for Rank upon Appointment

Friday, September 9, 2022

Note: These dates apply only if changes are being made to a Department's "Related Fields" or "Minimum Requirements for Rank upon Appointment" documents. See <https://www.msudenver.edu/faculty-affairs/guidelinesandpolicies/>

From: Department Chair

To: Dean

Retention - Year 3 Portfolio

Friday, September 9, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department RTP Committee

To: Faculty & Department Chair

Sabbatical Leave Proposal

Friday, September 9, 2022

Submit in Digital Measures. Sabbatical Guidelines can be found: <https://www.msudenver.edu/faculty-affairs/faculty-resources/>

From: Faculty

To: Department Chair

Tenure - Intent to Apply for Tenure and Promotion to Associate Professor

Friday, September 9, 2022

Report

From: Dean

To: Provost

Calendar Item**Date/Time/Location**

Curriculum Proposals Modifying Spring 2023 Class Schedule Friday, September 16, 2022

From: Dean's Office To: Registrar

Curriculum Proposals Modifying Undergraduate/Graduate Catalogs for AY 2023-2024 Friday, September 16, 2022

Simultaneous Review

From: Departments To: Curriculum Committee

Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report for Fall 2022 Friday, September 16, 2022

From: Dean To: Provost

Omnibus Courses - Date for Inclusion in Schedule for Spring 2023 Friday, September 16, 2022

From: Dean's Office To: Registrar

Retention - Year 2 Portfolio Friday, September 16, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department Chair To: Faculty Response (optional)

Retention - Year 3 Portfolio Friday, September 16, 2022

The faculty member has the option of uploading a written response to the Department RTP Committee review.

From: Faculty Response (optional) To: Department Chair

Retention - Year 4 Portfolio Friday, September 16, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department Chair To: Faculty & Dean

Tenure Portfolio Submission Friday, September 16, 2022

From: Faculty To: Department RTP Committee

Calendar Item**Date/Time/Location****Workshop | Portfolio Preparation - Full Professor**

Friday, September 16, 2022

Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.

1:00 p.m. - 3:00 p.m.

Teams |
CN 103**Leave Without Pay - Eligibility for AY 2021-2022**

Friday, September 23, 2022

A faculty member on leave for one or more semesters in an academic year can choose whether to have that academic year counted toward eligibility for tenure, promotion, or PTR.

From: Faculty

To: Department Chair & Dean

Provost Mini-Grant Application for Spring 2023

Friday, September 23, 2022

From: Department Chair

To: Dean

Related Fields and Minimum Requirements for Rank upon Appointment

Friday, September 23, 2022

Note: These dates apply only if changes are being made to a Department's "Related Fields" or "Minimum Requirements for Rank upon Appointment" documents. See <https://www.msudenver.edu/faculty-affairs/guidelinesandpolicies/>

From: Dean

To: Provost

Retention - Year 2 Portfolio

Friday, September 23, 2022

The faculty member has the option of uploading a written response to the Department Chair review.

From: Faculty Response (optional)

To: Dean

Retention - Year 4 Portfolio

Friday, September 23, 2022

The faculty member has the option of uploading a written response to the Department Chair review.

From: Faculty Response (optional)

To: Dean

Retention - Year 2 Notification

Friday, September 30, 2022

In cases of non-retention, the faculty member has the option of appealing to the Dean within seven (7) calendar days.

From: Dean

To: Faculty

Calendar Item**Date/Time/Location**

Retention - Year 3 Portfolio

Friday, September 30, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department Chair

To: Faculty & School/College RTP Committee

Sabbatical Leave Recommendations

Friday, September 30, 2022

From: Department Chair

To: Dean

October 2022

Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report for Fall 2022

Friday, October 7, 2022

From: Provost

To: Office of Equal Opportunity

Leave Without Pay - Eligibility Notification for AY 2021-2022

Friday, October 7, 2022

From: Dean

To: Provost

Leave Without Pay Application for Spring 2023

Friday, October 7, 2022

*Please refer to the Policy Library: <https://msudenver.edu/policy/policylibrary/>.
The "Application for Leave Without Pay" form is available on the HR website: <https://msudenver.edu/hr/forms>*

From: Faculty

To: Department Chair

Retention - Year 2 Notification

Friday, October 7, 2022

From: Provost

To: Human Resources

Retention - Year 2 Request for an Appeal

Friday, October 7, 2022

In cases of non-retention, the faculty member has the option of appealing to the Dean within seven (7) calendar days.

From: Faculty

To: Dean

Retention - Year 3 Portfolio

Friday, October 7, 2022

The faculty member has the option of uploading a written response to the Department Chair review.

From: Faculty Response (optional)

To: School/College RTP Committee

Calendar Item**Date/Time/Location****Retention - Year 4 Notification**

Friday, October 7, 2022

In cases of non-retention, the faculty member has the option of appealing to the Dean within seven (7) calendar days.

From: Dean

To: Faculty

Retention - Year 5 Portfolio Submission

Friday, October 7, 2022

From: Faculty

To: Department Chair

Tenure Portfolio

Friday, October 7, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department RTP Committee

To: Faculty & Department Chair

Classified Mid-Year Evaluation for AY 2022-2023

Friday, October 14, 2022

For review forms, visit: <https://www.msudenver.edu/hr/forms/>

From: Classified Supervisor

To: Dean

Leave Without Pay Application for Spring 2023

Friday, October 14, 2022

From: Department Chair

To: Dean

Provost Mini-Grant Application for Spring 2023

Friday, October 14, 2022

From: Dean

To: Mini-Grant Committee

Retention - Year 2 Request for an Appeal

Friday, October 14, 2022

The Dean will notify the University Appeals Committee and provide all materials pertaining to the faculty member's Year 2 portfolio.

From: Dean

To: University Appeals Committee

Retention - Year 4 Notification

Friday, October 14, 2022

From: Provost

To: Human Resources

Retention - Year 4 Request for Appeal

Friday, October 14, 2022

In cases of non-retention, the faculty member has the option of appealing to the Dean within seven (7) calendar days.

From: Faculty

To: Dean

Calendar Item**Date/Time/Location****Retention - Year 5 Portfolio**

Friday, October 14, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department Chair

To: Faculty & Dean

Sabbatical Leave Recommendations

Friday, October 14, 2022

From: Dean

To: Faculty Senate Professional
Leave Committee**Tenure Portfolio**

Friday, October 14, 2022

The faculty member has the option of uploading a written response to the RTP Committee review.

From: Faculty Response (optional)

To: Department Chair

Proposed Program Fee Changes for Student Input for Fall 2023

Friday, October 21, 2022

Department Posting

From: Department Chair

To: Dean

Retention - Year 3 Portfolio

Friday, October 21, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: School/College RTP Committee To: Faculty & Dean

Retention - Year 4 Request for Appeal

Friday, October 21, 2022

The Dean will notify the University Appeals Committee and provide all materials pertaining to the faculty member's Year 4 portfolio.

From: Dean

To: University Appeals Committee

Retention - Year 5 Portfolio

Friday, October 21, 2022

The faculty member has the option of uploading a written response to the Department Chair review.

From: Faculty Response (optional)

To: Dean

Classified Mid-Year Evaluation for AY 2022-2023

Friday, October 28, 2022

From: Dean

To: Human Resources

Calendar Item**Date/Time/Location**

Leave Without Pay Approval for Spring 2023

Friday, October 28, 2022

Notification sent to Faculty and the Faculty Affairs Office

From: Dean

To: Faculty

Retention - Year 3 Portfolio

Friday, October 28, 2022

The faculty member has the option of uploading a written response to the School/College RTP Committee review.

From: Faculty Response (optional)

To: Dean

November 2022

Promotion to Full Professor Portfolio - Submission

Friday, November 4, 2022

From: Faculty

To: Department RTP Committee

Provost Mini-Grant Application for Spring 2023

Friday, November 4, 2022

From: Mini-Grant Committee

To: Provost

Retention - Year 5 Notification

Friday, November 4, 2022

In cases of non-retention, the faculty member has the option of appealing to the Dean within seven (7) calendar days.

From: Dean

To: Faculty

Tenure Portfolio

Friday, November 4, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department Chair

To: Faculty & School/College RTP Committee

Omnibus Courses - Final Deadline for Late Add for Spring 2023

Friday, November 11, 2022

Simultaneous review

From: Originator

To: Dean's Office

Retention - Year 2 Recommendation

Friday, November 11, 2022

From: University Appeals Committee

To: Provost

Calendar Item**Date/Time/Location****Retention - Year 3 Portfolio**

Friday, November 11, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Dean

To: Faculty & Faculty Senate RTP Committee

Retention - Year 5 Notification

Friday, November 11, 2022

From: Provost

To: Human Resources

Retention - Year 5 Request for Appeal

Friday, November 11, 2022

In cases of non-retention, the faculty member has the option of appealing to the Dean within seven (7) calendar days.

From: Faculty

To: Dean

Tenure Portfolio

Friday, November 11, 2022

The faculty member has the option of uploading a written response to the Department Chair review.

From: Faculty Response (optional)

To: School/College RTP Committee

Omnibus Courses - Final Deadline for Late Add for Spring 2023

Friday, November 18, 2022

From: Dean's Office

To: Registrar

Promotion to Full Professor Portfolio

Friday, November 18, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department RTP Committee

To: Faculty & Department Chair

Retention - Year 3 Portfolio

Friday, November 18, 2022

The faculty member has the option of uploading a written response to the Dean review.

From: Faculty Response (optional)

To: Faculty Senate RTP Committee

Retention - Year 4 Recommendation

Friday, November 18, 2022

From: University Appeals Committee

To: Provost

Calendar Item**Date/Time/Location**

Retention - Year 5 Request for Appeal

Friday, November 18, 2022

The Dean will notify the University Appeals Committee and provide all materials pertaining to the faculty member's Year 5 portfolio.

From: Dean

To: University Appeals Committee

Workshop | Portfolio Preparation - TT Faculty, 1st Year

Friday, November 18, 2022

Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.

9:00 a.m. - 11:00 a.m.

Teams |
CN 103

Department Evaluation Guidelines

Monday, November 28, 2022

Only necessary if guidelines are being changed.

From: Department Chair

To: Dean

December 2022

Program Fees - New Fees and Changes to Existing Fees

Friday, December 2, 2022

Written proposals including documentation of student feedback

From: Department Chair

To: Dean

Promotion to Full Professor Portfolio

Friday, December 2, 2022

The faculty member has the option of uploading a written response to the Department RTP Committee review.

From: Faculty Response (optional)

To: Department Chair

Provost Mini-Grant Notification for Spring 2023

Friday, December 2, 2022

From: Provost

To: Faculty

Board of Trustees Special Finance Committee Meeting

Friday, December 9, 2022

For details, visit: <https://msudenver.edu/trustees/boardmeetings>

Curriculum Proposals Modifying Undergraduate/Graduate Catalogs for AY 2023-2024

Friday, December 9, 2022

**Proposals received in Academic Affairs after December 10, 2021 will be held for the addendum or next catalog.*

From: Curriculum Committee

To: Academic Affairs

Calendar Item**Date/Time/Location**

Faculty - Credit toward Earning Regular Tenure for Fall 2022
(For a Fall Appointment)

Friday, December 9, 2022

From: Faculty

To: Dean

Non-Curricular Catalog Updates for AY 2023-2024

Friday, December 9, 2022

Note: policy updates require Faculty Senate Academic Policy Committee approval

To: Academic Affairs

Retention - Year 3 Portfolio

Friday, December 9, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Faculty Senate RTP Committee To: Faculty & Provost

Workshop | Portfolio Preparation - Lecturer/Senior Lecturer Faculty

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Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.

9:00 a.m. - 11:00 a.m.

Teams |
TBD

Workshop | Portfolio Preparation - Post-Tenure Review

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Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.

1:00 p.m. - 3:00 p.m.

Teams |
TBD

Fall 2022 Commencement for Fall 2022

Friday, December 16, 2022

For details, visit: <https://www.msudenver.edu/commencement/>

TBD

Promotion to Full Professor Portfolio

Friday, December 16, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department Chair

To: Faculty & School/College RTP
Committee

Retention - Year 2 Notification of Appeals Decision

Friday, December 16, 2022

From: Provost

To: Faculty

Calendar Item**Date/Time/Location****Retention - Year 3 Portfolio**

Friday, December 16, 2022

The faculty member has the option of uploading a written response to the Faculty Senate RTP review.

From: Faculty Response (optional) To: Provost

Sabbatical Leave Recommendations

Friday, December 16, 2022

From: Faculty Senate Professional Leave Committee To: Provost

Tenure Portfolio

Friday, December 16, 2022

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: School/College RTP Committee To: Faculty & Dean

Promotion to Full Professor Portfolio

Friday, December 23, 2022

The faculty member has the option of uploading a written response to the Department Chair review.

From: Faculty Response (optional) To: School/College RTP Committee

Retention - Year 4 Notification of Appeals Decision

Friday, December 23, 2022

From: Provost To: Faculty

Retention - Year 5 Recommendation

Friday, December 23, 2022

From: University Appeals Committee To: Provost

Tenure Portfolio

Friday, December 23, 2022

The faculty member has the option of uploading a written response to the School/College RTP Committee review.

From: Faculty Response (optional) To: Dean

Retention - Year 3 Notification

Friday, December 30, 2022

In cases of non-retention, the faculty member has the option of appealing to the Provost within seven (7) calendar days.

From: Provost To: Faculty

Calendar Item**Date/Time/Location****January 2023**

Curriculum Proposals Modifying Undergraduate/Graduate Catalogs for AY 2023-2024

Friday, January 13, 2023

From: AVP for Curriculum & Policy Development To: Registrar

Transitional Retirement Application Submission

Friday, January 13, 2023

Please refer to Chapter VIII of the Faculty Employment Handbook. The "Transitional Retirement Program Application and Agreement" is available on the Human Resources website.

From: Faculty To: Department Chair

Program Fees - New Fees and Changes to Existing Fees

Tuesday, January 17, 2023

Written proposals including documentation of student feedback

From: Dean To: AVP for Curriculum & Policy Development

Outside Employment Agreement for Spring 2023

Friday, January 20, 2023

For more information: <https://www.msudenver.edu/policy/policylibrary/policiesa-z/conflictinterest/>. The request form can be found at: <https://www.msudenver.edu/faculty-affairs/guidelinesandpolicies/>

From: Faculty To: Department Chair

PTR Portfolio - Submission

Friday, January 20, 2023

From: Faculty To: Department PTR Committee

Sabbatical Leave Notification

Friday, January 20, 2023

From: Provost To: Faculty

Transitional Retirement Recommendations

Friday, January 20, 2023

From: Department Chair To: Dean

Curriculum Proposals Modifying Summer 2023 Class Schedule

Monday, January 23, 2023

From: Departments To: Dean's Office

Calendar Item**Date/Time/Location**

Omnibus Courses - Date for Inclusion in Schedule for Summer 2023

Monday, January 23, 2023

Simultaneous review

From: Originator

To: Dean's Office

Board of Trustees Meetings

Thursday, January 26, 2023

For details, visit: <https://msudenver.edu/trustees/boardmeetings>

Through Friday, January 27, 2023

Program Fees - New Fees and Changes to Existing Fees

Friday, January 27, 2023

Written proposals

From: AVP for Curriculum & Policy Development

To: Student Fee Review Panel

Reassigned Time Report for Fall 2022

Friday, January 27, 2023

Submit in Digital Measures

From: Faculty

To: Reassigned Time Evaluator

Retention - Year 1 Portfolio Submission

Friday, January 27, 2023

From: Faculty

To: Department Chair

Retention - Year 3 Notification

Friday, January 27, 2023

From: Provost

To: Human Resources

Retention - Year 3 Request for Appeal

Friday, January 27, 2023

In cases of non-retention, the faculty member has the option of appealing to the Provost within seven (7) calendar days.

From: Faculty

To: Provost

Sabbatical Leave Notification

Friday, January 27, 2023

From: Provost

To: Human Resources

Tenure Portfolio

Friday, January 27, 2023

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Dean

To: Faculty & Faculty Senate RTP Committee

Calendar Item**Date/Time/Location**

Curriculum Proposals Modifying Summer 2023 Class Schedule

Monday, January 30, 2023

From: Dean's Office

To: Registrar

Omnibus Courses - Date for Inclusion in Schedule for Summer 2023

Monday, January 30, 2023

From: Dean's Office

To: Registrar

Number of Senators for Each Academic Department for Fall 2023

Tuesday, January 31, 2023

From: Faculty Senate President

To: Department Chair

February 2023

Administrator/Chair Return to Faculty - Request for Fall 2023 Reassigned Time

Friday, February 3, 2023

From: Administrator

To: Department Chair

Curriculum Proposals Modifying Fall 2023 Class Schedule
Simultaneous review

Friday, February 3, 2023

From: Originator

To: Dean's Office

Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report for Spring 2023

Friday, February 3, 2023

From: Dean

To: Provost

Omnibus Courses - Date for Inclusion in Schedule for Fall 2023

Friday, February 3, 2023

From: Dean's Office

To: Registrar

Promotion to Full Professor Portfolio

Friday, February 3, 2023

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: School/College RTP Committee To: Faculty & Dean

Calendar Item**Date/Time/Location****Provost Mini-Grant Application for Fall 2023**

Friday, February 3, 2023

For more information, visit: <https://www.msudenver.edu/faculty-affairs/provostminigrant/>

From: Faculty

To: Department Chair

Retention - Year 3 Request for Appeal

Friday, February 3, 2023

The Provost will notify the University Appeals Committee and provide all materials pertaining to the faculty member's Year 3 portfolio.

From: Provost

To: University Appeals Committee

Retention - Year 5 Notification of Appeals Decision

Friday, February 3, 2023

From: Provost

To: Faculty

Sabbatical Leave Report for Fall 2022

Friday, February 3, 2023

Faculty must submit within 30 days after completion of the sabbatical.

From: Faculty

To: Provost

Tenure Portfolio

Friday, February 3, 2023

The faculty member has the option of uploading a written response to the Dean review.

From: Faculty Response (optional)

To: Faculty Senate RTP Committee

Transitional Retirement Recommendations

Friday, February 3, 2023

From: Dean

To: Provost

Curriculum Proposals Modifying Fall 2023 Class Schedule

Friday, February 10, 2023

From: Dean's Office

To: Registrar

Omnibus Courses - Date for Inclusion in Schedule for Fall 2023

Friday, February 10, 2023

Simultaneous review

From: Originator

To: Dean's Office

Promotion to Full Professor Portfolio

Friday, February 10, 2023

The faculty member has the option of uploading a written response to the School/College RTP Committee review.

From: Faculty Response (optional)

To: Dean

Calendar Item**Date/Time/Location****PTR Portfolio**

Friday, February 10, 2023

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department PTR Committee To: Faculty & Department Chair

Reassigned Time Evaluation for Fall 2022

Friday, February 10, 2023

From: Reassigned Time Evaluator To: Digital Measures

Retention - Year 1 Portfolio

Friday, February 10, 2023

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department Chair To: Faculty & Dean

Evaluation of Chair for AY 2022-2023

Monday, February 13, 2023

Through Friday, February 24, 2023

Evaluation of Dean for AY 2022-2023

Monday, February 13, 2023

Through Friday, February 24, 2023

**Administrator/Chair Return to Faculty - Request for Fall 2023
Reassigned Time**

Friday, February 17, 2023

From: Department Chair To: Dean

Leave Without Pay - Eligibility for AY 2022-2023

Friday, February 17, 2023

A faculty member on leave for one or more semesters in an academic year can choose whether to have that academic year counted toward eligibility for tenure, promotion, or PTR.

From: Faculty To: Department Chair & Dean

Provost Mini-Grant Application for Fall 2023

Friday, February 17, 2023

From: Department Chair To: Dean

PTR Portfolio

Friday, February 17, 2023

The faculty member has the option of uploading a written response to the Department PTR Committee review.

From: Faculty Response (optional) To: Department Chair

Calendar Item**Date/Time/Location**

Retention - Year 1 Portfolio

Friday, February 17, 2023

The faculty member has the option of uploading a written response to the Department Chair review.

From: Faculty Response (optional) To: Dean

Sabbatical Leave Report Evaluation for Fall 2022

Friday, February 17, 2023

From: Provost To: Faculty

Department Evaluation Guidelines

Friday, February 24, 2023

From: Dean To: Provost

Draft Undergraduate/Graduate Catalogs Completed for AY 2023-2024

Friday, February 24, 2023

Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report for Spring 2023

Friday, February 24, 2023

From: Provost To: Office of Equal Opportunity

Promotion to Full Professor Portfolio

Friday, February 24, 2023

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Dean To: Faculty & Faculty Senate RTP Committee

Sabbatical Leave Report Evaluation for Fall 2022

Friday, February 24, 2023

From: Provost To: Human Resources

Tenure Portfolio

Friday, February 24, 2023

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Faculty Senate RTP Committee To: Faculty & Provost

Draft Undergraduate/Graduate Catalogs Review for AY 2023-2024

Monday, February 27, 2023

Through Wednesday, March 08, 2023

Calendar Item**Date/Time/Location**

Faculty - Credit toward Earning Regular Tenure for Fall 2022

Monday, February 27, 2023

From: Dean

To: Provost

March 2023Administrator/Chair Return to Faculty - Request for Fall 2023
Reassigned Time

Friday, March 3, 2023

From: Dean

To: Faculty Senate Professional
Leave Committee

Leave Without Pay - Eligibility Notification for AY 2022-2023

Friday, March 3, 2023

From: Dean

To: Provost

Promotion to Full Professor Portfolio

Friday, March 3, 2023

The faculty member has the option of uploading a written response to the Dean review.

From: Faculty Response (optional)

To: Faculty Senate RTP Committee

PTR Portfolio

Friday, March 3, 2023

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Department Chair

To: Faculty & Dean

Retention - Year 1 Notification

Friday, March 3, 2023

In cases of non-retention, the faculty member has the option of appealing to the Dean within seven (7) calendar days.

From: Dean

To: Faculty

Retention - Year 3 Recommendation

Friday, March 3, 2023

From: University Appeals Committee

To: President

Tenure Portfolio

Friday, March 3, 2023

The faculty member has the option of uploading a written response to the Faculty Senate RTP Committee review.

From: Faculty Response (optional)

To: Provost

Calendar Item**Date/Time/Location**

Provost Mini-Grant Application for Fall 2023

Friday, March 10, 2023

From: Dean

To: Mini-Grant Committee

PTR Portfolio

Friday, March 10, 2023

The faculty member has the option of uploading a written response to the Department Chair review.

From: Faculty Response (optional)

To: Dean

Publish Undergraduate/Graduate Catalogs for AY 2023-2024

Friday, March 10, 2023

Retention - Year 1 Request for Appeal

Friday, March 10, 2023

In cases of non-retention, the faculty member has the option of appealing to the Dean within seven (7) calendar days.

From: Faculty

To: Dean

Lecturer/Senior Lecturer Portfolio - All Portfolio Submissions

Tuesday, March 14, 2023

From: Faculty

To: Department Chair

Departments Election of Faculty Senators for AY 2023-2024

Saturday, April 15, 2023

From: Department Chair

To: Faculty Senate President

Board of Trustees Meetings

Thursday, March 16, 2023

For details, visit: <https://msudenver.edu/trustees/boardmeetings>

Through Friday, March 17, 2023

Department Evaluation Guidelines Feedback

Thursday, March 16, 2023

From: Provost

To: Department Chair &
School/College Dean

Classified Annual Evaluation for AY 2022-2023

Friday, March 17, 2023

For review forms, visit: <https://www.msudenver.edu/hr/forms/>

From: Classified Supervisor

To: Dean

Calendar Item**Date/Time/Location**

Emeritus Status Faculty Nominations for Fall 2023

Friday, March 17, 2023

Including department recommendations

From: Department Chair

To: Dean

Retention - Year 1 Request for Appeal

Friday, March 17, 2023

The Dean will notify the University Appeals Committee and provide all materials pertaining to the faculty member's Year 1 portfolio.

From: Dean

To: University Appeals Committee

Retention - Year 1 Notification

Monday, March 20, 2023

From: Provost

To: Human Resources

Administrator/Chair Return to Faculty - Request for Fall 2023
Reassigned Time

Monday, March 27, 2023

From: Faculty Senate Professional
Leave Committee

To: Provost

Administrator/Chair Return to Faculty - Notification of Fall 2023
Reassigned Time

Friday, March 31, 2023

From: Provost

To: Faculty

Classified Annual Evaluation for AY 2022-2023

Friday, March 31, 2023

From: Dean

To: Human Resources

Tenure - Recommendation

Friday, March 31, 2023

In case of tenure denial by the Provost, a faculty member in their sixth tenure-track year has the option of appealing to the University Appeals Committee within ten (10) working days.

From: Provost

To: Faculty & President

Transitional Retirement Notifications

Friday, March 31, 2023

From: Provost

To: Faculty

Calendar Item**Date/Time/Location****April 2023**

Lecturer/Senior Lecturer - All Portfolios

Tuesday, April 4, 2023

From: Department Chair

To: Dean

Emeritus Status Faculty Nominations for Fall 2023

Friday, April 7, 2023

From: Dean

To: Provost

Promotion to Full Professor Portfolio

Friday, April 7, 2023

The faculty member has the option of uploading a written response to Digital Measures within seven (7) calendar days.

From: Faculty Senate RTP Committee To: Faculty & Provost

Provost Mini-Grant Application for Fall 2023

Friday, April 7, 2023

From: Mini-Grant Committee

To: Provost

PTR Notification

Friday, April 7, 2023

In cases of "Needs Improvement" the faculty member has the option of appealing to the University Appeals Committee within seven (7) calendar days.

From: Dean

To: Faculty

Retention - Year 3 Notification of Appeals Decision

Friday, April 7, 2023

From: President

To: Faculty

Transitional Retirement Notifications

Friday, April 7, 2023

From: Provost

To: Human Resources

Promotion to Full Professor Portfolio

Friday, April 14, 2023

The faculty member has the option of uploading a written response to the Faculty Senate RTP Committee review.

From: Faculty Response (optional)

To: Provost

Calendar Item**Date/Time/Location****PTR Request for Appeal**

Friday, April 14, 2023

In cases of "Needs Improvement" the faculty member has the option of appealing to the University Appeals Committee.

From: Faculty

To: Dean

Request Appeal to Denial of Tenure by the Provost

Friday, April 14, 2023

In case of tenure denial by the Provost, a faculty member in their sixth tenure-track year has the option of appealing to the University Appeals Committee within ten (10) working days.

From: Faculty

To: University Appeals Committee

Tenure - Recommendation

Sunday, April 14, 2024

In case of tenure denial by the President, after the Provost has recommended tenure, a faculty member in their sixth tenure-track year has the option of appealing to the University Appeals Committee

From: President

To: Faculty

Undergraduate/Graduate Catalogs Change Report Published for AY 2023-2024

Friday, April 14, 2023

Emeritus Status Recommendations for Fall 2023

Friday, April 21, 2023

From: Provost

To: President

PTR Notification

Friday, April 21, 2023

From: Provost

To: Human Resources

Retention - Year 1 Recommendation

Friday, April 21, 2023

From: University Appeals Committee To: Provost

Workshop | Portfolio Preparation - TT Faculty, 2nd Year & 3rd Year for AY 2023-2024

Friday, April 21, 2023

Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.

9:00 a.m. - 11:00 a.m.

Teams |
TBD

Calendar Item**Date/Time/Location**

Department Evaluation Guidelines (Final Version)

Thursday, April 27, 2023

From: Department Chair &
School/College Dean

To: Provost

Provost Mini-Grant Notification for Fall 2023

Friday, April 28, 2023

From: Provost

To: Faculty

PTR Request for Appeal

Friday, April 28, 2023

The Dean will notify the University Appeals Committee and provide all materials pertaining to the faculty member's PTR portfolio.

From: Dean

To: University Appeals Committee

Request for Appeal to Denial of Tenure by the President

Friday, April 28, 2023

In case of tenure denial by the President, after the Provost has recommended tenure, a faculty member in their sixth tenure-track year has the option of appealing to the University Appeals Committee within ten (10) working days.

From: Faculty

To: University Appeals Committee

New Graduate Program - Intent to Propose

Sunday, April 30, 2023

To propose a new graduate program, departments need to submit form to the Office of Graduate Studies. This form, along with supporting documentation can be found at <https://msudenver.edu/graduatecouncil/policydocuments/>.

May 2023

Board of Trustees Special Finance Committee Meeting

Thursday, May 4, 2023

For details, visit: <https://msudenver.edu/trustees/boardmeetings>

Faculty Recruitment Incentive Program (FRIP) Evaluations for AY 2022-2023

Friday, May 5, 2023

From: Department Chair

To: Dean

Lecturer/Senior Lecturer - Promotion and Non-Retention Recommendations

Friday, May 5, 2023

Applications for promotion to Senior Lecturer and recommendations of non-retention are sent to the Provost.

From: Dean

To: Provost

Calendar Item**Date/Time/Location**

Lecturer/Senior Lecturer - Retention Appointments

Friday, May 5, 2023

If reappointed to a one-year contract or multi-year contract without promotion, notification of Dean's decision is sent to the Faculty and Provost.

From: Dean

To: Faculty

Omnibus Courses - Final Deadline for Late Add for Summer 2023

Friday, May 5, 2023

Simultaneous review

From: Originator

To: Dean's Office

Promotion to Full Professor - Notification

Friday, May 5, 2023

From: Provost

To: Faculty

Faculty - Credit toward Earning Regular Tenure for Spring 2023

Wednesday, May 10, 2023

(For a Spring Appointment)

From: Faculty

To: Dean

Omnibus Courses - Final Deadline for Late Add for Summer 2023

Friday, May 12, 2023

From: Dean's Office

To: Registrar

PDF Undergraduate/Graduate Catalogs Completed for AY 2023-2024

Friday, May 12, 2023

Promotion to Full Professor - Notification

Friday, May 12, 2023

From: Provost

To: Human Resources

Recommendation to Appeal of Provost Denial

Friday, May 12, 2023

From: University Appeals Committee

To: President

Spring 2023 Commencement for Spring 2023

Friday, May 12, 2023

For details, visit: <https://www.msudenver.edu/commencement/>

TBD

Calendar Item**Date/Time/Location**

PTR Recommendation

Friday, June 16, 2023

From: University Appeals Committee To: Provost

Faculty Recruitment Incentive Program (FRIP) Evaluations for AY 2022-2023

Friday, May 19, 2023

From: Dean

To: Provost

Leave Without Pay Application for AY 2023-2024

Friday, May 19, 2023

*Please refer to the Policy Library: <https://msudenver.edu/policy/policylibrary/>.
The "Application for Leave Without Pay" form is available on the HR website:
<https://msudenver.edu/hr/forms>*

From: Faculty

To: Department Chair

Lecturer/Senior Lecturer - Promotion and Non-Retention Recommendations

Friday, May 19, 2023

Notification of Provost's decisions regarding promotion and non-retention are sent to Faculty and HR.

From: Provost

To: Faculty

Retention - Year 1 Notification of Appeals Decision

Friday, May 19, 2023

From: Provost

To: Faculty

Leave Without Pay Application for AY 2023-2024

Friday, May 26, 2023

From: Department Chair

To: Dean

Lecturer/Senior Lecturer - Notification

Friday, May 26, 2023

From: Provost

To: Human Resources

Notification of Appeal to Provost Denial

Friday, May 26, 2023

From: President

To: Faculty

Recommendation to Appeal of President Denial

Friday, May 26, 2023

From: University Appeals Committee To: President

Calendar Item**Date/Time/Location**

Disciplinary Sanctions Report for AY 2022-2023

Tuesday, May 30, 2023

Report of all disciplinary sanctions imposed against faculty members. See Faculty Employment Handbook Chapter X.H.

From: Dean

To: Provost

Faculty - Credit toward Earning Regular Tenure for Spring 2023

Tuesday, May 30, 2023

From: Dean

To: Provost

June 2023

Board of Trustees Meetings

Thursday, June 1, 2023

For details, visit: <https://msudenver.edu/trustees/boardmeetings>

Through Friday, June 02, 2023

Emeritus Status Recommendations for Fall 2023

Friday, June 2, 2023

From: President

To: Board of Trustees

Faculty Recruitment Incentive Program (FRIP) Evaluations for AY 2022-2023

Friday, June 2, 2023

From: Provost

To: President

Promotion Report

Friday, June 2, 2023

From: Provost

To: Board of Trustees

Recommendation from BoT

Friday, June 2, 2023

Board of Trustees Vote

From: President

To: Faculty

Reassigned Time Report for Spring 2023

Thursday, June 8, 2023

Submit in Digital Measures

From: Faculty

To: Reassigned Time Evaluator

Emeritus Status Notifications for Fall 2023

Friday, June 9, 2023

From: President

To: Faculty

Calendar Item**Date/Time/Location**

Leave Without Pay Approval for AY 2023-2024
Notification sent to Faculty and the Faculty Affairs Office

Friday, June 9, 2023

From: Dean

To: Faculty

Tenure Notification

Friday, June 9, 2023

From: Provost

To: Faculty

Emeritus Status Notifications for Fall 2023

Friday, June 16, 2023

From: Provost

To: Human Resources

PTR Notification of Appeals Decision

Friday, June 16, 2023

From: Provost

To: Faculty

Tenure Notification

Friday, June 16, 2023

From: Provost

To: Human Resources

Reassigned Time Evaluation for Spring 2023

Thursday, June 22, 2023

From: Reassigned Time Evaluator

To: Digital Measures

Notification of Appeal to President Denial

Friday, June 23, 2023

From: President

To: Faculty

Sabbatical Leave Report for Spring 2024 and AY 2023-2024

Friday, June 23, 2023

Faculty must submit within 30 days after completion of the sabbatical.

From: Faculty

To: Provost

Procedural Calendar Available for AY 2023-2024

Friday, June 30, 2023

Calendar Item**Date/Time/Location****July 2023**

Disciplinary Sanctions Report for AY 2022-2023

Saturday, July 1, 2023

Report of all disciplinary sanctions imposed against faculty members. See Faculty Employment Handbook Chapter X.H.

From: Provost

To: Office of Equal Opportunity

Omnibus Courses - Final Deadline for Late Add for Fall 2023

Friday, July 7, 2023

Simultaneous review

From: Originator

To: Dean's Office

Sabbatical Leave Report Evaluation for Spring 2024 and AY 2023-2024

Friday, July 7, 2023

From: Provost

To: Faculty

Omnibus Courses - Final Deadline for Late Add for Fall 2023

Friday, July 14, 2023

From: Dean's Office

To: Registrar

Sabbatical Leave Report Evaluation for Spring 2024 and AY 2023-2024

Friday, July 14, 2023

From: Provost

To: Human Resources

Provost Mini-Grant Post-Award Report

Friday, July 28, 2023

All faculty will submit a brief 1-2 page report describing the completed activities by July 31, 2022.

From: Faculty

To: Provost

Chair Contract End Date for AY 2022-2023

Monday, July 31, 2023

August 2023

Chair Contract Start Date for AY 2023-2024

Tuesday, August 1, 2023