

2022-2023 Procedural Calendar - by Topic

| Calendar Item | Date/Time/Location |
|---|---|
| Administrator/Chair Return to Faculty Reassigned Time | |
| Administrator/Chair Return to Faculty - Request for Fall 2023 Reassigned Time | Friday, February 3, 2023 |
| From: Administrator | To: Department Chair |
| Administrator/Chair Return to Faculty - Request for Fall 2023 Reassigned Time | Friday, February 17, 2023 |
| From: Department Chair | To: Dean |
| Administrator/Chair Return to Faculty - Request for Fall 2023 Reassigned Time | Friday, March 3, 2023 |
| From: Dean | To: Faculty Senate Professional Leave Committee |
| 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 |

Calendar Item**Date/Time/Location****Annual Evaluation - Classified Staff**

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

Classified Mid-Year Evaluation for AY 2022-2023

Friday, October 28, 2022

From: Dean To: Human Resources

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

Classified Annual Evaluation for AY 2022-2023

Friday, March 31, 2023

From: Dean To: Human Resources

Annual Evaluation Survey

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

Calendar Item**Date/Time/Location****Board of Trustees**

Board of Trustees Meetings

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

Thursday, August 25, 2022

Through

Friday, August 26, 2022

Board of Trustees Special Finance Committee Meeting

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

Friday, December 9, 2022

Board of Trustees Meetings

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

Thursday, January 26, 2023

Through

Friday, January 27, 2023

Board of Trustees Meetings

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

Thursday, March 16, 2023

Through

Friday, March 17, 2023

Board of Trustees Special Finance Committee Meeting

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

Thursday, May 4, 2023

Board of Trustees Meetings

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

Thursday, June 1, 2023

Through

Friday, June 02, 2023

Calendar - University Wide

Fall 2022 Commencement for Fall 2022

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

Friday, December 16, 2022

TBD

Spring 2023 Commencement for Spring 2023

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

Friday, May 12, 2023

TBD

Procedural Calendar Available for AY 2023-2024

Friday, June 30, 2023

Calendar Item**Date/Time/Location****Catalog - AY 2023-2024**

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

Friday, September 16, 2022

Simultaneous Review

From: Departments

To: Curriculum Committee

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

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

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

Friday, January 13, 2023

From: AVP for Curriculum & Policy Development
To: Registrar

Draft Undergraduate/Graduate Catalogs Completed for AY 2023-2024

Friday, February 24, 2023

Draft Undergraduate/Graduate Catalogs Review for AY 2023-2024

Monday, February 27, 2023

Through

Wednesday, March 08, 2023

Publish Undergraduate/Graduate Catalogs for AY 2023-2024

Friday, March 10, 2023

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

Friday, April 14, 2023

Calendar Item**Date/Time/Location**

PDF Undergraduate/Graduate Catalogs Completed for AY 2023-2024

Friday, May 12, 2023

Chair

Chair Term Expiration Notice

Friday, July 29, 2022

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.

From: Provost

To: Dean

Chair Contract Start Date for AY 2022-2023

Monday, August 1, 2022

Chair Contract End Date for AY 2022-2023

Monday, July 31, 2023

Chair Contract Start Date for AY 2023-2024

Tuesday, August 1, 2023

Calendar Item**Date/Time/Location****Curriculum Changes - Fall 2023**

Curriculum Proposals Modifying Fall 2023 Class Schedule

Friday, February 3, 2023

Simultaneous review

From: Originator

To: Dean's Office

Omnibus Courses - Date for Inclusion in Schedule for Fall 2023

Friday, February 3, 2023

From: Dean's Office

To: Registrar

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

Omnibus Courses - Final Deadline for Late Add for Fall 2023

Friday, July 7, 2023

Simultaneous review

From: Originator

To: Dean's Office

Omnibus Courses - Final Deadline for Late Add for Fall 2023

Friday, July 14, 2023

From: Dean's Office

To: Registrar

Calendar Item**Date/Time/Location****Curriculum Changes - Spring 2023**

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

Curriculum Proposals Modifying Spring 2023 Class Schedule

Friday, September 16, 2022

From: Dean's Office

To: Registrar

Omnibus Courses - Date for Inclusion in Schedule for Spring 2023

Friday, September 16, 2022

From: Dean's Office

To: Registrar

Omnibus Courses - Final Deadline for Late Add for Spring 2023

Friday, November 11, 2022

Simultaneous review

From: Originator

To: Dean's Office

Omnibus Courses - Final Deadline for Late Add for Spring 2023

Friday, November 18, 2022

From: Dean's Office

To: Registrar

Calendar Item**Date/Time/Location****Curriculum Changes - Summer 2023**

Curriculum Proposals Modifying Summer 2023 Class Schedule

Monday, January 23, 2023

From: Departments

To: Dean's Office

Omnibus Courses - Date for Inclusion in Schedule for Summer 2023

Monday, January 23, 2023

Simultaneous review

From: Originator

To: Dean's Office

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

Omnibus Courses - Final Deadline for Late Add for Summer 2023

Friday, May 5, 2023

Simultaneous review

From: Originator

To: Dean's Office

Omnibus Courses - Final Deadline for Late Add for Summer 2023

Friday, May 12, 2023

From: Dean's Office

To: Registrar

Calendar Item**Date/Time/Location****Department Evaluation Guidelines**

Department Evaluation Guidelines

Monday, November 28, 2022

Only necessary if guidelines are being changed.

From: Department Chair

To: Dean

Department Evaluation Guidelines

Friday, February 24, 2023

From: Dean

To: Provost

Department Evaluation Guidelines Feedback

Thursday, March 16, 2023

From: Provost

To: Department Chair &
School/College Dean

Department Evaluation Guidelines (Final Version)

Thursday, April 27, 2023

From: Department Chair &
School/College Dean

To: Provost

Calendar Item**Date/Time/Location****Disciplinary Sanctions Reporting**

Disciplinary Sanctions Report for AY 2021-2022

Friday, July 1, 2022

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

From: Provost

To: Office of Equal Opportunity

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

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

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

Calendar Item**Date/Time/Location****Emeritus Status**

Emeritus Status Faculty Nominations for Fall 2023 Friday, March 17, 2023

Including department recommendations

From: Department Chair To: Dean

Emeritus Status Faculty Nominations for Fall 2023 Friday, April 7, 2023

From: Dean To: Provost

Emeritus Status Recommendations for Fall 2023 Friday, April 21, 2023

From: Provost To: President

Emeritus Status Recommendations for Fall 2023 Friday, June 2, 2023

From: President To: Board of Trustees

Emeritus Status Notifications for Fall 2023 Friday, June 9, 2023

From: President To: Faculty

Emeritus Status Notifications for Fall 2023 Friday, June 16, 2023

From: Provost To: Human Resources

Calendar Item**Date/Time/Location****Faculty - Years of Credit toward Tenure**

Faculty - Credit toward Earning Regular Tenure for Fall 2022

Friday, December 9, 2022

(For a Fall Appointment)

From: Faculty

To: Dean

Faculty - Credit toward Earning Regular Tenure for Fall 2022

Monday, February 27, 2023

From: Dean

To: Provost

Faculty - Credit toward Earning Regular Tenure for Spring 2023

Wednesday, May 10, 2023

(For a Spring Appointment)

From: Faculty

To: Dean

Faculty - Credit toward Earning Regular Tenure for Spring 2023

Tuesday, May 30, 2023

From: Dean

To: Provost

Faculty Senate - Department Senators

Number of Senators for Each Academic Department for Fall 2023

Tuesday, January 31, 2023

From: Faculty Senate President

To: Department Chair

Departments Election of Faculty Senators for AY 2023-2024

Saturday, April 15, 2023

From: Department Chair

To: Faculty Senate President

Calendar Item**Date/Time/Location****FRIP and TOP Faculty List**

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

Friday, September 16, 2022

From: Dean

To: Provost

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

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

Friday, February 3, 2023

From: Dean

To: Provost

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

FRIP Evaluations

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

Friday, May 5, 2023

From: Department Chair

To: Dean

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

Friday, May 19, 2023

From: Dean

To: Provost

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

Friday, June 2, 2023

From: Provost

To: President

Calendar Item**Date/Time/Location****Leave Without Pay**

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

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

Leave Without Pay Application for Spring 2023

Friday, October 14, 2022

From: Department Chair

To: Dean

Leave Without Pay Approval for Spring 2023

Friday, October 28, 2022

Notification sent to Faculty and the Faculty Affairs Office

From: Dean

To: Faculty

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

Leave Without Pay - Eligibility Notification for AY 2022-2023

Friday, March 3, 2023

From: Dean

To: Provost

Calendar Item**Date/Time/Location**

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

Leave Without Pay Application for AY 2023-2024

Friday, May 26, 2023

From: Department Chair

To: Dean

Leave Without Pay Approval for AY 2023-2024

Friday, June 9, 2023

Notification sent to Faculty and the Faculty Affairs Office

From: Dean

To: Faculty

Calendar Item

Date/Time/Location

Lecturer/Senior Lecturer

Lecturer/Senior Lecturer Portfolio - All Portfolio Submissions

Tuesday, March 14, 2023

From: Faculty

To: Department Chair

Lecturer/Senior Lecturer - All Portfolios

Tuesday, April 4, 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

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

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

Lecturer/Senior Lecturer - Notification

Friday, May 26, 2023

From: Provost

To: Human Resources

New Graduate Program Proposal

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/>.

Calendar Item**Date/Time/Location****Outside Employment Agreement/Conflict of Interest Disclosure**

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

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

Calendar Item**Date/Time/Location****Post-Tenure Review (PTR)**

PTR Portfolio - Submission

Friday, January 20, 2023

From: Faculty

To: Department PTR Committee

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

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

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

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

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

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

Calendar Item**Date/Time/Location**

PTR Notification

Friday, April 21, 2023

From: Provost

To: Human Resources

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

PTR Recommendation

Friday, June 16, 2023

From: University Appeals
Committee

To: Provost

PTR Notification of Appeals Decision

Friday, June 16, 2023

From: Provost

To: Faculty

Calendar Item**Date/Time/Location****Program Fees**

Proposed Program Fee Changes for Student Input for Fall 2023

Friday, October 21, 2022

Department Posting

From: Department Chair To: Dean

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

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

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

Calendar Item**Date/Time/Location****Promotion to Full Professor**

Promotion - Intent to Apply to Full Professor Friday, August 26, 2022

Report

From: Faculty To: Department Chair

Promotion - Intent to Apply to Full Professor Friday, September 2, 2022

Report

From: Department Chair To: Dean

Promotion - Intent to Apply to Full Professor Friday, September 9, 2022

Report

From: Dean To: Provost

Promotion to Full Professor Portfolio - Submission Friday, November 4, 2022

From: Faculty To: Department RTP Committee

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

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

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

Calendar Item**Date/Time/Location****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

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 To: Faculty & Dean
Committee

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

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

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

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 To: Faculty & Provost
Committee

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****Provost Mini-Grant Applications for Spring 2023**

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

Provost Mini-Grant Application for Spring 2023

Friday, September 23, 2022

From: Department Chair

To: Dean

Provost Mini-Grant Application for Spring 2023

Friday, October 14, 2022

From: Dean

To: Mini-Grant Committee

Provost Mini-Grant Application for Spring 2023

Friday, November 4, 2022

From: Mini-Grant Committee

To: Provost

Provost Mini-Grant Notification for Spring 2023

Friday, December 2, 2022

From: Provost

To: Faculty

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

Calendar Item**Date/Time/Location****Reassigned Time**

Reassigned Time Report for Fall 2022 Friday, January 27, 2023

Submit in Digital Measures

From: Faculty To: Reassigned Time Evaluator

Reassigned Time Evaluation for Fall 2022 Friday, February 10, 2023

From: Reassigned Time Evaluator To: Digital Measures

Reassigned Time Report for Spring 2023 Thursday, June 8, 2023

Submit in Digital Measures

From: Faculty To: Reassigned Time Evaluator

Reassigned Time Evaluation for Spring 2023 Thursday, June 22, 2023

From: Reassigned Time Evaluator To: Digital Measures

Related Fields and Minimum Requirements for Rank upon Appointment

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

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

Calendar Item**Date/Time/Location****Retention - Year 1**

Retention - Year 1 Portfolio Submission

Friday, January 27, 2023

From: Faculty

To: Department Chair

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

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

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 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

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

Calendar Item**Date/Time/Location**

Retention - Year 1 Recommendation

Friday, April 21, 2023

From: University Appeals
Committee

To: Provost

Retention - Year 1 Notification of Appeals Decision

Friday, May 19, 2023

From: Provost

To: Faculty

Calendar Item**Date/Time/Location****Retention - Year 2**

Retention - Year 2 Portfolio Submission

Friday, August 26, 2022

From: Faculty

To: Department Chair

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 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 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

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 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

Calendar Item**Date/Time/Location**

Retention - Year 2 Recommendation

Friday, November 11, 2022

From: University Appeals
Committee

To: Provost

Retention - Year 2 Notification of Appeals Decision

Friday, December 16, 2022

From: Provost

To: Faculty

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

Retention - Year 3 Portfolio Submission

Friday, August 26, 2022

From: Faculty

To: Department RTP Committee

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

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 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

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

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 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

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 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 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 To: Faculty & Provost
Committee

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

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

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

Calendar Item**Date/Time/Location**

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 3 Recommendation

Friday, March 3, 2023

From: University Appeals
Committee

To: President

Retention - Year 3 Notification of Appeals Decision

Friday, April 7, 2023

From: President

To: Faculty

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

Retention - Year 4 Portfolio Submission

Friday, September 2, 2022

From: Faculty

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

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 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 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

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

Calendar Item**Date/Time/Location**

Retention - Year 4 Recommendation

Friday, November 18, 2022

From: University Appeals
Committee

To: Provost

Retention - Year 4 Notification of Appeals Decision

Friday, December 23, 2022

From: Provost

To: Faculty

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

Retention - Year 5 Portfolio Submission

Friday, October 7, 2022

From: Faculty

To: Department Chair

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

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

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

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

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

Calendar Item**Date/Time/Location**

Retention - Year 5 Recommendation

Friday, December 23, 2022

From: University Appeals
Committee

To: Provost

Retention - Year 5 Notification of Appeals Decision

Friday, February 3, 2023

From: Provost

To: Faculty

Sabbatical Leave for 2023-2024

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

Sabbatical Leave Recommendations

Friday, September 30, 2022

From: Department Chair

To: Dean

Sabbatical Leave Recommendations

Friday, October 14, 2022

From: Dean

To: Faculty Senate Professional
Leave Committee

Sabbatical Leave Recommendations

Friday, December 16, 2022

From: Faculty Senate Professional
Leave Committee

To: Provost

Sabbatical Leave Notification

Friday, January 20, 2023

From: Provost

To: Faculty

Sabbatical Leave Notification

Friday, January 27, 2023

From: Provost

To: Human Resources

Calendar Item**Date/Time/Location****Sabbatical Leave Report for 2022-2023**

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

Sabbatical Leave Report Evaluation for Fall 2022

Friday, February 17, 2023

From: Provost

To: Faculty

Sabbatical Leave Report Evaluation for Fall 2022

Friday, February 24, 2023

From: Provost

To: Human Resources

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

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

Friday, July 7, 2023

From: Provost

To: Faculty

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

Friday, July 14, 2023

From: Provost

To: Human Resources

Calendar Item**Date/Time/Location****Tenure and Promotion to Associate Professor**

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

Friday, August 26, 2022

Report

From: Faculty To: Department Chair

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

Friday, September 2, 2022

Report

From: Department Chair To: Dean

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

Friday, September 9, 2022

Report

From: Dean To: Provost

Tenure Portfolio Submission

Friday, September 16, 2022

From: Faculty To: Department RTP Committee

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

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

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

Calendar Item**Date/Time/Location****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

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 To: Faculty & Dean
Committee

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

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

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

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 To: Faculty & Provost
Committee

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****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

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

Tenure Notification

Friday, June 9, 2023

From: Provost

To: Faculty

Tenure Notification

Friday, June 16, 2023

From: Provost

To: Human Resources

Calendar Item**Date/Time/Location****Tenure and Promotion to Associate Professor - 1 - Appeal Provost Decision**

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

Recommendation to Appeal of Provost Denial

Friday, May 12, 2023

From: University Appeals
Committee

To: President

Notification of Appeal to Provost Denial

Friday, May 26, 2023

From: President

To: Faculty

Recommendation from BoT

Friday, June 2, 2023

Board of Trustees Vote

From: President

To: Faculty

Calendar Item**Date/Time/Location****Tenure and Promotion to Associate Professor - 2 - Appeal President Decision**

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

Recommendation to Appeal of President Denial

Friday, May 26, 2023

From: University Appeals
Committee

To: President

Notification of Appeal to President Denial

Friday, June 23, 2023

From: President

To: Faculty

Calendar Item**Date/Time/Location****Transitional Retirement**

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

Transitional Retirement Recommendations

Friday, January 20, 2023

From: Department Chair

To: Dean

Transitional Retirement Recommendations

Friday, February 3, 2023

From: Dean

To: Provost

Transitional Retirement Notifications

Friday, March 31, 2023

From: Provost

To: Faculty

Transitional Retirement Notifications

Friday, April 7, 2023

From: Provost

To: Human Resources

Calendar Item**Date/Time/Location****Workshops**

New Lecturer/Senior Lecturer Faculty Orientation (combined with Tenure/Tenure Track) for Fall 2022

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

Monday, August 8, 2022

Through
8:30 a.m. - Tivoli 640
Tuesday, August 09, 2022
4:00 p.m.

New Tenure/Tenure-Track Faculty Orientation (combined with Lecturer/Senior Lecturer) for Fall 2022

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

Monday, August 8, 2022

Through
8:30 a.m. - Tivoli 640
Tuesday, August 09, 2022
4:00 p.m.

New Affiliate Faculty Orientation - REMOTE for Fall 2022

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

Thursday, August 11, 2022

2:00 p.m. - Microsoft Teams
4:30 p.m.

New Affiliate Faculty Orientation - IN-PERSON for Fall 2022

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

Friday, August 12, 2022

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

Workshop | RTP Reviewers

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

Friday, August 12, 2022

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

Workshop | Portfolio Preparation - Tenure and Promotion to Associate Professor

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

Friday, August 26, 2022

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

| Calendar Item | Date/Time/Location |
|--|---|
| <p>Workshop Portfolio Preparation - TT Faculty, 4th Year & 5th Year</p> <p><i>Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.</i></p> | <p>Friday, August 26, 2022</p> <p>1:00 p.m. - Teams TBD 3:00 p.m.</p> |
| <p>Workshop Sabbatical Leave Application for AY 2023-2024</p> <p><i>Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.</i></p> | <p>Friday, August 26, 2022</p> <p>11:00 a.m. - Teams TBD 1:00 p.m.</p> |
| <p>Workshop Portfolio Preparation - Full Professor</p> <p><i>Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.</i></p> | <p>Friday, September 16, 2022</p> <p>1:00 p.m. - Teams CN 103 3:00 p.m.</p> |
| <p>Workshop Portfolio Preparation - TT Faculty, 1st Year</p> <p><i>Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.</i></p> | <p>Friday, November 18, 2022</p> <p>9:00 a.m. - Teams CN 103 11:00 a.m.</p> |
| <p>Workshop Portfolio Preparation - Lecturer/Senior Lecturer Faculty</p> <p><i>Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.</i></p> | <p>Thursday, December 15, 2022</p> <p>9:00 a.m. - Teams TBD 11:00 a.m.</p> |
| <p>Workshop Portfolio Preparation - Post-Tenure Review</p> <p><i>Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.</i></p> | <p>Thursday, December 15, 2022</p> <p>1:00 p.m. - Teams TBD 3:00 p.m.</p> |
| <p>Workshop Portfolio Preparation - TT Faculty, 2nd Year & 3rd Year for AY 2023-2024</p> <p><i>Presented by the Office of Faculty Affairs. Email Jleask@MSUDenver.edu for details and to register.</i></p> | <p>Friday, April 21, 2023</p> <p>9:00 a.m. - Teams TBD 11:00 a.m.</p> |