

2023-24 Procedural Calendar – Chronological

Deadline: Monday, July 03, 2023
Category/Topic: Disciplinary Sanctions Reporting
Event/Action: Disciplinary Sanctions Report for Academic Year from Office of Faculty Affairs to Office of Equal Opportunity
From: Office of Faculty Affairs
To: Office of Equal Opportunity
Details: *Report of all disciplinary sanctions imposed against faculty members. See Faculty Employment Handbook Chapter X.H.*

Deadline: Tuesday, August 01, 2023
Category/Topic: Department Chairs
Event/Action: New Chair Contracts Start
From:
To:
Details: *N/A*

Deadline: Monday, August 07, 2023
Category/Topic: Workshops
Event/Action: New Faculty Lunch with Chairs
From: Center for Teaching, Learning, and Design
To:
Details: *To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at msudenver.edu/teaching-learning-design/events*

Deadline: Monday, August 07, 2023
Category/Topic: Workshops
Event/Action: New Full-Time Faculty Orientation
From: Center for Teaching, Learning, and Design
To:
Details: *To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at msudenver.edu/teaching-learning-design/events*

Deadline: Tuesday, August 08, 2023
Category/Topic: Workshops
Event/Action: New Faculty Reception with Deans
From: Center for Teaching, Learning, and Design
To:
Details: *To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at msudenver.edu/teaching-learning-design/events*

Deadline: Thursday, August 10, 2023
Category/Topic: Workshops
Event/Action: New Adjunct Faculty Orientation (Remote-Only)
From: Center for Teaching, Learning, and Design
To:
Details: *To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at msudenver.edu/teaching-learning-design/events*

Deadline: Friday, August 11, 2023
Category/Topic: Workshops
Event/Action: New Adjunct Faculty Orientation (In-Person Only)
From: Center for Teaching, Learning, and Design
To:
Details: *To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at msudenver.edu/teaching-learning-design/events*

Deadline: Monday, August 14, 2023
Category/Topic: Workshops
Event/Action: Day 1 - Roadrunner Instructor Training for Fall
From: Center for Teaching, Learning, and Design
To:
Details: *To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at msudenver.edu/teaching-learning-design/events*

Deadline: Tuesday, August 15, 2023
Category/Topic: Workshops
Event/Action: Day 2 - Roadrunner Instructor Training for Fall
From: Center for Teaching, Learning, and Design
To:
Details: *To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at msudenver.edu/teaching-learning-design/events*

Deadline: Friday, August 18, 2023
Category/Topic: Workshops
Event/Action: Tenure and Promotion Portfolio Preparation Workshop
From: Office of Faculty Affairs
To:
Details: *To RSVP, please see the "RSVP for Faculty Affairs Workshops" area of the Office of Faculty Affairs website: msudenver.edu/faculty-affairs*

Deadline: Friday, August 18, 2023
Category/Topic: Workshops
Event/Action: RTP/PTR ReviewersWorkshop
From: Office of Faculty Affairs
To:
Details: *To RSVP, please see the "RSVP for Faculty Affairs Workshops" area of the Office of Faculty Affairs website: msudenver.edu/faculty-affairs*

Deadline: Friday, August 25, 2023

Category/Topic: Workshops
Event/Action: Year 4 Retention and Year 5 Retention Portfolio Preparation Workshop
From: Office of Faculty Affairs
To:
Details: *To RSVP, please see the "RSVP for Faculty Affairs Workshops" area of the Office of Faculty Affairs website: msudenver.edu/faculty-affairs*

Deadline: Friday, August 25, 2023
Category/Topic: Promotion to Full Professor
Event/Action: Intent to Apply for Full Professor from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: *Use "Intent to Apply" form available at msudenver.edu/faculty-affairs*

Deadline: Friday, August 25, 2023
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Intent to Apply for Associate Professor from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: *Use "Intent to Apply" form available at msudenver.edu/faculty-affairs*

Deadline: Friday, September 01, 2023
Category/Topic: Promotion to Full Professor
Event/Action: Intent to Apply for Full Professor from Department Chair to Dean
From: Department Chair
To: Dean
Details: *Use "Intent to Apply" form available at msudenver.edu/faculty-affairs*

Deadline: Friday, September 01, 2023
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Intent to Apply for Associate Professor from Department Chair to Dean
From: Department Chair
To: Dean
Details: *Use "Intent to Apply" form available at msudenver.edu/faculty-affairs*

Deadline: Friday, September 01, 2023
Category/Topic: Year 2 Tenure-Track Faculty Retention
Event/Action: Year 2 Retention Portfolio Submission from Faculty
From: Faculty
To: Department Chair
Details: *N/A*

Deadline: Friday, September 08, 2023
Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Applications for Spring Semester from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: *For more information visit msudenver.edu/faculty-affairs/provostminigrant*

Deadline:	Friday, September 08, 2023
Category/Topic:	Curriculum/Catalog
Event/Action:	Curriculum Proposals Modifying Course Schedule for Upcoming Spring Semester from Originator/Department to Dean
From:	Originator/Department
To:	Dean
Details:	N/A
Deadline:	Friday, September 08, 2023
Category/Topic:	Curriculum/Catalog
Event/Action:	Request for Omnibus Courses to Be Included in Upcoming Spring Schedule from Originator/Department to Dean
From:	Originator/Department
To:	Dean
Details:	N/A
Deadline:	Friday, September 08, 2023
Category/Topic:	Related Fields and Minimum Requirements for Rank Upon Appointment
Event/Action:	Changes to Related Fields and Minimum Requirements for Rank Upon Appointment from Department Chair to Dean
From:	Department Chair
To:	Dean
Details:	<i>These dates apply only if changes are being made to a Department's "Related Fields" or "Minimum Requirements for Rank upon Appointment" documents. See msudenver.edu/faculty-affairs/guidelinesandpolicies/</i>
Deadline:	Friday, September 08, 2023
Category/Topic:	Promotion to Full Professor
Event/Action:	Intent to Apply for Full Professor List from Dean to Office of Faculty Affairs
From:	Dean
To:	Office of Faculty Affairs
Details:	<i>Use "Intent to Apply" form available at msudenver.edu/faculty-affairs</i>
Deadline:	Friday, September 08, 2023
Category/Topic:	Tenure and Promotion to Associate Professor
Event/Action:	Intent to Apply for Associate Professor List from Dean to Office of Faculty Affairs
From:	Dean
To:	Office of Faculty Affairs
Details:	<i>Use "Intent to Apply" form available at msudenver.edu/faculty-affairs</i>
Deadline:	Friday, September 08, 2023
Category/Topic:	Sabbatical Leave
Event/Action:	Sabbatical Leave Application for Next Academic Year from Faculty to Department Chair
From:	Faculty
To:	Department Chair
Details:	N/A
Deadline:	Friday, September 08, 2023

Category/Topic: Year 4 Tenure-Track Faculty Retention
Event/Action: Year 4 Retention Portfolio from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: N/A

Deadline: Friday, September 15, 2023
Category/Topic: Faculty Employment Handbook
Event/Action: Notification of Intent to Propose Change from Sponsor to Faculty Employment Handbook (FEH)
From: Sponsor
To: Office of Faculty Affairs and FEH Committee
Details: *Detailed process and forms available at msudenver.edu/faculty-affairs*

Deadline: Friday, September 15, 2023
Category/Topic: Curriculum/Catalog
Event/Action: Curriculum Proposals Modifying Undergraduate/Graduate Catalogs for Next Academic Year
From: Originator/Department
To: Curriculum Committee
Details: N/A

Deadline: Friday, September 15, 2023
Category/Topic: Curriculum/Catalog
Event/Action: Curriculum Proposals Modifying Course Schedule for Upcoming Spring Semester from Dean to Registrar
From: Dean
To: Registrar
Details: N/A

Deadline: Friday, September 15, 2023
Category/Topic: Curriculum/Catalog
Event/Action: Request for Omnibus Courses to Be Included in Upcoming Spring Schedule from Dean to Registrar
From: Dean
To: Registrar
Details: N/A

Deadline: Friday, September 15, 2023
Category/Topic: Workshops
Event/Action: Promotion Portfolio Preparation Workshop
From: Office of Faculty Affairs
To:
Details: *To RSVP, please see the "RSVP for Faculty Affairs Workshops" area of the Office of Faculty Affairs website: msudenver.edu/faculty-affairs*

Deadline: Friday, September 15, 2023
Category/Topic: FRIP and TOP Reporting
Event/Action: Fall Semester Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report from Dean to Office of Faculty Affairs

From: Dean
To: Office of Faculty Affairs
Details: N/A

Deadline: Friday, September 15, 2023
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Recommendation from Department Chair to Faculty and Dean
From: Department Chair
To: Faculty and Dean
Details: N/A

Deadline: Friday, September 15, 2023
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Portfolio from Faculty to Department RTP Committee
From: Faculty
To: Department RTP Committee
Details: N/A

Deadline: Thursday, September 21, 2023
Category/Topic: Board of Trustees
Event/Action: Board of Trustees Committee Meetings
From:
To:
Details: *For details, visit msudenver.edu/trustees/boardmeetings*

Deadline: Friday, September 22, 2023
Category/Topic: Leave Without Pay
Event/Action: Leave Without Pay Decision for Previous Academic Year from Faculty to Department Chair and Dean
From: Faculty
To: Department Chair and Dean
Details: *A faculty member on leave for one or more semesters in an academic year can choose whether to have that academic year counted towards tenure, promotion, or PTR*

Deadline: Friday, September 22, 2023
Category/Topic: Board of Trustees
Event/Action: Board of Trustees Full Board Meeting
From:
To:
Details: *For details, visit msudenver.edu/trustees/boardmeetings*

Deadline: Friday, September 22, 2023
Category/Topic: Outside Employment Agreement/Conflict of Interest Disclosure
Event/Action: Outside Employment Agreement/Conflict of Interest Disclosure for Fall Semester from Faculty to Dean and Office of Faculty Affairs
From: Faculty
To: Department Chair and Office of Faculty Affairs
Details: *For more information visit msudenver.edu/policy/policylibrary/policiesa-z/conflictinterest. This form can be found at msudenver.edu/faculty-affairs/guidelinesandpolicies*

Deadline: Friday, September 22, 2023
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Appeal of Department Chair Decision from Faculty to Dean
From: Faculty
To: Dean
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, September 22, 2023
Category/Topic: Related Fields and Minimum Requirements for Rank Upon Appointment
Event/Action: Changes to Related Fields and Minimum Requirements for Rank Upon Appointment from Dean to Office of Faculty Affairs
From: Dean
To: Office of Faculty Affairs
Details: *These dates apply only if changes are being made to a Department's "Related Fields" or "Minimum Requirements for Rank upon Appointment" documents. See msudenver.edu/faculty-affairs/guidelinesandpolicies/*

Deadline: Friday, September 22, 2023
Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Recommendation for Spring Semester from Department Chair to Dean
From: Department Chair
To: Dean
Details: *N/A*

Deadline: Friday, September 22, 2023
Category/Topic: Year 2 Tenure-Track Faculty Retention
Event/Action: Year 2 Retention Recommendation from Department Chair to Faculty and Dean
From: Department Chair
To: Faculty and Dean
Details: *N/A*

Deadline: Friday, September 22, 2023
Category/Topic: Year 4 Tenure-Track Faculty Retention
Event/Action: Year 4 Retention Recommendation from Department Chair to Faculty and Dean
From: Department Chair
To: Faculty and Dean
Details: *N/A*

Deadline: Friday, September 29, 2023
Category/Topic: Year 2 Tenure-Track Faculty Retention
Event/Action: Year 2 Retention Appeal of Department Chair Decision from Faculty to Dean
From: Faculty
To: Dean
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, September 29, 2023

Category/Topic: Year 4 Tenure-Track Faculty Retention
Event/Action: Year 4 Retention Appeal of Department Chair Decision from Faculty to Dean
From: Faculty
To: Dean
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, October 06, 2023
Category/Topic: Leave Without Pay
Event/Action: Leave Without Pay Decision for Previous Academic Year from Dean to Office of Faculty Affairs
From: Dean
To: Office of Faculty Affairs
Details: *Dean approves/disapproves faculty request to have Leave Without Pay counted towards tenure, promotion, or PTR*

Deadline: Friday, October 06, 2023
Category/Topic: Leave Without Pay
Event/Action: Leave Without Pay Application for Spring Semester from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: *Please refer to the Policy Library: msudenver.edu/policylibrary The "Application for Leave Without Pay" form is available at msudenver.edu/hr/forms*

Deadline: Friday, October 06, 2023
Category/Topic: FRIP and TOP Reporting
Event/Action: Fall Semester Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report from Office of Faculty Affairs to Office of Equal Opportunity
From: Office of Faculty Affairs
To: Office of Equal Opportunity
Details: *N/A*

Deadline: Friday, October 06, 2023
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Recommendation from Department PTR Committee to Faculty and Department Chair
From: Department RTP Committee
To: Faculty and Department Chair
Details: *N/A*

Deadline: Friday, October 06, 2023
Category/Topic: Year 2 Tenure-Track Faculty Retention
Event/Action: Year 2 Retention Recommendation from Dean to Faculty
From: Dean
To: Faculty
Details: *N/A*

Deadline: Friday, October 06, 2023
Category/Topic: Year 5 Tenure-Track Faculty Retention
Event/Action: Year 5 Retention Portfolio from Faculty to Department Chair

From: Faculty
To: Department Chair
Details: N/A

Deadline: Friday, October 13, 2023
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Appeal of Department RTP Committee Decision fro Faculty to Department Chair

From: Faculty
To: Department Chair
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, October 13, 2023
Category/Topic: Year 2 Tenure-Track Faculty Retention
Event/Action: Year 2 Retention Appeal of Dean Decision from Faculty to Dean and Office of Faculty Affairs
From: Faculty
To: Dean and Office of Faculty Affairs
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio*

Deadline: Friday, October 13, 2023
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Committee Meeting
From: FEH Committee
To:
Details: N/A

Deadline: Friday, October 13, 2023
Category/Topic: Leave Without Pay
Event/Action: Leave Without Pay Recommendation for Spring Semester from Department Chair to Dean
From: Department Chair
To: Dean
Details: N/A

Deadline: Friday, October 13, 2023
Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Recommendation for Spring Semester from Dean to Provost Minigrant Committee (via Office of Faculty Affairs)
From: Dean
To: Provost Minigrant Committee (via Office of Faculty Affairs)
Details: N/A

Deadline: Friday, October 13, 2023
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Recommendation from Dean to Faculty and Faculty Senate Professional Leave Committee
From: Dean

To: Faculty and Faculty Senate Professional Leave Committee
Details: N/A

Deadline: Friday, October 13, 2023
Category/Topic: Year 4 Tenure-Track Faculty Retention
Event/Action: Year 4 Retention Recommendation from Dean to Faculty
From: Dean
To: Faculty
Details: N/A

Deadline: Friday, October 13, 2023
Category/Topic: Year 5 Tenure-Track Faculty Retention
Event/Action: Year 5 Retention Recommendation from Department Chair to Faculty and Dean
From: Department Chair
To: Faculty and Dean
Details: N/A

Deadline: Monday, October 16, 2023
Category/Topic: Dean Evaluations
Event/Action: Open AY2022-23 Dean Evaluations
From: Office of Faculty Affairs
To:
Details: N/A

Deadline: Friday, October 20, 2023
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Appeal from Faculty to Faculty Senate Professional Leave Committee
From: Faculty
To: Faculty Senate Professional Leave Committee
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, October 20, 2023
Category/Topic: Year 5 Tenure-Track Faculty Retention
Event/Action: Year 5 Retention Appeal of Department Chair Decision from Faculty to Dean
From: Faculty
To: Dean
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, October 20, 2023
Category/Topic: Year 4 Tenure-Track Faculty Retention
Event/Action: Year 4 Retention Appeal of Dean Decision from Faculty to Dean and Office of Faculty Affairs
From: Faculty
To: Dean and Office of Faculty Affairs
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio*

Deadline: Friday, October 20, 2023
Category/Topic: Retirement/Transitional Retirement
Event/Action: Faculty Retirement Informational Workshop (for Fall)
From: Office of Faculty Affairs and Human Resources
To:
Details: *To RSVP, please see the "RSVP for Faculty Affairs Workshops" area of the Office of Faculty Affairs website: msudenver.edu/faculty-affairs*

Deadline: Friday, October 20, 2023
Category/Topic: Year 2 Tenure-Track Faculty Retention
Event/Action: Year 2 Retention Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Friday, October 27, 2023
Category/Topic: Leave Without Pay
Event/Action: Leave Without Pay Recommendation for Spring Semester from Dean to Faculty and Office of Faculty Affairs
From: Dean
To: Faculty and Office of Faculty Affairs
Details: N/A

Deadline: Friday, October 27, 2023
Category/Topic: Year 4 Tenure-Track Faculty Retention
Event/Action: Year 4 Retention Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Friday, November 03, 2023
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Language Change Proposal Submissions from Sponsor to FEH Committee
From: Sponsor
To: Office of Faculty Affairs and FEH Committee
Details: *Detailed process and forms available at msudenver.edu/faculty-affairs*

Deadline: Friday, November 03, 2023
Category/Topic: Dean Evaluations
Event/Action: Close AY2022-23 Dean Evaluations
From: Office of Faculty Affairs
To:
Details: N/A

Deadline: Friday, November 03, 2023
Category/Topic: Promotion to Full Professor

Event/Action: Promotion Portfolios from Faculty to Department RTP Committee
From: Faculty
To: Department RTP Committee
Details: N/A

Deadline: Friday, November 03, 2023
Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Recommendation for Spring Semester from Provost Minigrant Committee to Office of Faculty Affairs
From: Provost Minigrant Committee
To: Office of Faculty Affairs
Details: N/A

Deadline: Friday, November 03, 2023
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Recommendation from Department Chair to Faculty and School/College RTP Committee
From: Department Chair
To: Faculty and School/College RTP Committee
Details: N/A

Deadline: Friday, November 03, 2023
Category/Topic: Year 5 Tenure-Track Faculty Retention
Event/Action: Year 5 Retention Recommendation from Dean to Faculty
From: Dean
To: Faculty
Details: N/A

Deadline: Friday, November 10, 2023
Category/Topic: Curriculum/Catalog
Event/Action: Final Deadline for Late Add of Omnibus Courses to Upcoming Spring Schedule from Originator/Department to Dean
From: Originator/Department
To: Dean
Details: N/A

Deadline: Friday, November 10, 2023
Category/Topic: Year 5 Tenure-Track Faculty Retention
Event/Action: Year 5 Retention Appeal of Dean Decision from Faculty to Dean and Office of Faculty Affairs
From: Faculty
To: Dean and Office of Faculty Affairs
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio*

Deadline: Friday, November 10, 2023
Category/Topic: Workshops
Event/Action: Year 1 Retention Portfolio Preparation Workshop

From: Office of Faculty Affairs
To:
Details: *To RSVP, please see the "RSVP for Faculty Affairs Workshops" area of the Office of Faculty Affairs website: msudenver.edu/faculty-affairs*

Deadline: Friday, November 10, 2023
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Appeal of Department Chair Decision from Faculty to School/College RTP Committee
From: Faculty
To: School/College RTP Committee
Details: *N/A*

Deadline: Friday, November 10, 2023
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Portfolio from Faculty to Department RTP Committee
From: Faculty
To: Department RTP Committee
Details: *N/A*

Deadline: Tuesday, November 14, 2023
Category/Topic: Year 2 Tenure-Track Faculty Retention
Event/Action: Year 2 Retention Appeal Recommendation from University Appeals Committee to Provost
From: University Appeals Committee
To: Provost
Details: *The University Appeals Committee will have 20 business days to complete their review of the portfolio and submit their recommendation to the Provost*

Deadline: Friday, November 17, 2023
Category/Topic: Curriculum/Catalog
Event/Action: Final Deadline for Late Add of Omnibus Courses to Upcoming Spring Schedule from Dean to Registrar
From: Dean
To: Registrar
Details: *N/A*

Deadline: Friday, November 17, 2023
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Committee Meeting
From: FEH Committee
To:
Details: *N/A*

Deadline: Friday, November 17, 2023
Category/Topic: Promotion to Full Professor
Event/Action: Promotion Recommendations from Department RTP Committee to Faculty and Department Chair
From: Department RTP Committee
To: Faculty and Department Chair

Details: N/A

Deadline: Friday, November 17, 2023
Category/Topic: Year 5 Tenure-Track Faculty Retention
Event/Action: Year 5 Retention Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Monday, November 20, 2023
Category/Topic: Year 4 Tenure-Track Faculty Retention
Event/Action: Year 4 Retention Appeal Recommendation from University Appeals Committee to Provost
From: University Appeals Committee
To: Provost
Details: *The University Appeals Committee will have 20 business days to complete their review of the portfolio and submit their recommendation to the Provost*

Deadline: Monday, November 27, 2023
Category/Topic: Department Evaluation Guidelines
Event/Action: Department Evaluation Guidelines Changes from Department Chair to Dean
From: Department Chair
To: Dean
Details: *Only necessary if guidelines are being changed.*

Deadline: Friday, December 01, 2023
Category/Topic: Promotion to Full Professor
Event/Action: Promotion Appeal of Department RTP Committee Decision from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, December 01, 2023
Category/Topic: Workshops
Event/Action: Lecturer/Senior Lecturer Portfolio Preparation Workshop
From: Office of Faculty Affairs
To:
Details: *To RSVP, please see the "RSVP for Faculty Affairs Workshops" area of the Office of Faculty Affairs website: msudenver.edu/faculty-affairs*

Deadline: Friday, December 01, 2023
Category/Topic: Program Fees
Event/Action: Proposed New Program Fees and Changes to Existing Fees for Next Fall Semester from Department Chair to Dean
From: Department Chair
To: Dean
Details: *Written proposals including documentation of student feedback*

Deadline: Friday, December 01, 2023
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Committee Meeting
From: FEH Committee
To:
Details: N/A

Deadline: Friday, December 01, 2023
Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Decision for Spring Semester from Office of Faculty Affairs to Faculty
From: Office of Faculty Affairs
To: Faculty
Details: N/A

Deadline: Friday, December 01, 2023
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Recommendation from Department RTP Committee to Faculty and Department Chair
From: Department RTP Committee
To: Faculty and Department Chair
Details: N/A

Deadline: Friday, December 08, 2023
Category/Topic: Faculty Requesting Years of Credit Toward Tenure
Event/Action: Credit Toward Earning Regular Tenure Request for Faculty Who Started in Fall Semester from Faculty to Dean
From: Faculty
To: Dean
Details: *For Fall semester appointments*

Deadline: Friday, December 08, 2023
Category/Topic: Curriculum/Catalog
Event/Action: Non-Curricular Catalog Updates for Next Academic Year
From:
To: Academic Affairs
Details: *Note: Policy updates require Faculty Senate Academic Policy Committee approval*

Deadline: Friday, December 08, 2023
Category/Topic: Curriculum/Catalog
Event/Action: Curriculum Proposals Modifying Undergraduate/Graduate Catalogs for Next Academic Year
From: Curriculum Committee
To: Academic Affairs
Details: *Proposals recieved in Academic Affairs after Dcember 10, 2022 will be held for theb addendum or next catalog*

Deadline: Friday, December 08, 2023
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Appeal of Department RTP Committee Decision from Faculty to Department Chair

From: Faculty
To: Department Chair
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, December 08, 2023
Category/Topic: Workshops
Event/Action: Post-Tenure Review (PTR) Portfolio Preparation Workshop
From: Office of Faculty Affairs
To:
Details: *To RSVP, please see the "RSVP for Faculty Affairs Workshops" area of the Office of Faculty Affairs website: msudenver.edu/faculty-affairs*

Deadline: Monday, December 11, 2023
Category/Topic: Year 5 Tenure-Track Faculty Retention
Event/Action: Year 5 Retention Appeal Recommendation from University Appeals Committee to Provost
From: University Appeals Committee
To: Provost
Details: *The University Appeals Committee will have 20 business days to complete their review of the portfolio and submit their recommendation to the Provost*

Deadline: Friday, December 15, 2023
Category/Topic: Commencement
Event/Action: Fall Commencement
From:
To:
Details: *For details, visit msudenver.edu/commencement*

Deadline: Friday, December 15, 2023
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Committee Feedback to Sponsor
From: FEH Committee
To: Sponsor
Details: *N/A*

Deadline: Friday, December 15, 2023
Category/Topic: Promotion to Full Professor
Event/Action: Promotion Recommendations from Department Chair to Faculty and School/College RTP Committee
From: Department Chair
To: Faculty and School/College RTP Committee
Details: *N/A*

Deadline: Friday, December 15, 2023
Category/Topic: Year 2 Tenure-Track Faculty Retention
Event/Action: Year 2 Retention Appeal Final Decision from Provost to Faculty
From: Provost and Office of Faculty Affairs
To: Faculty (and Human Resources and Academic Affairs Budget Manager should appeal be upheld)
Details: *The Provost will have 20 business days to complete their review of the portfolio and make their decision*

Deadline: Friday, December 15, 2023
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Recommendation from Faculty Senate Professional Leave Committee to Provost
From: Faculty Senate Professional Leave Committee
To: Provost
Details: N/A

Deadline: Friday, December 15, 2023
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Recommendation from School/College RTP Committee to Faculty and Dean
From: School/College RTP Committee
To: Faculty and Dean
Details: N/A

Deadline: Tuesday, December 19, 2023
Category/Topic: Year 4 Tenure-Track Faculty Retention
Event/Action: Year 4 Retention Appeal Final Decision from Provost to Faculty
From: Provost and Office of Faculty Affairs
To: Faculty (and Human Resources and Academic Affairs Budget Manager should appeal be upheld)
Details: *The Provost will have 20 business days to complete their review of the portfolio and make their decision*

Deadline: Thursday, December 21, 2023
Category/Topic: Grades
Event/Action: Fall Semester Grades Due by 12pm
From: Faculty
To:
Details: N/A

Deadline: Friday, December 22, 2023
Category/Topic: Promotion to Full Professor
Event/Action: Promotion Appeal of Department Chair Decision from Faculty to School/College RTP Committee
From: Faculty
To: School/College RTP Committee
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, December 22, 2023
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Appeal from Faculty to Provost
From: Faculty
To: Provost
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, December 22, 2023

Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Appeal of School/College RTP Committee Decision from Faculty to Dean
From: Faculty
To: Dean
Details: N/A

Deadline: Friday, December 22, 2023
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Recommendation from Department Chair to Faculty and School/College RTP Committee
From: Department Chair
To: Faculty and School/College RTP Committee
Details: N/A

Deadline: Monday, January 08, 2024
Category/Topic: Workshops
Event/Action: Day 1 - Roadrunner Instructor Training for Spring
From: Center for Teaching, Learning, and Design
To:
Details: *To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at msudenver.edu/teaching-learning-design/events*

Deadline: Tuesday, January 09, 2024
Category/Topic: Workshops
Event/Action: Day 2 - Roadrunner Instructor Training for Spring
From: Center for Teaching, Learning, and Design
To:
Details: *To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at msudenver.edu/teaching-learning-design/events*

Deadline: Friday, January 12, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Curriculum Proposals Modifying Undergraduate/Graduate Catalogs for Next Academic Year
From: AVP for Curriculum and Policy Development
To: Registrar
Details: N/A

Deadline: Friday, January 12, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Appeal of Department Chair Decision from Faculty to School/College RTP Committee
From: Faculty
To: School/College RTP Committee
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, January 12, 2024
Category/Topic: Year 5 Tenure-Track Faculty Retention

Event/Action: Year 5 Retention Appeal Final Decision from Provost to Faculty
From: Provost and Office of Faculty Affairs
To: Faculty (and Human Resources and Academic Affairs Budget Manager should appeal be upheld)
Details: *The Provost will have 20 business days to complete their review of the portfolio and make their decision*

Deadline: Tuesday, January 16, 2024
Category/Topic: Faculty Senate
Event/Action: Notification of New Faculty Senators for Next Academic Year Needed from Departments
From: Faculty Senate President
To: Department Chair
Details: *N/A*

Deadline: Thursday, January 18, 2024
Category/Topic: Board of Trustees
Event/Action: Board of Trustees Committee Meetings
From:
To:
Details: *For details, visit msudenver.edu/trustees/boardmeetings*

Deadline: Friday, January 19, 2024
Category/Topic: Board of Trustees
Event/Action: Board of Trustees Full Board Meeting
From:
To:
Details: *For details, visit msudenver.edu/trustees/boardmeetings*

Deadline: Friday, January 19, 2024
Category/Topic: Retirement/Transitional Retirement
Event/Action: Transitional Retirement Application Submission from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: *Please refer to Chapter VIII of the Faculty Employment Handbook. The "Transitional Retirement Program Application and Agreement" is available on the Human Resources website.*

Deadline: Friday, January 19, 2024
Category/Topic: Program Fees
Event/Action: Proposed New Program Fees and Changes to Existing Fees for Next Fall Semester from Dean to AVP for Curriculum and Policy Development
From: Dean
To: AVP for Curriculum and Policy Development
Details: *Written proposals including documentation of student feedback*

Deadline: Friday, January 19, 2024
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Decision from Provost to Faculty
From: Provost
To: Faculty
Details: *N/A*

Deadline: Friday, January 19, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Recommendation from Dean to Faculty and Faculty Senate RTP Committee
From: Dean
To: Faculty and Faculty Senate RTP Committee
Details: N/A

Deadline: Monday, January 22, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Curriculum Proposals Modifying Course Schedule for Upcoming Summer Semester from Originator/Department to Dean
From: Originator/Department
To: Dean
Details: N/A

Deadline: Monday, January 22, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Request for Omnibus Courses to Be Included in Upcoming Summer Schedule from Originator/Department to Dean
From: Originator/Department
To: Dean
Details: N/A

Deadline: Friday, January 26, 2024
Category/Topic: Outside Employment Agreement/Conflict of Interest Disclosure
Event/Action: Outside Employment Agreement/Conflict of Interest Disclosure for Spring Semester from Faculty to Dean and Office of Faculty Affairs
From: Faculty
To: Department Chair and Office of Faculty Affairs
Details: *For more information visit msudenver.edu/policy/policylibrary/policiesa-z/conflictinterest. This form can be found at msudenver.edu/faculty-affairs/guidelinesandpolicies*

Deadline: Friday, January 26, 2024
Category/Topic: Reassigned Time
Event/Action: Reassigned Time Report for Fall Semester-Only Reassigned Time
From: Faculty
To: Reassigned Time Evaluator
Details: *Submit in Watermark*

Deadline: Friday, January 26, 2024
Category/Topic: Program Fees
Event/Action: Proposed New Program Fees and Changes to Existing Fees for Next Fall Semester
From: AVP for Curriculum and Policy Development
To: Student Fee Review Panel
Details: *Written proposals including documentation of student feedback*

Deadline: Friday, January 26, 2024

Category/Topic: Post-Tenure Review (PTR)
Event/Action: Post-Tenure Review (PTR) Portfolios from Faculty to Department PTR Committee
From: Faculty
To: Department PTR Committee
Details: N/A

Deadline: Friday, January 26, 2024
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Friday, January 26, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Appeal of Dean Decision from Faculty to Faculty Senate RTP Committee
From: Faculty
To: Faculty Senate RTP Committee
Details: N/A

Deadline: Friday, January 26, 2024
Category/Topic: Year 1 Tenure-Track Faculty Retention
Event/Action: Year 1 Retention Portfolio from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: N/A

Deadline: Friday, January 26, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Recommendation from School/College RTP Committee to Faculty and Dean
From: School/College RTP Committee
To: Faculty and Dean
Details: N/A

Deadline: Monday, January 29, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Curriculum Proposals Modifying Course Schedule for Upcoming Summer Semester from Dean to Registrar
From: Dean
To: Registrar
Details: N/A

Deadline: Monday, January 29, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Request for Omnibus Courses to Be Included in Upcoming Summer Schedule from Dean to Registrar
From: Dean

To: Registrar
Details: N/A

Deadline: Wednesday, January 31, 2024
Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Post-Award Report for Fall Semester from Faculty to Office of Faculty Affairs
From: Faculty
To: Office of Faculty Affairs
Details: N/A

Deadline: Friday, February 02, 2024
Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Applications for Fall Semester from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: *For more information visit msudenver.edu/faculty-affairs/provostminigrant*

Deadline: Friday, February 02, 2024
Category/Topic: Administrator/Chair Return to Faculty Reassigned Time
Event/Action: Administrator/Chair Return to Faculty - Request for Fall 2023 Reassigned Time
From: Administrator
To: Department Chair
Details: N/A

Deadline: Friday, February 02, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Curriculum Proposals Modifying Course Schedule for Upcoming Fall Semester from Originator/Department to Dean
From: Originator/Department
To: Dean
Details: N/A

Deadline: Friday, February 02, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Appeal of School/College RTP Committee from Faculty to Dean
From: Faculty
To: Dean
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, February 02, 2024
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Language Change Proposal Revisions from Sponsor to FEH Committee
From: Sponsor
To: FEH Committee
Details: N/A

Deadline: Friday, February 02, 2024
Category/Topic: FRIP and TOP Reporting
Event/Action: Spring Semester Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report from Dean to Office of Faculty Affairs
From: Dean
To: Office of Faculty Affairs
Details: N/A

Deadline: Friday, February 02, 2024
Category/Topic: Promotion to Full Professor
Event/Action: Promotion Recommendations from School/College RTP Committee to Faculty and Dean
From: School/College RTP Committee
To: Faculty and Dean
Details: N/A

Deadline: Friday, February 02, 2024
Category/Topic: Retirement/Transitional Retirement
Event/Action: Transitional Retirement Recommendations from Department Chair to Dean
From: Department Chair
To: Dean
Details: N/A

Deadline: Friday, February 02, 2024
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Report for Sabbaticals Taken During Fall Semester from Faculty to Provost
From: Faculty
To: Provost
Details: N/A

Deadline: Saturday, February 03, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Request for Omnibus Courses to Be Included in Upcoming Fall Schedule from Dean to Registrar
From: Dean
To: Registrar
Details: N/A

Deadline: Monday, February 05, 2024
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Language Change Proposals Sent by Office of Faculty Affairs to Faculty, Chairs/Directors, and Deans for Feedback
From: Office of Faculty Affairs
To: University Community
Details: N/A

Deadline: Friday, February 09, 2024
Category/Topic: Reassigned Time
Event/Action: Reassigned Time Evaluation for Fall Semester-Only Reassigned Time
From: Reassigned Time Evaluator

To: Faculty
Details: *Submit in Watermark*

Deadline: Friday, February 09, 2024
Category/Topic: Promotion to Full Professor
Event/Action: Promotion Appeal of School/College RTP Committee Decision from Faculty to Dean
From: Faculty
To: Dean
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, February 09, 2024
Category/Topic: Retirement/Transitional Retirement
Event/Action: Transitional Retirement Recommendations from Dean to Office of Faculty Affairs
From: Dean
To: Office of Faculty Affairs
Details: *N/A*

Deadline: Friday, February 09, 2024
Category/Topic: Year 1 Tenure-Track Faculty Retention
Event/Action: Year 1 Retention Recommendation from Department Chair to Faculty and Dean
From: Department Chair
To: Faculty and Dean
Details: *N/A*

Deadline: Monday, February 12, 2024
Category/Topic: Department Chair Evaluations
Event/Action: Open AY2022-23 Department Chair Evaluations
From: Office of Faculty Affairs
To:
Details: *N/A*

Deadline: Thursday, February 15, 2024
Category/Topic: Faculty Senate
Event/Action: Notification of New Faculty Senators for Next Academic Year from Department Chair to Faculty Senate President
From: Department Chair
To: Faculty Senate President
Details: *N/A*

Deadline: Friday, February 16, 2024
Category/Topic: Leave Without Pay
Event/Action: Leave Without Pay Application for Fall Semester from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: *A faculty member on leave for one or more semesters in an academic year can choose whether to have that academic year counted towards tenure, promotion, or PTR*

Deadline: Friday, February 16, 2024
Category/Topic: Leave Without Pay
Event/Action: Leave Without Pay Application for Next Academic Year (Full Academic Year Request) from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: *A faculty member on leave for one or more semesters in an academic year can choose whether to have that academic year counted towards tenure, promotion, or PTR*

Deadline: Friday, February 16, 2024
Category/Topic: Administrator/Chair Return to Faculty Reassigned Time
Event/Action: Administrator/Chair Return to Faculty - Request for Fall 2023 Reassigned Time from Department Chair to Dean
From: Department Chair
To: Dean
Details: *N/A*

Deadline: Friday, February 16, 2024
Category/Topic: Year 1 Tenure-Track Faculty Retention
Event/Action: Year 1 Retention Appeal of Department Chair Decision from Faculty to Dean
From: Faculty
To: Dean
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, February 16, 2024
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Language Change Proposal Feedback Collected and Shared by Office of Faculty Affairs to Sponsor and FEH Committee
From: Office of Faculty Affairs
To: Sponsor and FEH Committee
Details: *N/A*

Deadline: Friday, February 16, 2024
Category/Topic: Post-Tenure Review (PTR)
Event/Action: Post-Tenure Review (PTR) Recommendations from Department PTR Committee to Faculty and Department Chair
From: Department PTR Committee
To: Faculty and Department Chair
Details: *N/A*

Deadline: Friday, February 16, 2024
Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Recommendation for Fall Semester from Department Chair to Dean
From: Department Chair
To: Dean
Details: *N/A*

Deadline: Friday, February 16, 2024

Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Evaluation for Sabbaticals Taken During Fall Semester from Provost to Faculty
From: Provost
To: Faculty
Details: N/A

Deadline: Friday, February 16, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Recommendation from Faculty Senate RTP Committee to Faculty and Provost
From: Faculty Senate RTP Committee
To: Faculty and Provost
Details: N/A

Deadline: Friday, February 16, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Recommendation from Dean to Faculty and Faculty Senate RTP Committee
From: Dean
To: Faculty and Faculty Senate RTP Committee
Details: N/A

Deadline: Friday, February 23, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Draft of Undergraduate/Graduate Catalog Completed for Next Academic Year
From: AVP for Curriculum and Policy Development
To:
Details: N/A

Deadline: Friday, February 23, 2024
Category/Topic: Department Chair Evaluations
Event/Action: Close AY2022-23 Department Chair Evaluations
From: Office of Faculty Affairs
To:
Details: N/A

Deadline: Friday, February 23, 2024
Category/Topic: Post-Tenure Review (PTR)
Event/Action: Post-Tenure Review (PTR) Appeal of Department PTR Committee from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, February 23, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Appeal of Dean Decision from Faculty to Faculty Senate RTP Committee
From: Faculty

To: Faculty Senate RTP Committee
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, February 23, 2024
Category/Topic: Department Evaluation Guidelines
Event/Action: Department Evaluation Guidelines changes from Dean to Provost (via Office of Faculty Affairs)
From: Dean
To: Provost (via Office of Faculty Affairs)
Details: N/A

Deadline: Friday, February 23, 2024
Category/Topic: Faculty Requesting Years of Credit Toward Tenure
Event/Action: Credit Toward Earning Regular Tenure Recommendations for Faculty Who Started in Fall Semester from Dean to Office of Faculty Affairs
From: Dean
To: Office of Faculty Affairs
Details: N/A

Deadline: Friday, February 23, 2024
Category/Topic: FRIP and TOP Reporting
Event/Action: Spring Semester Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report
From: Office of Faculty Affairs
To: Office of Equal Opportunity
Details: N/A

Deadline: Friday, February 23, 2024
Category/Topic: Leave Without Pay
Event/Action: Leave Without Pay Recommendation for Fall Semester from Department Chair to Dean
From: Department Chair
To: Dean
Details: N/A

Deadline: Friday, February 23, 2024
Category/Topic: Leave Without Pay
Event/Action: Leave Without Pay Recommendation for Next Academic Year (Full Academic Year Request) from Department Chair to Dean
From: Department Chair
To: Dean
Details: N/A

Deadline: Friday, February 23, 2024
Category/Topic: Promotion to Full Professor
Event/Action: Promotion Recommendations from Dean to Faculty and Faculty Senate RTP Committee
From: Dean
To: Faculty and Faculty Senate RTP Committee
Details: N/A

Deadline: Friday, February 23, 2024
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Evaluation for Sabbaticals Taken During Fall Semester from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Friday, February 23, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Appeal of Faculty Senate RTP Committee Decision from Faculty to Provost
From: Faculty
To: Provost
Details: N/A

Deadline: Monday, February 26, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Begin Review Process for Draft of Undergraduate/Graduate Catalog Completed for Next Academic Year
From: AVP for Curriculum and Policy Development
To:
Details: N/A

Deadline: Friday, March 01, 2024
Category/Topic: Administrator/Chair Return to Faculty Reassigned Time
Event/Action: Administrator/Chair Return to Faculty - Request for Fall 2023 Reassigned Time from Dean to Faculty Senate Professional Leave Committee
From: Dean
To: Faculty Senate Professional Leave Committee
Details: N/A

Deadline: Friday, March 01, 2024
Category/Topic: Promotion to Full Professor
Event/Action: Promotion Appeal of Dean Decision from Faculty to Faculty Senate RTP Committee
From: Faculty
To: Faculty Senate RTP Committee
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, March 01, 2024
Category/Topic: Leave Without Pay
Event/Action: Leave Without Pay Recommendation for Fall Semester from Dean to Faculty and Office of Faculty Affairs
From: Dean
To: Faculty and Office of Faculty Affairs
Details: N/A

Deadline: Friday, March 01, 2024

Category/Topic: Leave Without Pay
Event/Action: Leave Without Pay Recommendation for Next Academic Year (Full Academic Year Request) from Dean to Faculty and Office of Faculty Affairs
From: Dean
To: Faculty and Office of Faculty Affairs
Details: N/A

Deadline: Friday, March 01, 2024
Category/Topic: Year 1 Tenure-Track Faculty Retention
Event/Action: Year 1 Retention Recommendation from Dean to Faculty
From: Dean
To: Faculty
Details: N/A

Deadline: Wednesday, March 06, 2024
Category/Topic: Curriculum/Catalog
Event/Action: End Review Process for Draft of Undergraduate/Graduate Catalog Completed for Next Academic Year
From: AVP for Curriculum and Policy Development
To:
Details: N/A

Deadline: Thursday, March 07, 2024
Category/Topic: Board of Trustees
Event/Action: Board of Trustees Committee Meetings
From:
To:
Details: *For details, visit msudenver.edu/trustees/boardmeetings*

Deadline: Friday, March 08, 2024
Category/Topic: Faculty Employment Handbook
Event/Action: Final Version of FEH Language Change Proposals Due from Sponsor to FEH Committee
From: Sponsor
To: FEH Committee
Details: *Detailed process and forms available at msudenver.edu/faculty-affairs*

Deadline: Friday, March 08, 2024
Category/Topic: Board of Trustees
Event/Action: Board of Trustees Full Board Meeting
From:
To:
Details: *For details, visit msudenver.edu/trustees/boardmeetings*

Deadline: Friday, March 08, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Publish Undergraduate/Graduate Catalog for Next Academic Year
From: AVP for Curriculum and Policy Development
To:

Details: N/A

Deadline: Friday, March 08, 2024
Category/Topic: Year 1 Tenure-Track Faculty Retention
Event/Action: Year 1 Retention Appeal of Dean Decision from Faculty to Dean and Office of Faculty Affairs
From: Faculty
To: Dean and Office of Faculty Affairs
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio*

Deadline: Friday, March 08, 2024
Category/Topic: Post-Tenure Review (PTR)
Event/Action: Post-Tenure Review (PTR) Recommendations from Department Chair to Faculty and Dean
From: Department Chair
To: Faculty and Dean
Details: N/A

Deadline: Friday, March 08, 2024
Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Recommendation for Fall Semester from Dean to Provost Minigrant Committee (via Office of Faculty Affairs)
From: Dean
To: Provost Minigrant Committee
Details: N/A

Deadline: Friday, March 15, 2024
Category/Topic: Emeritus Status
Event/Action: Emeritus Status Faculty Nominations from Department and Department Chair to Dean
From: Department and Department Chair
To: Dean
Details: *One recommendation letter from faculty and one recommendation from Department Chair*

Deadline: Friday, March 15, 2024
Category/Topic: Post-Tenure Review (PTR)
Event/Action: Post-Tenure Review (PTR) Appeal of Department Chair Decision from Faculty to Dean
From: Faculty
To: Dean
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, March 15, 2024
Category/Topic: Department Evaluation Guidelines
Event/Action: Department Evaluation Guidelines feedback from Provost to Department Chair and Dean
From: Provost
To: Department Chair and Dean
Details: N/A

Deadline: Friday, March 15, 2024
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Committee Meeting
From: FEH Committee
To:
Details: N/A

Deadline: Friday, March 15, 2024
Category/Topic: Lecturer/Senior Lecturer Portfolios
Event/Action: Lecturer/Senior Lecturer Portfolios from Faculty to Department Chair
From: Faculty
To: Department Chair
Details: N/A

Deadline: Friday, March 15, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Recommendation from Faculty Senate RTP Committee to Provost
From: Faculty Senate RTP Committee
To: Provost
Details: N/A

Deadline: Friday, March 22, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Appeal of Faculty Senate RTP Committee from Faculty to Provost
From: Faculty
To: Provost
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, March 22, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Recommendation from Provost to Faculty and President
From: Provost
To: Faculty and President
Details: N/A

Deadline: Monday, March 25, 2024
Category/Topic: Administrator/Chair Return to Faculty Reassigned Time
Event/Action: Administrator/Chair Return to Faculty - Request for Fall 2023 Reassigned Time
From: Faculty Senate Professional Leave Committee
To: Office of Faculty Affairs
Details: N/A

Deadline: Monday, March 25, 2024
Category/Topic: Year 1 Tenure-Track Faculty Retention
Event/Action: Year 1 Retention Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs

To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Friday, March 29, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Appeal of Provost Recommendation from Faculty to Office of Faculty Affairs

From: Faculty
To: Office of Faculty Affairs
Details: *In the case of tenure denial by the Provost, the faculty member in their sixth year has the option of uploading a written response to Watermark within ten (10) business days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio*

Deadline: Friday, March 29, 2024
Category/Topic: Administrator/Chair Return to Faculty Reassigned Time
Event/Action: Administrator/Chair Return to Faculty - Request for Fall 2023 Reassigned Time
From: Office of Faculty Affairs
To: Faculty
Details: N/A

Deadline: Friday, April 05, 2024
Category/Topic: Year 1 Tenure-Track Faculty Retention
Event/Action: Year 1 Retention Appeal Recommendation from University Appeals Committee to Provost
From: University Appeals Committee
To: Provost
Details: *The University Appeals Committee will have 20 business days to complete their review of the portfolio and submit their recommendation to the Provost*

Deadline: Friday, April 05, 2024
Category/Topic: Retirement/Transitional Retirement
Event/Action: Faculty Retirement Informational Workshop (for Spring)
From: Office of Faculty Affairs and Human Resources
To:
Details: *To RSVP, please see the "RSVP for Faculty Affairs Workshops" area of the Office of Faculty Affairs website: msudenver.edu/faculty-affairs*

Deadline: Friday, April 05, 2024
Category/Topic: Emeritus Status
Event/Action: Emeritus Status Faculty Nominations from Dean to Provost (via Office of Faculty Affairs)
From: Dean
To: Provost (via Office of Faculty Affairs)
Details: N/A

Deadline: Friday, April 05, 2024
Category/Topic: Lecturer/Senior Lecturer Portfolios
Event/Action: Lecturer/Senior Lecturer Recommendations from Department Chair to Faculty and Dean
From: Department Chair
To: Faculty and Dean

Details: N/A

Deadline: Friday, April 05, 2024
Category/Topic: Promotion to Full Professor
Event/Action: Promotion Recommendations from Faculty Senate RTP Committee to Faculty and Provost
From: Faculty Senate RTP Committee
To: Faculty and Provost
Details: N/A

Deadline: Friday, April 05, 2024
Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Recommendation for Fall Semester from Provost Minigrant Committee to Office of Faculty Affairs
From: Provost Minigrant Committee
To: Office of Faculty Affairs
Details: N/A

Deadline: Friday, April 05, 2024
Category/Topic: Retirement/Transitional Retirement
Event/Action: Transitional Retirement Notifications from Office of Faculty Affairs to Faculty
From: Office of Faculty Affairs
To: Faculty
Details: N/A

Deadline: Friday, April 12, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Publish Undergraduate/Graduate Catalog Change Report for Next Academic Year
From: AVP for Curriculum and Policy Development
To:
Details: N/A

Deadline: Friday, April 12, 2024
Category/Topic: Promotion to Full Professor
Event/Action: Promotion Appeal of Faculty Senate RTP Committee Decision from Faculty to Provost
From: Faculty
To: Provost
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days*

Deadline: Friday, April 12, 2024
Category/Topic: Workshops
Event/Action: Year 2 and Year 3 Retention Portfolio Preparation Workshop
From: Office of Faculty Affairs
To:
Details: *To RSVP, please see the "RSVP for Faculty Affairs Workshops" area of the Office of Faculty Affairs website: msudenver.edu/faculty-affairs*

Deadline: Friday, April 12, 2024

Category/Topic: Post-Tenure Review (PTR)
Event/Action: Post-Tenure Review (PTR) Decision from Dean to Faculty
From: Dean
To: Faculty
Details: N/A

Deadline: Friday, April 12, 2024
Category/Topic: Retirement/Transitional Retirement
Event/Action: Transitional Retirement Notifications from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Friday, April 12, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Decision from Provost to Faculty
From: Provost
To: Faculty
Details: N/A

Deadline: Friday, April 19, 2024
Category/Topic: Post-Tenure Review (PTR)
Event/Action: Post-Tenure Review (PTR) Appeal of Dean Decision from Faculty to Office of Faculty Affairs
From: Faculty
To: Dean and Office of Faculty Affairs
Details: *In cases of "Needs Improvement" the faculty member has the option of appealing placement on a Performance Improvement Plan (PIP) to the University Appeals Committee within seven (7) calendar days*

Deadline: Friday, April 19, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Decision from President to Faculty and Board of Trustees
From: President
To: Faculty and Board of Trustees
Details: *In the case of tenure denial by the President, the faculty member in their sixth year has the option of uploading a written response to Watermark within ten (10) business days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio*

Deadline: Friday, April 19, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Appeal of Provost Decision from Faculty to President
From: Faculty
To: President
Details: *The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio*

Deadline: Friday, April 19, 2024

Category/Topic: Workshops
Event/Action: Sabbatical Leave Application Preparation Workshop
From: Office of Faculty Affairs
To:
Details: *To RSVP, please see the "RSVP for Faculty Affairs Workshops" area of the Office of Faculty Affairs website: msudenver.edu/faculty-affairs*

Deadline: Friday, April 19, 2024
Category/Topic: Emeritus Status
Event/Action: Emeritus Status Faculty Nominations from Provost to President
From: Provost
To: President
Details: *N/A*

Deadline: Friday, April 26, 2024
Category/Topic: Faculty Employment Handbook
Event/Action: Final Votes on FEH Proposed Changes Reported from Constituent Groups (Faculty Senate, Deans, Chairs/Directors) to FEH Committee
From: Faculty Senate, Deans, Chairs/Directors
To: FEH Committee
Details: *Detailed process and forms available at msudenver.edu/faculty-affairs*

Deadline: Friday, April 26, 2024
Category/Topic: Post-Tenure Review (PTR)
Event/Action: Post-Tenure Review (PTR) Appeal Information from Office of Faculty Affairs to University Appeals Committee
From: Office of Faculty Affairs
To: University Appeals Committee
Details: *The Office of Faculty Affairs will notify the University Appeals Committee and provide all materials pertaining to the faculty member's PTR portfolio*

Deadline: Friday, April 26, 2024
Category/Topic: New Graduate Program Proposals
Event/Action: New Graduate Program Intent-to-Propose Notification from Department Chair to Office of Graduate Studies
From: Department Chair
To: Office of Graduate Studies
Details: *To propose a new graduate program, departments need to submit form to Office of Graduate Studies. This form, along with supporting documentation can be found at msudenver.edu/graduatecouncil/policydocuments*

Deadline: Friday, April 26, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Recommendation of Appeal of Provost Recommendation from University Appeals Committee to President
From: University Appeals Committee
To: President
Details: *Within 20 business days of receiving the appeal, the UAC must submit a written to the President recommending upholding or reconsidering the Provost's decision*

Deadline: Friday, April 26, 2024
Category/Topic: Department Evaluation Guidelines
Event/Action: Final Version of Department Evaluation Guidelines from Department Chair and Dean to Provost
From: Department Chair and Dean
To: Provost (via Office of Faculty Affairs)
Details: N/A

Deadline: Friday, April 26, 2024
Category/Topic: Post-Tenure Review (PTR)
Event/Action: Post-Tenure Review (PTR) Notifications from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Friday, April 26, 2024
Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Decision for Fall Semester from Office of Faculty Affairs to Faculty
From: Office of Faculty Affairs
To: Faculty
Details: N/A

Deadline: Friday, April 26, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Appeal of President Decision from Faculty to Office of Faculty Affairs
From: Faculty
To: Office of Faculty Affairs
Details: N/A

Deadline: Sunday, April 28, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Friday, May 03, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Final Deadline for Late Add of Omnibus Courses to Upcoming Summer Schedule from Originator/Department to Dean
From: Originator/Department
To: Dean
Details: N/A

Deadline: Friday, May 03, 2024
Category/Topic: Year 1 Tenure-Track Faculty Retention
Event/Action: Year 1 Retention Appeal Final Decision from Provost to Faculty

From: Provost and Office of Faculty Affairs
To: Faculty (and Human Resources and Academic Affairs Budget Manager should appeal be upheld)
Details: *The Provost will have 20 business days to complete their review of the portfolio and make their decision*

Deadline: Friday, May 03, 2024
Category/Topic: FRIP Evaluations
Event/Action: Faculty Recruitment Incentive Program (FRIP) Evaluations for Academic Year from Department Chair to Dean
From: Department Chair
To: Dean
Details: N/A

Deadline: Friday, May 03, 2024
Category/Topic: Lecturer/Senior Lecturer Portfolios
Event/Action: Lecturer/Senior Lecturer Promotion and Non-Retention Recommendations from Dean to Provost
From: Dean
To: Provost
Details: N/A

Deadline: Friday, May 03, 2024
Category/Topic: Promotion to Full Professor
Event/Action: Promotion Decision from Provost to Faculty
From: Provost
To: Faculty
Details: N/A

Deadline: Friday, May 10, 2024
Category/Topic: Commencement
Event/Action: Spring Commencement
From:
To:
Details: *For details, visit msudenver.edu/commencement*

Deadline: Friday, May 10, 2024
Category/Topic: Faculty Requesting Years of Credit Toward Tenure
Event/Action: Credit Toward Earning Regular Tenure Request for Faculty Who Started in Spring Semester from Faculty to Dean
From: Faculty
To: Dean
Details: *For Spring semester appointments*

Deadline: Friday, May 10, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Final Deadline for Late Add of Omnibus Courses to Upcoming Summer Schedule
From: Dean
To: Registrar
Details: N/A

Deadline:	Friday, May 10, 2024
Category/Topic:	Curriculum/Catalog
Event/Action:	PDF Available for Undergraduate/Graduate Catalog for Next Academic Year
From:	AVP for Curriculum and Policy Development
To:	
Details:	N/A
Deadline:	Friday, May 10, 2024
Category/Topic:	Lecturer/Senior Lecturer Portfolios
Event/Action:	Lecturer/Senior Lecturer Portfolios Promotion and Non-Retention Appeal from Faculty to Dean
From:	Faculty
To:	Dean
Details:	<i>The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days</i>
Deadline:	Friday, May 10, 2024
Category/Topic:	Promotion to Full Professor
Event/Action:	Promotion Decision from Office of Faculty Affairs to HR, Academic Affairs Budget Manager, and Board of Trustees
From:	Office of Faculty Affairs
To:	Human Resources, Academic Affairs Budget Manager, and Board of Trustees
Details:	N/A
Deadline:	Thursday, May 16, 2024
Category/Topic:	Grades
Event/Action:	Spring Semester Grades Due by 12pm
From:	Faculty
To:	
Details:	N/A
Deadline:	Friday, May 17, 2024
Category/Topic:	Department Chair Evaluations
Event/Action:	Department Evaluation Guidelines made available to University community
From:	Office of Faculty Affairs
To:	University Community
Details:	N/A
Deadline:	Friday, May 17, 2024
Category/Topic:	Year 3 Tenure-Track Faculty Retention
Event/Action:	Year 3 Retention Appeal Recommendation from University Appeals Committee to President
From:	University Appeals Committee
To:	President
Details:	<i>The University Appeals Committee will have 20 business days to complete their review of the portfolio and submit their recommendation to the Provost</i>
Deadline:	Friday, May 17, 2024
Category/Topic:	Department Evaluation Guidelines

Event/Action: Updated Department Evaluation Guidelines Posted for Next Academic Year
From: Office of Faculty Affairs
To: University Community
Details: N/A

Deadline: Friday, May 17, 2024
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Committee Final Vote on Proposed Changes Reported to Office of Faculty Affairs
From: FEH Committee
To: Office of Faculty Affairs
Details: N/A

Deadline: Friday, May 17, 2024
Category/Topic: FRIP Evaluations
Event/Action: Faculty Recruitment Incentive Program (FRIP) Evaluations for Academic Year from Office of Faculty Affairs
From: Dean
To: Office of Faculty Affairs
Details: N/A

Deadline: Friday, May 17, 2024
Category/Topic: Lecturer/Senior Lecturer Portfolios
Event/Action: Lecturer/Senior Lecturer Portfolios Retention Decisions from Dean to Faculty
From: Dean
To: Faculty
Details: N/A

Deadline: Friday, May 17, 2024
Category/Topic: Lecturer/Senior Lecturer Portfolios
Event/Action: Lecturer/Senior Lecturer Promotion and Non-Retention Recommendations from Provost to Faculty
From: Provost
To: Faculty
Details: N/A

Deadline: Friday, May 24, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Appeal of Provost Recommendation Decision from President to Faculty (and Board of Trustees should appeal be successful)
From: President
To: Faculty (and Board of Trustees if President Upholds appeal of Initial Decision)
Details: *The President has 20 business days after receiving UAC recommendation to make a final decision and move things to the Board of Trustees if appeal of Provost's recommendation if upheld*

Deadline: Friday, May 24, 2024
Category/Topic: Post-Tenure Review (PTR)
Event/Action: Post-Tenure Review (PTR) Appeal Decision from University Appeals Committee to Provost
From: University Appeals Committee
To: Provost

Details: *UAC has 20 business days between receiving appeals materials and making a recommendation to Provost*

Deadline: Friday, May 24, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Recommendation of Appeal of President Decision from University Appeals Committee to Faculty and President
From: University Appeals Committee
To: Faculty and President
Details: *Within 20 business days of receiving the appeal, the UAC must submit a written to the President recommending upholding or reconsidering the President's decision*

Deadline: Friday, May 24, 2024
Category/Topic: Lecturer/Senior Lecturer Portfolios
Event/Action: Lecturer/Senior Lecturer Retention, Promotion, and Non-Retention Decisions from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: *N/A*

Deadline: Friday, May 31, 2024
Category/Topic: Disciplinary Sanctions Reporting
Event/Action: Disciplinary Sanctions Report for Academic Year from Dean to Office of Faculty Affairs
From: Dean
To: Office of Faculty Affairs
Details: *Report of all disciplinary sanctions imposed against faculty members. See Faculty Employment Handbook Chapter X.H.*

Deadline: Friday, May 31, 2024
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Committee Recommendations and Final Proposal Change Language Reported to President from Office of Faculty Affairs
From: Office of Faculty Affairs
To: President
Details: *N/A*

Deadline: Friday, May 31, 2024
Category/Topic: Faculty Requesting Years of Credit Toward Tenure
Event/Action: Credit Toward Earning Regular Tenure Recommendations for Faculty Who Started in Spring Semester from Dean to Office of Faculty Affairs
From: Dean
To: Office of Faculty Affairs
Details: *N/A*

Deadline: Friday, May 31, 2024
Category/Topic: FRIP Evaluations
Event/Action: Faculty Recruitment Incentive Program (FRIP) Evaluations for Academic Year from Office of Faculty Affairs to President
From: Office of Faculty Affairs
To: President
Details: *N/A*

Deadline: Friday, June 07, 2024
Category/Topic: Reassigned Time
Event/Action: Reassigned Time Report for Full Academic Year Reassigned Time
From: Faculty
To: Reassigned Time Evaluator
Details: *Submit in Watermark*

Deadline: Friday, June 07, 2024
Category/Topic: Reassigned Time
Event/Action: Reassigned Time Report for Spring Semester-Only Reassigned Time
From: Faculty
To: Reassigned Time Evaluator
Details: *Submit in Watermark*

Deadline: Thursday, June 13, 2024
Category/Topic: Board of Trustees
Event/Action: Board of Trustees Committee Meetings
From:
To:
Details: *For details, visit msudenver.edu/trustees/boardmeetings*

Deadline: Friday, June 14, 2024
Category/Topic: Board of Trustees
Event/Action: Board of Trustees Full Board Meeting
From:
To:
Details: *For details, visit msudenver.edu/trustees/boardmeetings*

Deadline: Friday, June 14, 2024
Category/Topic: Disciplinary Sanctions Reporting
Event/Action: Disciplinary Sanctions Report for Academic Year from Office of Faculty Affairs to Office of Equal Opportunity
From: Office of Faculty Affairs
To: Office of Equal Opportunity
Details: *Report of all disciplinary sanctions imposed against faculty members. See Faculty Employment Handbook Chapter X.H.*

Deadline: Friday, June 14, 2024
Category/Topic: Emeritus Status
Event/Action: Emeritus Status Faculty Nominations from President to Board of Trustees
From: President
To: Board of Trustees
Details: *N/A*

Deadline: Monday, June 17, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Appeal of Provost Recommendation from President to Faculty

From: President
To: Faculty
Details: *The President will have 20 business days to complete their review of the portfolio and make their decision*

Deadline: Friday, June 21, 2024
Category/Topic: Reassigned Time
Event/Action: Reassigned Time Evaluation for Full Academic Year Reassigned Time
From: Reassigned Time Evaluator
To: Faculty
Details: *Submit in Watermark*

Deadline: Friday, June 21, 2024
Category/Topic: Reassigned Time
Event/Action: Reassigned Time Evaluation for Spring Semester-Only Reassigned Time
From: Reassigned Time Evaluator
To: Faculty
Details: *Submit in Watermark*

Deadline: Friday, June 21, 2024
Category/Topic: Emeritus Status
Event/Action: Emeritus Status Faculty Nominations from President to Faculty (following Board of Trustees approval)
From: President
To: Faculty
Details: *N/A*

Deadline: Friday, June 21, 2024
Category/Topic: Faculty Employment Handbook
Event/Action: FEH Language Change Decisions Finalized by President
From: President
To: Office of Faculty Affairs and FEH Committee
Details: *N/A*

Deadline: Friday, June 21, 2024
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Report for Sabbaticals Taken During Full Academic Year from Faculty to Provost
From: Faculty
To: Provost
Details: *N/A*

Deadline: Friday, June 21, 2024
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Report for Sabbaticals Taken During Spring Semester from Faculty to Provost
From: Faculty
To: Provost
Details: *N/A*

Deadline: Friday, June 21, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Decision for Those Not Appealing Provost or President Decision from Office of Faculty Affairs to Faculty
From: Office of Faculty Affairs
To: Faculty
Details: N/A

Deadline: Friday, June 21, 2024
Category/Topic: Year 3 Tenure-Track Faculty Retention
Event/Action: Year 3 Retention Appeal Final Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Tuesday, June 25, 2024
Category/Topic: Post-Tenure Review (PTR)
Event/Action: Post-Tenure Review (PTR) Appeal Decision from Provost to Faculty
From: Provost and Office of Faculty Affairs
To: Faculty (and Human Resources and Academic Affairs Budget Manager should appeal be upheld)
Details: *Provost has 20 business days between receiving appeals materials/recommendation from UAC and making a decision*

Deadline: Tuesday, June 25, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Appeal of President's Initial Decision from President to Faculty (and Board of Trustees should Appeal be successful)
From: President
To: Faculty (and Board of Trustees if President Upholds appeal of Initial Decision)
Details: *The President has 20 business days after receiving UAC recommendation to make a final decision and move things to the Board of Trustees if initial decision is reversed*

Deadline: Friday, June 28, 2024
Category/Topic: Disciplinary Sanctions Reporting
Event/Action: Disciplinary Sanctions Report for Academic Year from Office of Equal Opportunity to Faculty Senate Welfare and Diversity Committee
From: Office of Equal Opportunity
To: Faculty Senate Welfare and Diversity Committees
Details: *Disparate impact assessment report. See Faculty Employment Handbook Chapter X.H.*

Deadline: Friday, June 28, 2024
Category/Topic: Emeritus Status
Event/Action: Emeritus Status Faculty Nominations from Office of Faculty Affairs to HR
From: Office of Faculty Affairs
To: Human Resources
Details: N/A

Deadline: Friday, June 28, 2024

Category/Topic: Provost Minigrant
Event/Action: Provost Minigrant Post-Award Report for Spring Semester from Faculty to Office of Faculty Affairs
From: Faculty
To: Office of Faculty Affairs
Details: N/A

Deadline: Friday, June 28, 2024
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Evaluation for Sabbaticals Taken During Full Academic Year from Provost to Faculty
From: Provost
To: Faculty
Details: N/A

Deadline: Friday, June 28, 2024
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Evaluation for Sabbaticals Taken During Spring Semester from Provost to Faculty
From: Provost
To: Faculty
Details: N/A

Deadline: Friday, June 28, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Decision for Upheld Appeals of Provost or President from Office of Faculty Affairs to Faculty
From: Office of Faculty Affairs
To: Faculty
Details: N/A

Deadline: Friday, June 28, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Decision for Those Not Appealing Provost or President Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Friday, June 28, 2024
Category/Topic: Tenure and Promotion to Associate Professor
Event/Action: Tenure and Promotion Decision for Upheld Appeals of Provost or President from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: N/A

Deadline: Monday, July 01, 2024
Category/Topic: Procedural Calendar

Event/Action: Procedural Calendar Available for New Academic Year
From: Office of Faculty Affairs
To: University Community
Details: *For details, visit msudenver.edu/faculty-affairs*

Deadline: Monday, July 01, 2024
Category/Topic: Faculty Employment Handbook
Event/Action: FEH for Next Academic Year Finalized and Posted by Office of Faculty Affairs
From: Office of Faculty Affairs
To: University Community
Details: *N/A*

Deadline: Friday, July 05, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Final Deadline for Late Add of Omnibus Courses to Upcoming Fall Schedule from Originator/Department to Dean
From: Originator/Department
To: Dean
Details: *N/A*

Deadline: Friday, July 12, 2024
Category/Topic: Curriculum/Catalog
Event/Action: Final Deadline for Late Add of Omnibus Courses to Upcoming Fall Schedule
From: Dean
To: Registrar
Details: *N/A*

Deadline: Friday, July 12, 2024
Category/Topic: Faculty Employment Handbook
Event/Action: Summary of FEH Changes for Next Academic Year Shared by Office of Faculty Affairs
From: Office of Faculty Affairs
To: University Community
Details: *N/A*

Deadline: Friday, July 12, 2024
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Evaluation for Sabbaticals Taken During Full Academic Year from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager
Details: *N/A*

Deadline: Friday, July 12, 2024
Category/Topic: Sabbatical Leave
Event/Action: Sabbatical Leave Evaluation for Sabbaticals Taken During Spring Semester from Office of Faculty Affairs to HR and Academic Affairs Budget Manager
From: Office of Faculty Affairs
To: Human Resources and Academic Affairs Budget Manager

Details: N/A

Deadline: Wednesday, July 31, 2024
Category/Topic: Department Chairs
Event/Action: Chair Contracts End for Those Not Renewed
From: Deans
To: Chairs
Details: N/A

Deadline: Thursday, August 08, 2024
Category/Topic: Grades
Event/Action: Summer Semester Grades Due by 12pm
From: Faculty
To:
Details: N/A
