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| **2025-2026 Deadline Schedule - College of Science and Engineering** |
| **The following are the 2025-2026 deadlines for receiving various documents in the College of Science and Engineering Dean's Office. Each Chair or designated administrator will be responsible for setting their own internal deadlines to ensure completion of the projects below. Many of these deadlines are externally driven; please do not hesitate to contact April Robinson at x3134 if you anticipate a problem meeting these target dates.** |
| **CoSE Due Dates** | **Event/Task** |
|   | [Affiliate Faculty Nomination Forms- are accepted throughout the year. The form and additional information are available here](https://www.isu.edu/academicaffairs/chair--director-resources/affiliate-faculty-process--request/) |
|  Aug 18, 2025 | Course Scheduling Planning Begins for Spring 2026 |
|  Aug 20, 2025 | [Publish Your Course: Ensure your course is available to students by publishing your course by August 20, 2025.](https://fm4pd4zab.cc.rs6.net/tn.jsp?f=001LUnfMW73PJmH1gedpppHwIcMalkFGSRr9nhAg_xiqeF_m4MGD2rqb-IFZMhmGacXbKxk2GZfI0pvM17dPF9V8nq1dS3jKSut59XyPhx_a5l9P-CjQzu6qpMAzDkl8qEn91lJVBGgQgzERQ4qZACHwi4d5PDzazprQtlhk-guEGLUbOEufOOFlc5SWmX2zDS2PHqOkBSTH2IgfvbEIoI1D4xPidr52PdTw5pgNCEPxSL42cRP3vjNGA==&c=M6EIZ4x-eGqNYRlxpaEuAdjS3piQIGkdJmdjI7bfP_dLivkwS89oYA==&ch=_CisqSYzh1AfFTwJZ_hgdErsbiIDQIgaxqpHQXGRR5tFFT7dM_HCDg==) |
|  Aug 23, 2025 | Graduate New Student Orientation (Pocatello & Online)  |
|  Aug 25, 2025 | Fall Classes Begin |
| Due to Dean's ofc Aug 15, 2025 | Sabbatical Reports are due to the Office of Academic Affairs. Please submit to provost@isu.edu. |
| Dean's Office to Notify Faculty and Chairs by Sept 1, 2025 | Academic Affairs notifies colleges of tenured faculty who are expected to complete the 5Yr PPR. Colleges must inform listed faculty within 10 working days. |
|  Sept 1, 2025 | [Catalog and state proposals for all program and catalog changes requiring full SBOE approval for the 2026-27 catalog year are due. Find information and form for undergraduate catalog here. Find all state proposal and letters of notification information here.](https://www.isu.edu/ucc/request-a-ucc-proposal-form/)  |
| Please Check with Associate Dean if you require adjuncts | Course Schedule Deadline:All Schedules for Spring 2026 are due by 5pm |
|  Sept 22, 2025 | Course Scheduling Planning Begins for Summer 2026 |
| Due to Dean's Office Sept 9, 2025 | Deadline for submitting to OSBE all state proposals and new Online/Professional Fee Requests that require full SBOE approval for the December 2025 SBOE meeting. Proposals that miss this deadline will have to wait until the 2027-28 catalog.  |
|  Oct 1 ,2025 | Catalogs available for departments to edit. Due dates are 1/30/26 for department approvals, 2/13/26 for deans. Online catalogs will be available 3/25/26. PDF catalogs available 7/1/26 |
|  Oct 1, 2025 | [Colleges submit an initial list of those Spring semester students who are following online programs with online program fees to the Office of the Registrar (reginfo@isu.edu). More information here.](https://isu.box.com/s/oqapwdmfduq2qpvsn82gczccnbku4wto) |
| Please Copy Dean on Submissions | [Nominations open for Distinguished Faculty Awards](https://www.isu.edu/academicaffairs/faculty-affairs/faculty-awards/) |
|  Oct 8, 2025 | [Graduate Council Council priority submission deadline for 2026-2027.](https://www.isu.edu/graduate/faculty-resources/graduate-council-/) |
|  Oct 13, 2025 | Spring 2026 Course Schedule Published |
| Please Check with Associate Dean if you require adjuncts | Course Schedule Deadline:All Schedules for Summer 2026 are due by 5pm |
| Coordinate with UCC Reps early as possible | [UCC undergrad catalog proposals for 2026–27. Please coordinate with UCC reps; more information here. Please note that late submissions will not be accepted. Major program changes require prior OSBE/SBOE & NWCCU approval.](https://www.isu.edu/ucc/) |
| May need discussion with dean before submission | [All State Proposals for new graduate or undergraduate programs, certificates, discontinuances, new units, etc. are due; must be completed and submitted to Catherine Read in Academic Affairs (wallcath@isu.edu). Letter of Notification Requests are due (Request a state proposal form).](https://www.isu.edu/ucc/sboe-nwccu/)  |
|  Oct 20, 2025 | Submit proposals and Letter of Notification Requests to Cindy Hill and Undergraduate Curriculum Council (hillcynt@isu.edu and uccmail@isu.edu) in the Office of Academic Affairs for program changes that need OSBE Executive Director approval but do not require a full proposal (for the 2026-2027 catalog). |
| Dean's Office to send reminders Sept 23 and Oct 7, 2025 | Graduate Catalog Proposals Final Approval Date |
| Due to Dean's ofc Sept 30, 2025 | [Sabbatical requests (with application and college recommendations) are due to the Office of Academic Affairs.](https://www.isu.edu/academicaffairs/faculty-affairs/sabbaticals/) |
|  Nov 1, 2025 | [Annual General Education Course Assessment Reports due, via General Education Assessment Reporting for use by Departments.](https://www.isu.edu/gerc/gen-ed-assessment-plans-and-reports/assessment-reporting/)  |
| Work with Fred to let him know by Oct 15, 2025 | [Special Course Fee Authorization form for subsequent academic year is due to the Office of Academic Affairs. Instructions and form located here.](https://www.isu.edu/academicaffairs/chair--director-resources/special-course-fees/) |
| Send reminder Oct 1 and Oct 14, 2025 | [Program Review Annual Report is due. Additional information is available here](https://www.isu.edu/assessment/academic-program-review/) |
|  Nov 3, 2025 | Spring 2026 Class Level Registration Begins |
| Due to Dean's ofc Nov 1, 2025 | [Evaluations for all second-year faculty are due via TMS to the Office of Academic Affairs. Notice of non-reappointment of second year faculty are due to Academic Affairs by December 1 and to faculty by December 15 in accordance with State Board Policy II.G.5.a.ii.](https://www.isu.edu/academicaffairs/faculty-affairs/annual-evaluations/) |
| Dec 1, 2025 thru mid-Feb 2026 | UCC catalog proposal hiatus -- no new undergraduate catalog proposal requests will be accepted during this period to allow for preparing the catalog for publishing and transition to a new catalog cycle.  |
|  Dec 8, 2025 | Summer 2026 Course Schedule Published |
|  Dec 19, 2025 | Fall 2025 Classes End |
|  Dec 22, 2025 | Fall 2025 Grades Due by 5pm |
|  Jan 12, 2026 | Spring 2026 Classes Begin |
|  Jan 12, 2026 | Course Schedule Planning Begins for Fall 2026 |
| Due to Dean w/ cc to April by Dec 17, 2025 | GERC 5 Year Objective 7 & 8 Reviews due. |
| Due to Dean's ofc Nov 25, 2025 | All recommendations for promotion and/or tenure (along with supporting materials) are due in the Office of Academic Affairs via shared access to Box folder to Lisa Scholes at lisascholes@isu.edu |
| Due to Dean's ofc Dec 5, 2025 | [All Emerita/Emeritus recommendations are due to the Office of Academic Affairs. Please include a current vita, letters of recommendation, and hire date with all recommendations. ISUPP 4060](https://www.isu.edu/policy/academic-affairs/) |
|  Jan 26, 2026 | [Colleges submit an initial list of those Summer semester students who are following online programs with online program fees to the Office of the Registrar (reginfo@isu.edu) by January 6th. More information here](https://isu.box.com/s/oqapwdmfduq2qpvsn82gczccnbku4wto) |
|  Jan 6, 2026 | Course Schedule Deadline:All Schedules for Fall 2026 are due by 5pm *(Subject to Change)* |
|  Jan 30, 2026 | Deadline for departments approval for catalog |
|  Feb 6, 2026 | ISU Promotion and Tenure Workshop 1:00-3:00 pm |
| Due to Dean's ofc Jan 20, 2026 | [Evaluations for first-year faculty are due via TMS to Academic Affairs. Notifications of non-reappointment of first-year faculty must be submitted to the Office of Academic Affairs by February 14. All notifications of non-renewal for first-year faculty are due to faculty by March 1, in accordance with State Board Policy II.G.5. a.i.](https://www.isu.edu/academicaffairs/faculty-affairs/annual-evaluations/) |
|  Feb 9, 2026 | Summer 2026 Registration Begins |
|  Feb 13, 2026 | Deadline for deans’ approval for catalog |
| Due to Dean's ofc Feb 15, 2026 | [Colleges submit an initial list of those Fall semester students who are following online programs with online program fees to the Office of the Registrar (reginfo@isu.edu). More information here.](https://isu.box.com/s/oqapwdmfduq2qpvsn82gczccnbku4wto) |
| Due to Dean's ofc Feb 15, 2026 | All college edits to the Three-Year Plan are due to the Office of Academic Affairs, using the Google Doc provided. |
|  March 16, 2026 | Fall 2026 Course Schedule Published *(Subject to Change)* |
|  March 18, 2026 | Research and Creative Works Symposium (put on by the Graduate School) |
| Due to Dean's ofc March 1, 2026 | [Evaluations for all department chairs and all full-time faculty, third-year and beyond, are due via TMS in Academic Affairs.](https://www.isu.edu/academicaffairs/faculty-affairs/annual-evaluations/) |
| Due to Dean's ofc March 1, 2026 | [Third-Year Reviews for tenure-track faculty are due via TMS along with the annual evaluation ranking.](https://www.isu.edu/academicaffairs/faculty-affairs/annual-evaluations/) |
| Due to Dean's ofc March 1, 2026 | [Five-Year Periodic Performance Review (5YrPPR) recommendations for tenured faculty are due via TMS along with the annual evaluation ranking.](https://www.isu.edu/academicaffairs/faculty-affairs/annual-evaluations/) |
|  March 25, 2026 | Catalog Published online |
|  April 1, 2026 | General Education Objective Review Committee Reports for Objectives 7 and 8 are due to GERC. |
|  April 1, 2026 | Academic Affairs provides PPR Completion Acknowledgement to each college. |
| March 15, 2026 Submit to Rene | Submit Program (State) Proposals and Letter of Notification requests for the 2027-2028 Undergraduate Catalog that require SBOE and NWCCU approval to Cindy Hill and Catherine Read in Academic Affairs (hillcynt@isu.edu and wallcath@isu.edu). Submit corresponding Undergraduate Catalog proposals and Graduate Catalog proposals that require full SBOE and NWCCU approval to UCC and to the Graduate Council respectively. |
|   | Fall 2026 Class Level Registration Begins |
| First week in April 2026 | College Elections |
|  April 21, 2026 | Deadline to submit Undergraduate Catalog proposals to UCC for approval before the semester ends.  |
| Due to Dean's Office April 27, 2026 | List of people going up for Tenure and Promotion or Promotion in Fall 2026 |
|  May 8, 2026 | Spring 2026 Classes End |
|  May 12, 2026 | Spring 2026 Grades due by 4pm |
|  May 18, 2026 | Summer 2026 Classes Begin |
|  June 5, 2026 | Notification of non-reappointment of faculty who are in their third or higher year must be submitted to the Office of Academic Affairs. Deans must notify the faculty member of non-renewal by July 15 in accordance with State Board Policy II.G.5.a.iii. |
|  July 1, 2026 | Catalogs PDFs published  |
|  July 17, 2026 |  [The Annual Special Course Fee Report is due to Academic Affairs, signed by UBO and Dean](https://www.isu.edu/academicaffairs/chair--director-resources/special-course-fees/) |
|  Aug 7, 2026 | Summer 2026 Classes End |
|  Aug 11, 2026 | Summer 2026 Grades due by 4pm |