

**CHSE Annual Comprehensive Planning & Reporting Timeline
2019-2020**

Task/Activity	Responsible Party	Deadline
Meet w/ Classified & Professional Employees for their Planning Session	Dean/Assoc. Dean/Directors	Aug. 1-Sept.30, 2019
Upload General Education Report into Task Stream	Course Coordinators	August 15, 2019
Authenticate General Education Courses in Task Stream	Directors	September 15, 2019
Submit Sabbatical Leave Request via LSU Faculty 360 for Dean approval	Directors	September 30, 2019
Finalize 2018-2019 Student Learning Outcomes Assessment Report (SLAR) in Task Stream; prepare for 2019-2020 (revise as needed)	Program Coordinators	September 30, 2019
Submit approved Sabbatical Leave Request via LSU Faculty 360 to HRM	Dean	October 14, 2019
CHSE Faculty and Staff Award Nominations due to HSE Awards & Recog. Committee Chair	Faculty/Directors	Late Oct.-Early Nov.
Promotion/Tenure Recommendations due to Dean's Office	Directors	November 4, 2019
Submit Sr. Instructor candidate recommendations via email to HRM for eligibility	Asst. Dean Lyles	November 5, 2019
Upload the Program Impact Report (PIR) into Task Stream for 2016-2017, 2017-2018, 2018-2019	Program Coordinators	November 15, 2019
Classified & Professional Employees Midyear Review (Optional for 2019/2020)	Dean/Assoc. Dean/Directors	Dec. 1-March 1, 2019
Promotion/Tenure Recommendations due to HRM	Dean	December 2, 2019
Submit University Faculty Award Nominations to Dean's Office	Directors	January 17, 2020
Submit Distinguished Dissertation Award nominations to Acting Assoc. Dean A. Van Gemmert	Directors	January 24, 2020
Upload University Faculty Award Nomination to Office of Academic Affairs	Dean	January 31, 2020
Submit Distinguished Dissertation Award via <i>InfoReady</i> to the Graduate School	Act. Associate Dean Van Gemmert	February 7, 2020
Submit Annual Review in LSU Faculty360 using Workflow to Directors	Faculty	February 14, 2020
Sr. Instructor candidate recommendations reviewed by School and College	Directors/Dean	March 30, 2020
Mid-Year Promotion/Tenure Recommendations due to Dean's Office (Only for Mid-Year Hires)	Directors	April 6, 2020
Submit Third Year Review Reappointments via email to Dean's Office	Directors	April 17, 2020
Mid-Year Promotion/Tenure Recommendations due to HRM (Only for Mid-Year Hires)	Dean	April 20, 2020
Department Head to review and complete Faculty Annual Review and send back to Faculty via LSU Faculty 360	Directors	April 30, 2020
Submit "Annual Impact Report Template" for Academic Units to Assoc. Dean Bach & M. Woods	Directors	April 30, 2020
Upload Strategic Plan Annual Report (SPAR) into Task Stream	Directors	April 30, 2020
Submit College Committee Reports electronically via email to Dean's Office	Committee Chairs	April 30, 2020
Approve Third Year Review Reappointments and advise Directors	Dean	May 1, 2020
Faculty to submit Annual Review response/rebuttal (if applicable) to the Director for Review	Faculty	May 8, 2020
Upload College Strategic Plan Annual Report (SPAR) into Task Stream	Associate Dean Bach	May 29, 2020
Upload Program Data into Task Stream, revise if needed	Program Coordinators	May 29, 2020
Submit approved Sr. Instructor candidate(s) via email to HRM for processing	Dean	April 13, 2020
Complete and submit Faculty Annual Reviews to HRM via LSU Faculty360 using Workflow	Dean	June 30, 2020
Complete Classified & Professional Employees Performance Evaluations	Dean/Assoc. Deans/Directors	July 1-31, 2020