

# Chairs Annual Calendar of Responsibilities 2018/2019

<b><u>AUGUST</u></b>	Late Aug:	All Fall syllabi call - due two weeks before start of classes
<b><u>SEPTEMBER</u></b>	Early Sept:	New Faculty Workshop
	Mid-Sept:	New faculty class visits organized
	Mid-Sept:	Spring and Summer final schedule – department chair proofing required
<b><u>OCTOBER</u></b>	Oct 1:	Rank & Promotion - submission of complete promotion dossier to the Provost in electronic format
	Mid-Oct:	Books for Spring semester due through Portal Initial call: Fall semester course schedule submission Academic Advising begins for Spring semester
<b><u>NOVEMBER</u></b>	Nov 1:	2yr Plan submissions Sabbatical and course release applications due to the Provost Rank & Promotion: department chair's letter for promotion candidates due to the Provost
	Early Nov:	Student registration for Spring semester begins
	Mid-Nov:	Fall semester course schedule due from department chairs to Academic Affairs Exam schedule published
	End-Nov:	New faculty class visits -- submission of reports Course Evaluations sent out
<b><u>DECEMBER</u></b>	Dec 1:	Fall semester course schedule submitted to Registrar's for processing Rank & Promotion Committee informs the Provost of sabbatical and course release recommendations
	Early Dec:	Fall semester course schedule returned from Registrar's: Dept Chair proofing
	Mid-Dec:	Sabbatical request notifications sent Directed studies and Senior Projects due All Spring Syllabi call - due two weeks before start of classes
<b><u>JANUARY</u></b>	Mid-Jan:	Strategic planning meetings: Department Chairs, Provost and Deans (running through February) New Faculty Workshop
	Late Jan:	New faculty class visits organized
<b><u>FEBRUARY</u></b>	Early Feb:	Initial call: Spring and summer scheduling for the following year
	Feb 26:	Faculty Retreat
	Feb 27:	Faculty Senate
<b><u>MARCH</u></b>	Mid-March:	Faculty Search Request due for next year's hiring budget Faculty Activity Reports due to Chairs Spring semester course schedule due to Academic Affairs Summer semester planning, a year ahead, due to Academic Affairs

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## **APRIL**

- April 1: Rank & Promotion Committee informs the Provost of promotion recommendations
- Mid-April: New faculty class visits -- submission of reports  
Faculty Annual interviews with department chairs completed  
Course Evaluations sent out
- Late-April: Rank & Promotion: Deadline for candidates to meet with the Provost and department chair to announce their wish to be considered for promotion
- End-April: New faculty class visits -- submission of reports

## **MAY**

- May 1: Rank & Promotion - Provost informs Promotion candidates of decision
- Early-May: Faculty Senate
- May: Outcomes Assessment Day
- Mid-May: Departmental Reports to be sent to Provost & Dean for review - deadline
- May 27: Graduation
- Late-May: Syllabi for Summer due two weeks before start of classes