

CHAIRS - ANNUAL CALENDAR of RESPONSIBILITIES

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| <u>AUGUST</u> | Late Aug: | All Fall syllabi due two weeks before start of classes (mid-August if photocopying required) |
| <u>SEPTEMBER</u> | Early Sept: Mid-Sept: Mid-Sept: | New Faculty Workshop New faculty class visits organized Spring and Summer final schedule – Dept. Chair proofing required |
| <u>OCTOBER</u> | Oct 1: Mid-Oct: | Rank & Promotion - submission of complete promotion dossiers on Interfolio Books for Spring semester due through Portal Initial call: Fall semester course schedule submission Academic Advising for Spring semester begins |
| <u>NOVEMBER</u> | Nov 1: Early Nov: Mid-Nov: | 2yr Plan submissions Sabbatical & course release requests due to Provost Rank & Promotion: Promotion dossier Dept. Chair letter due Student registration for Spring semester begins New faculty class visits -- submission of reports Fall semester course schedule due from Chairs to AA Exam schedule published Course Evaluations sent out |
| <u>DECEMBER</u> | Dec 1: Early Dec: Mid-Dec: Dec: | Fall semester course schedule submitted to Registrar's for processing Fall semester course schedule returned from Registrar's: Dept Chair proofing Sabbatical request notifications sent Directed studies and Senior Projects due Syllabi for Spring semester due two weeks before start of classes |
| <u>JANUARY</u> | Mid-Jan: Late Jan: | Strategic planning meetings: Department Chairs, Provost and Deans (running through February) New faculty class visits organized |
| <u>FEBRUARY</u> | Early Feb: Mid-Feb: End-Feb: | Initial call: Spring and summer scheduling Strategic planning meetings: Department Chairs, Provost and Deans (running through February) Faculty Senate Faculty Retreat |
| <u>MARCH</u> | Mid-March: | Faculty Search Requests due for next year's hiring budget Faculty Activity Reports due to Chairs Spring semester course schedule due to Academic Affairs Summer semester planning due to Academic Affairs |
| <u>APRIL</u> | Mid-April: Late-April: | New faculty class visits -- submission of reports Rank & Promotion Committee informs Provost of promotion recommendations Faculty Annual interviews with Chairs completed Course Evaluations sent out Rank & Promotion: Deadline for candidates for promotion to meet with the Provost to announce their wish to be considered for promotion |
| <u>MAY</u> | May 1: Early May: May: Mid- May: Mid-Late May: Late May: | Rank & Promotion - Provost informs Promotion candidates of decision Faculty Senate Outcomes Assessment Day Departmental Reports to be sent to Provost and Dean for review Graduation Syllabi for Summer due two weeks before start of classes |