

CHAIRS - ANNUAL CALENDAR of RESPONSIBILITIES

This document contains important dates and tasks for the department chair. Responsibilities listed in cursive are for your information and need no other action than reminding faculty of when they occur. In addition to this, the Council of Chairs meets biweekly during the semester. Other tasks not included here might come up during the year.

JANUARY	Late Jan:	<p>New faculty class visits organized (Classroom Visits)</p> <p>Campus visits for new hires to be conducted between January and Early March. (Faculty Hire)</p> <p>New Faculty members (CDIs) are reviewed at the beginning of their second year following their initial hire. (FYR)</p>
FEBRUARY	Early Feb:	<p>Spring and summer scheduling initial call sent out. (Course scheduling)</p> <p>Pre-filled Faculty Activity reports sent out by AA to Faculty with Chairs on copy. (FAR)</p>
	February:	<p>Chosen finalist and report of shortlist for CDI hire sent to AA and Provost by committee chair. (Faculty Hire)</p> <p>First Year Review: Letters from Chairs are due to Provost. (FYR)</p>
	February 12	<p>Faculty Senate.</p>
MARCH	Early March:	<p>CDI Faculty Requests due for next year’s hiring budget. (Faculty Hire)</p>
	March 15:	<p>Faculty Activity Reports due to Chairs. (FAR)</p> <p>Spring semester course schedule is due to Academic Affairs. (Course scheduling)</p> <p>Summer semester planning due to Academic Affairs. (Course scheduling)</p> <p>Fall class assessments are due. (Assessment)</p>
APRIL	April 2	<p>AUP Faculty and Staff retreat</p>
	Mid-April:	<p>Submission of new faculty class visit reports.</p> <p>R&P Committee informs Provost of promotion recommendations. (Rank & Promotion)</p> <p>FAR interviews chairs + faculty completed. (FAR)</p> <p>Course Evaluations sent out.</p>
	Late-April:	<p>Deadline for promotion. Applicants to meet with the Provost to announce their wish to be considered for promotion. (R&P)</p>
	April 20	<p>Faculty Senate.</p>

MAY	May 1:	Provost informs promotion applicants and R&P committee of the decision. (Rank & Promotion)
	Early May:	Chairs FARs due to Academic Affairs. (FAR)
	May 23:	Graduation.
	Late May:	FAR meeting with Chair and Provost. (FAR) Information about approved or unapproved faculty hires sent to department chairs. (Faculty hire) Syllabi for Summer due two weeks before start of classes.

JUNE	Early June:	The finalized position description for CDI hires is sent to Academic Affairs. (Faculty Hire)
	Mid-June:	Departmental Reports are due and are to be sent to the Provost and Dean for review. (Assessment)
	June:	Departmental FAR and Assessment report meeting with Provost. (FAR & Assessment)

AUGUST	Late Aug:	All Fall syllabi are due two weeks before the start of classes, mid-August if photocopying is required.
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SEPTEMBER	Early Sept:	New Faculty Workshop.
	Mid-Sept:	New faculty class visits scheduled. (Classroom visits) Proofing of Spring and Summer final schedule. (Course scheduling) New Faculty members (CDIs) are reviewed at the beginning of their second year following their initial hire. (FYR)

OCTOBER	Oct 1:	Submission of complete promotion dossiers to Interfolio. (Rank & Promotion)
	Mid-Oct:	Fall semester course schedule submission. (Course scheduling) Faculty Senate. Book orders for the spring semester are due for the library. Academic Advising for the Spring semester begins. First Year Review: Letters from Chairs are due to Provost (FYR)

NOVEMBER	Nov 1:	Multi-year Course Plan edits and updates sent to Academic Affairs. (Course scheduling) Sabbatical & course release requests due to Provost. Promotion dossier Department Chair letter due. (Rank & Promotion)
	Early Nov:	Initial interviews with CDI candidates. (Faculty hire) Student registration for Spring semester begins.

Mid-Nov: Submission of New faculty class visits reports. (Classroom Visits)
Fall semester course schedule due to Academic Affairs. (Course scheduling)
Exam schedule published.
Course Evaluations sent out to faculty.

DECEMBER

Dec 1: Fall semester course schedule submitted to Registrar's for processing. (Course scheduling)
Early Dec: Fall semester course schedule returned from Registrar's to Department Chairs for proofing. (Course scheduling)
Mid-Dec: Sabbatical request notifications sent.
Faculty Senate.
Directed studies and Senior Projects due.
December: Syllabi for Spring semester due two weeks before start of classes.