

## 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.*

<b>AUGUST</b>	Late Aug:	<i>All Fall syllabi are due two weeks before the start of classes, mid-August if photocopying is required.</i>
<b>SEPTEMBER</b>	Early Sept: Mid-Sept:	<i>New Faculty Workshop.</i> New faculty first class visits scheduled. (First Year Review) Proofing of Spring and Summer final schedule. (Course scheduling)
<b>OCTOBER</b>	Oct 1: Mid-Oct:	Submission of complete promotion dossiers to Interfolio. (Rank & Promotion) Fall semester course schedule submission. (Course scheduling) <i>Faculty Senate.</i> <i>Book orders for the spring semester are due for the library.</i> <i>Academic Advising for the Spring semester begins.</i>
<b>NOVEMBER</b>	Nov 1:  Early Nov:  Mid-Nov:	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) Initial interviews with CDI candidates. (Faculty hire) <i>Student registration for Spring semester begins.</i> Submission of New faculty class visits reports. (First Year Review) Fall semester course schedule due to Academic Affairs. (Course scheduling) <i>Exam schedule published.</i> <i>Course Evaluations sent out to faculty.</i>
<b>DECEMBER</b>	Dec 1: Early Dec: Mid-Dec:  December:	Fall semester course schedule submitted to Registrar's for processing. (Course scheduling) Fall semester course schedule returned from Registrar's to Department Chairs for proofing. (Course scheduling) Sabbatical request notifications sent. <i>Faculty Senate.</i> <i>Directed studies and Senior Projects due.</i> <i>Syllabi for Spring semester due two weeks before start of classes.</i>
<b>JANUARY</b>	Mid-Jan:	Strategic planning meetings: Department Chairs, Provost and Deans (running through February).

	Late Jan:	New faculty second class visits organized. (First Year Review) Campus visits for new hires to be conducted between January and Early March. (Faculty Hire) <i>Pre-filled Faculty Activity reports sent out to Faculty with Chairs on copy.</i>
<b>FEBRUARY</b>	Early Feb:	Spring and summer scheduling initial call sent out. (course scheduling)
	February:	Chosen finalist and report of shortlist for CDI hire sent to AA and Provost by committee chair. (Faculty Hire)
	Mid-Feb:	<i>Faculty Senate.</i>
	End-Feb:	<i>Faculty Retreat.</i>
<b>MARCH</b>	Early March:	CDI Faculty Requests due for next year's hiring budget. (Faculty Hire) Chosen CDI faculty information sent to HR for Visa application and contract details. (Faculty Hire)
	Mid-March:	Faculty Activity Reports due to Chairs. (FAR) Spring semester course schedule is due to Academic Affairs. (Course scheduling) Summer semester planning due to Academic Affairs. (Course scheduling) <i>Fall class assessments are due.</i>
<b>APRIL</b>	Mid-April:	Submission of new faculty class visit reports. (First Year Review) R&P Committee informs Provost of promotion recommendations. (Rank & Promotion) FAR interviews with faculty completed. (FAR) <i>Course Evaluations sent out.</i>
	Late-April:	Deadline for promotion applicants to meet with the Provost to announce their wish to be considered for promotion. (Rank & Promotion)
<b>MAY</b>	May 1:	Provost informs promotion applicants and R&P committee of the decision. (Rank & Promotion)
	Early May:	Chairs FARs due to Academic Affairs. (FAR) <i>Faculty Senate.</i>
	May:	<i>Outcomes Assessment Day.</i>
	Mid-Late May:	<i>Graduation.</i>
	Late May:	Individual FAR meeting with Chair and Provost. (FAR) Information about approved or unapproved faculty hires sent to department chairs. (Faculty hire) <i>Syllabi for Summer due two weeks before start of classes.</i>
<b>JUNE</b>	Early June:	The finalized position description for CDI hires is sent to Academic Affairs. (Faculty Hire)
	Mid-June:	Departmental (Assessment) 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)