

Calendar of Chair Responsibilities 2008/2009

AUGUST 2008

August 4 - New Faculty Orientation/Reception (week before classes)
August 4 - Chairs' Retreat
August 11 - Fall Semester begins
August 25 - Post Tenure Review Dossiers Due
Contact potential RTP external reviewers if applicable
New Graduate Faculty appointments due the 2nd week of class.

SEPTEMBER 2008

September 4 - Chairs' Meeting (1st Thursday) 10 a.m. to noon
Receive catalog edit materials
Call for outstanding graduate students issued by the Dean's Office

OCTOBER 2008

October 1 - Summer preliminary schedule due in Dean's Office
October 2 - Chairs' Meeting (1st Thursday), 10 a.m. to noon
October 15 - Comprehensive review dossiers due in Dean's Office

NOVEMBER 2008

November 1 - Promotion and tenure dossiers due in Dean's Office
November 1 - Fall preliminary schedule due to Dean's Office
November 7 - Chairs' Meeting (1st Thursday), 10 a.m. to noon
November 15 - Promotion to Full Professor dossiers due in Dean's Office
November 17 - Catalog program narrative and course descriptions edit due in Dean's Office

DECEMBER 2008

December 4 - Chairs' Meeting (1st Thursday) 10 a.m. to noon
Saturday, December 13 - Fall Commencement ceremony/CLAS Graduate Reception
December 15 - Program Fee Budget Requests due to Steve Honda
Spring Lecturer contracts due to Heather Sours

JANUARY 2009

January 20 – Spring Semester Begins
New grad faculty appointments due in Dean's Office 2nd week of semester

FEBRUARY 2009

February 5 - Chairs' Meeting (1st Thursday) 10 a.m. to noon
February 13 – CRISP proposals due to the Dean's Office
Nominate faculty for research, teaching and service awards and graduate students for outstanding graduate student award
Sabbatical applications due in Dean's Office

MARCH 2009

March 5 - Chairs' Meeting (1st Thursday) 10 a.m. to noon
March 15 – Faculty FRPAs and Merit reports are due to the Dean's Office
PPP Evaluation due in Dean's Office for Classified Staff
March 20 - CLAS ACT proposals due to the Dean's Office

APRIL 2009

April 2 - Chairs' Meeting (1st Thursday) 10 a.m. to noon
Dean's Reception
Merit meetings with Dean 2nd, 3rd and 4th week
Merit information for tenure/tenure-track faculty and instructors due
Report on outcomes assessment for preceding calendar year due
PPP plan for next year due in Dean's Office for Classified Staff
Proof first draft of catalog (departments with substantial changes only)
Outstanding Staff Award nominations due to Heather Sours
Research faculty and exempt professional merit reports due to Dean's Office

MAY 2009

May 1 - Spring preliminary schedule due in Dean's Office
May 7 - Chairs' Meeting (1st Thursday) 10 a.m. to noon
Saturday, May 16- Spring commencement ceremony/CLAS Graduate Reception
Summer salary information due to Heather Sours (summer teaching and grand-funded)
Summer Lecturer contracts due to Heather Sours

JUNE 2009

New grad faculty appointments due in Dean's Office 2nd week of semester
Information on instructor contracts due to Heather Sours in Dean's Office
Fall course assignments for Instructors due to Heather Sours