

College of Arts and Sciences Department Chair's Timetable Academic Year 2023-2024

Dates are subject to change

updated 09/06/23

Legend	
Chair's / Director's Deadlines/action item-Blue	
<i>All submissions are due to the Office of the Dean unless otherwise noted.</i>	

Month	Task	Deadline/Events
September 2022	<ol style="list-style-type: none"> 1. AD discussions <ol style="list-style-type: none"> a. Chairs of faculty in joint appointments meet with AD to discuss service obligations. b. Confirm which faculty are due for evaluations 2. Assistant Dean discussions <ol style="list-style-type: none"> a. Notify Dean's office of space, facilities, equipment and staffing needs for the next academic year and beyond 3. Department discussions: <ol style="list-style-type: none"> a. R&T work, if applicable (https://www.scu.edu/provost/policies-and-procedures/evaluation-and-promotion/) b. Commence assessment processes c. Changes to major/minor for following fall d. Ensure all syllabi for departmental courses include learning objectives for course- level learning, department-level learning, and (if relevant) core-curriculum level. Questions can be directed to the Office of Assessment or the Office of Undergraduate Studies. 4. Admin Discussions <ol style="list-style-type: none"> a. Track budget after 10th of the month in Workday b. Discuss and complete mid-year mutual expectations checklist c. Ensure all fall QALs are hired and Winter QAL ads are posted d. Ensure AYP is accurate and submitted e. Ensure all Workday reports are reviewed/approved 5. Other Campus Offices Contact <ol style="list-style-type: none"> a. Summer Session 2 grades due to Registrar b. Winter schedule due to Registrar 	<p style="text-align: center;">DEADLINES</p> <p>Sept 5 – Chair to identify Open House Rep to K. Aoki</p> <p>Sept 5 – Submit updated Academic Year Plan (AYP) for 23-24 to AD w/fall QALs filled in</p> <p>Sept 6 – Submit updates to Winter schedule to the Office of the Registrar</p> <p>Sept 6 – R&T petition due to dean and department chair/program director, and one set of backup documentation to department/chair program director</p> <p>Sept 13 – Candidate submits application material for promotion to Sr Lecturer in Interfolio</p> <p>Sept 20 – Submit updated AYP for 23-24 to AD w/Winter QALs filled in</p> <p>Sept 21 – Post all Winter 2024 QAL position ads in Workday</p> <p>Sept 25 – Core deadline for syllabi submissions for new Core courses for Winter 2024</p> <p style="text-align: center;">EVENTS</p> <p>Sept 4 – Labor Day Holiday</p> <p>Sept 5 – Summer Session 2 grades due</p> <p>Sept 6-7 – New Faculty Orientation</p> <p>Sept 6 – New Chairs Orientation</p> <p>Sept 7 – CAS Chair's Retreat 8:30 – 2:00 – SCDI 2302</p> <p>Sept 9 – Vintage Santa Clara</p> <p>Sept 12 – CAS Convocation & lunch 10:30am Mission Garden</p> <p>Sept 12 – Univ Faculty Awards and Welcome Reception 3:30pm Ignatian Lawn</p> <p>Sept 16-17 – New Student Welcome Weekend</p> <p>Sept 18 – Fall Classes Begin</p> <p>Sept 20 – Office Mgrs w/UFO & HR re: Workday – Lucas 126 – 9 a.m.</p> <p>Sept 27 – Mass of the Holy Spirit – classes will not be held during Mass</p> <p>Sept 27?? – Dean's Office Welcome Reception for New Fall 23 Tenure Track & Lecturers - Forge Garden</p>

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October 2022	<ol style="list-style-type: none"> 1. AD discussions <ol style="list-style-type: none"> a. New chairs consult with the Dean to establish evaluation weighting scheme b. Proposed curriculum changes c. Impact of sabbatical requests 2. Department discussions <ol style="list-style-type: none"> a. Undergraduate Bulletin revisions b. Plan 2024 summer schedule c. Faculty Evaluation committees begin work on annual evals and AYAL evals 3. Admin discussions. <ol style="list-style-type: none"> a. Complete winter QAL hires b. Prepare student recruitment materials for Open House c. Begin Undergraduate Bulletin revisions d. Track budget after 10th of the month in Workday e. Ensure all Workday expense reports are submitted and approved f. Remind about attendance at M&M g. Ensure AYP is accurate and submitted 	<p style="text-align: center;">DEADLINES</p> <p>Oct 2 – Submit Annual or Cycle Activities Report (FAR) via Interfolio except for Full Profs who email it to their AD</p> <p>Oct 3 – Submit sabbatical applications to Chair, Dean, and Office of the Senior Associate Provost for Research and Faculty Affairs via the form: SCU.edu/provost/research/sabbatical-leave</p> <p>Oct 6 – Chair submits departmental R/T recommendation materials to dean, who transmits to College Committee</p> <p>Oct 6 – December 2023 graduation petitions due to the Registrar</p> <p>Oct 6 – Faculty mentored UNGR Research Support Grants due to Provost's Office</p> <p>Oct 9 – Winter 2024 schedule edits due to Registrar</p> <p>Oct 13 – Submit proposed changes to the major/minor curriculum to AD (see chapter 6 of protocols)</p> <p>Oct 13 – Submit email confirmation if you plan to submit TT request in Feb</p> <p>Oct 17 – Winter QAL contract requests due to Dean's Office (Sue Khalipa)</p> <p>Oct 23 – Submit Chair evaluation of sabbatical requests to your AD and Senior Associate Provost for Research and Faculty Affairs via email</p> <p>Oct 26 – Summer Program requests 2024 courses from departments</p> <p>Oct 30 – Submit updated 23-24 AYP to AD w/winter QAL's filled in</p> <p>Oct 30 – University Research Grants due to Provost's Office</p> <p style="text-align: center;">EVENTS</p> <p>Oct 12-15 – Grand Reunion Weekend 2023</p> <p>Oct 21 – Undergraduate Admission Open House</p> <p>Oct 18 – Council of Chairs Meeting 3:30-5 pm, Nobili Dining Room</p> <p>Oct 19 – M&M Meeting, 2-3, Lucas Forbes</p>

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November 2022	<ol style="list-style-type: none"> 1. AD Discussions <ol style="list-style-type: none"> a. Discuss draft annual evals for year 2 tenure track faculty b. Discuss low-enrolled winter classes- cancel or move? 2. Department Discussions <ol style="list-style-type: none"> a. Work on evaluations of all probationary faculty b. Start discussions about 24-25 teaching schedules 3. Admin Discussions <ol style="list-style-type: none"> a. Review and revise spring course schedule b. Post QAL ads for spring in Workday c. Undergraduate Bulletin 2023-24 updates d. Track budget after 10th of the month in Workday e. Ensure all Workday expense reports are submitted and approved f. Ensure AYP is accurate and submitted 4. Registrar contact <ol style="list-style-type: none"> a. Ensure schedule is ready for winter registration 	<p style="margin: 0;">DEADLINES</p> <p style="margin: 0;">Nov 1 – Department completes evaluations of Sr Lecturer candidates and submits recommendation to Dean in Interfolio</p> <p style="margin: 0;">Nov 3 – Deans submit sabbatical recommendations to Provost and Faculty Affairs by email</p> <p style="margin: 0;">Nov 6 – Post Spring 2024 QAL ads in Workday</p> <p style="margin: 0;">Nov 6 – Undergraduate bulletin sent to depts to update</p> <p style="margin: 0;">Nov 6 – College Rank and Tenure Committee submits recommendations to dean</p> <p style="margin: 0;">Nov 8 – Dean notifies candidate of dept. rec – Sr. Lecturer</p> <p style="margin: 0;">Nov 10 – Sabbatical materials become available to <i>ad hoc</i> committee</p> <p style="margin: 0;">Nov 10 – Submit draft annual eval for year 2 tenure track faculty to AD</p> <p style="margin: 0;">Nov 17 – Submit Summer schedule 2024 to the Summer Program Office scu.edu/summer</p> <p style="margin: 0;">Nov 17 – Contact AD regarding low-enrolled winter classes</p> <p style="margin: 0;">Nov 29 – Spring '24 schedule edits to Registrar</p> <p style="margin: 0;">Nov 30 – Chair submits final version of annual eval for year 2 tenure track faculty in Interfolio</p> <p style="margin: 0;">EVENTS</p> <p style="margin: 0;">Nov 6-17 – Winter 2024 Registration Period</p> <p style="margin: 0;">Nov 15 – Council of Chairs Meeting, 3:30-5 pm, Nobili Dining Room</p> <p style="margin: 0;">Nov 20-22 – Thanksgiving Recess</p> <p style="margin: 0;">Nov 23-24 – Thanksgiving Administrative Holidays</p>

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December 2022	<ol style="list-style-type: none"> 1. Admin Discussion <ol style="list-style-type: none"> a. Is spring schedule ready to submit b. Is Undergraduate Bulletin ready to submit c. Track budget after 10th of the month d. Ensure all Workday expense reports are submitted and approved e. Discuss if vacation will be taken in addition to administrative holidays 2. AD discussion <ol style="list-style-type: none"> a. 24-25 planning—upcoming leaves of absence, which courses need to be covered by adjunct faculty, whether can meet core needs, etc. 	<p>Dec 1</p> <p>Dec 1</p> <p>Dec 5</p> <p>Dec 8</p> <p>Dec 8</p> <p>Dec 13</p> <p>Dec 14</p> <p>Dec 15</p> <p>Dec 1</p> <p>Dec 4-8</p> <p>Dec 13</p> <p>Dec 22-25</p> <p>Dec 29-Jan 1</p>	<p>DEADLINES</p> <ul style="list-style-type: none"> – Submit revised spring schedule to the Registrar – Submit updated 23-24 AYP to AD w/winter QAL's filled in and cancelled classes removed – First draft of initial 2024-25 AYP workbooks (including tentative AYAL) distributed to chair for conversations (section target, core, AYAL searches or reappointments) – Undergrad Bulletin 24-25 is sent to dept for updates and changes – Sabbatical Review Committee makes recommendations to the Provost – Fall grades due – Provost notifies faculty of approved sabbatical by email – Summer '24 program schedule posted in SCU website <p>EVENTS</p> <ul style="list-style-type: none"> – Fall classes end – Fall Final Exam week – Prayer Service and University Holiday Party – Christmas Holiday – New Year's Eve Holiday-Administrative

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January 2023	<ol style="list-style-type: none"> 1. Discussions with AD <ol style="list-style-type: none"> a. Regarding drafts of annual evaluations of tenure track, lecturer, senior lecturer and multiyear AYALs b. Regarding resources needed for 2024-25 c. Regarding tenure track requests d. Discuss draft AYP for 2024-25 e. Start chair replacement process (if needed) f. For areas where there has been a fixed-term academic year appointment for three or more consecutive years, the deans will consult with you to complete an analysis of short-term programmatic need and, if need is confirmed, the anticipated reappointment term (one, two or three years) and funds available. <i>For positions of five or more consecutive years, a persistent programmatic need analysis must also be conducted with recommendation for permanent position, if appropriate.</i> 2. Discussions with Department <ol style="list-style-type: none"> a. Regarding possible sabbatical applications for next academic year b. Regarding teaching schedule for 24-25 academic year (https://www.scu.edu/registrar/classroom-scheduling-policies/) c. Potential proposal for new tenure-track positions d. Reminder that FSRAP and other course release and summer stipend proposals due at end of January. (https://www.scu.edu/provost/research/faculty-funding-opportunities) 3. Discussions with Admin <ol style="list-style-type: none"> a. Review final 2024-25 bulletin changes b. Track budget after the 10th of the month in Workday c. Remind about attendance at M&M d. Ensure AYP is accurate and submitted e. Ensure all Workday expense reports are submitted and approved 4. Work with departments on cross-listed courses 	<p style="text-align: center;">DEADLINES</p> <p>Jan 2 – Dean submits R/T recommendations to Provost</p> <p>Jan 5 – College Committee submits Sr Lec recommendations to Dean in Interfolio</p> <p>Jan 8 – Submit Moran Family Trust applications to Marie Brancati</p> <p>Jan 10 – Submit syllabi to Core director for new Core course for Spring 2024</p> <p>Jan 10 – Spring QAL contract request due to the Dean's Office (Sue Khalipa) along with supplemental assignment spreadsheet for those teaching overloads in winter or spring</p> <p>Jan 10 – Course release requests due to Provost's Office</p> <p>Jan 10 – JEDI Project Awards due to Provost's Office</p> <p>Jan 12 – Submit final Summer schedule changes/corrections to the Summer Program</p> <p>Jan 12 – Draft annual faculty evals for probationary faculty, lecturers and cycle evals for AYALs due to AD via google drive. (Scu.edu/cas/internal/protocols-and-procedures)</p> <p>Jan 19 – Summer corrections & changes due to the Summer Sessions Office</p> <p>Jan 25 – Submit final proof of Spring schedule to Registrar</p> <p>Jan 26 – Whitham Family Collab. Scholarship Awards due to Provost's Office</p> <p>Jan 26 – Summer stipend requests due to Provost's Office</p> <p>Jan 26 – March 2024 Graduation petitions due to Registrar</p> <p>Jan 26 – Faculty Summer teaching/scholarship Grant or course release request DUE to Provost.</p> <p>Jan 26 – Complete discussion w/AD about 24-25 AYP—section target, core, adjunct needs, recommendation for reappointment, request for multiyear AYAL</p> <p style="text-align: center;">EVENTS</p> <p>Jan 8 – Winter classes begin</p> <p>Jan 17 – Council of Chairs Meeting 3:30-5 pm, location tbd</p> <p>Jan 23 – Admin M&M Meeting 1-2:00 pm, Forbes Conference Room</p> <p>Jan 15 – Martin Luther King Day; Academic and Administrative Holiday</p>

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February 2023	<p>1. Discussions with AD</p> <ul style="list-style-type: none"> a. Regarding the first draft of the 24-25 AYP: any leaves missing? Is number of AYALs workable? Is section target workable? Can you meet core obligations? b. Spring 24: under-enrolled courses-cancel, reassign? c. How many AYALs in particular areas do you need? Reassignment possible? d. For areas where need and funding are confirmed, work with dean to complete reappointment recommendations for current adjunct academic year lecturers considering other factors such as overall performance, especially superior teaching abilities, in an area of short-term programmatic need, continued short-term programmatic need for the reappointment term, and years of service at the university. <i>For positions of five or more consecutive years, there must also be a recommendation for possible transition to renewable-term lecturer (PPN confirmed), to a multi-year term appointment based on projected short-term need, or justification for continuing with a one-year position.</i> <p>2. Discussions with Department</p> <ul style="list-style-type: none"> a. Remind faculty of petitions to graduate b. Complete tenure-track searches c. MPR Process –(www.scu.edu/provost/policies-and-procedures/evaluation-and-promotion) review materials d. Confirm lecturer reappointment process e. Since all annual evals are turned in; begin discussions about cycle evals <p>3. Discussions with Admin</p> <ul style="list-style-type: none"> a. Track budget after the 10th of the month in Workday b. Ensure all Workday expense reports are submitted and approved c. Ensure AYP is accurate and submitted d. Post 1 year AYAL job ads in Workday 	<p style="text-align: center;">DEADLINE</p> <p>Feb 2 – Deliver final annual evaluations for probationary faculty and lecturers and cycle evals for AYALS via Interfolio</p> <p>Feb 2 – Candidate submits MPR materials in Interfolio (scu.edu/provost/policies/evaluation-and-promotion)</p> <p>Feb 2 – Submit proposals for tenure-track & lecturer searches to AD (scu.edu/cas/internal/protocols-and-procedures/chapter 1)</p> <p>Feb 6 – Dean in consultation w/chair submits PPN for lecturers (RTL) up for renewal</p> <p>Feb 6 – For RTLs up for renewal for 3rd or subsequent term, Dean confirms to Provost that PPN and reviews evidence of superior performance.</p> <p>Feb 15 – Dean submits recommendations to Provost for Sr Lecturers in Interfolio</p> <p>Feb 16 – Chair and dean finish review of AYALs who are eligible for reappointment after chairs finish evaluations of them.</p> <p>Feb 16 – In consultation with the Provost, the dean determines whether there is persistent programmatic need, anticipated availability of funds, length of next term, and the reappointment procedure for which the Lecturer qualifies (full or simplified)</p> <p>Feb 16 – Faculty mentored UNGR Research Support Grants due to Provost's Office</p> <p>Feb 23 – June 2024 graduation petitions due to the Registrar</p> <p>Feb 23 – Chairs contact AD regarding Spring under-enrolled courses</p> <p>Feb 23 – Dean sends chair 2nd draft of 24-25 AYP authorizing 1 year searches if applicable</p> <p>Feb 23 – Chairs submit updated 23-24 AYP with Spring 24 QALs to AD; confirm overloads in 23-24 AYP</p> <p>Feb 23 – Dean notifies RTL reappointment candidate of PPN, funds, lengths of next term and process to be used</p> <p style="text-align: center;">EVENTS</p> <p>Feb 15-28 – Spring Registration Period</p> <p>Feb 19 – President's Day, Academic and Administrative Holiday</p> <p>Feb 13 – State of the University Mayer Theatre 4pm</p> <p>Feb 21 – Council of Chairs, 3:30 – 5:00, Lucas 126</p> <p>Feb 23- Feb 25 – Family Weekend</p>

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March 2023	1. Discussions with AD <ul style="list-style-type: none"> a. Regarding Fall Schedule, full year core obligations, hiring progress b. Regarding draft cycle evals for tenured faculty and senior lecturers c. MPR process update d. Regarding potential AYAL reappointments or searches 2. Discussions with Assistant Dean <ul style="list-style-type: none"> a. Finish staff evaluation process 3. Discussions with Department <ul style="list-style-type: none"> a. Finish MPR conversations b. Finish full year plan c. Complete dept annual assessment report d. Begin discussions for Senior Lecturer promotion cases e. Discuss student awards and prizes f. Discuss who will be summer chair 4. Discussions with Admin <ul style="list-style-type: none"> a. Post AYAL job ads for approved position-in Workday b. Proof the Fall 2024 course schedule c. Track budget after the 10th of the month in Workday d. Ensure all Workday expense reports are submitted and approved e. Discuss staff evaluation due next month (scu.edu/cas/internal/staff-resources) 	<p style="text-align: center;">DEADLINES</p> <ul style="list-style-type: none"> Mar 1 – Dean submits recommendation for AYAL reappointment to Provost Mar 1 – Sustainability research Initiative and University Research and Teaching Grant requests due to the Office Research Initiatives Mar 1 – Submit full year 24-25 schedule with days/times to AD to check if Core obligations and other guidelines met Mar 6 – Notify Dean of Summer Chair nominee Mar 8 – MPR Process: Chair submits dept eval in Interfolio (Scu.edu/provost/policies-and-procedures/evaluation-and-promotion) Mar 8 – After ok from dean's office, submit 24-25 (tentative) full year schedule w/days and times due to the Office of the Registrar Mar 13 – Submit 24-25 budget to Dean's Office Mar 14 – Provost notifies candidate of promotion decision to Sr Lec Mar 22 – Staff Self Evaluations are due to HR Mar 27 – Winter grades due Mar 29 – MPR Process: Dean submits recommendation to Provost in Interfolio Mar 29 – Dean notifies chair & candidate of AYAL reappointment status <p style="text-align: center;">EVENTS</p> <ul style="list-style-type: none"> Mar 20 - Council of Chairs Meeting, 3:30 – 5:00 – Lucas 126 Mar 15 – Winter classes end Mar 18-22 – Winter Final Exam Week Mar 25-29 – Spring recess Mar 29 – Good Friday Holiday

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April 2023	<ol style="list-style-type: none"> 1. Discussions with AD <ol style="list-style-type: none"> a. Regarding ongoing full year schedule b. Draft advisory letter for MPR candidate c. Draft cycle evaluations for tenured faculty and senior lecturers d. Post AYAL searches and QAL searches 2. Discussions with Assistant Dean <ol style="list-style-type: none"> a. Finish staff evaluation process –scu.edu/cas/internal/staff-resources b. Move classes for fall, if necessary 3. Discussions with Department <ol style="list-style-type: none"> a. Finalize draft of advisory letter to MPR candidate so AD can review. b. Begin discussions for Senior Lecturer promotion cases https://www.scu.edu/provost/policies-and-procedures/evaluation-and-promotion - c. Finish discussion of student awards and prizes d. Discuss academic advising issues 4. Discussions with Admin <ol style="list-style-type: none"> a. Final review of Undergraduate Bulletin b. Proof the Fall 2024 course schedule c. Track budget after the 10th of the month in Workday d. Ensure all Workday expense reports are submitted and approved e. Discuss staff evaluation f. Plan 24-25 budget g. Remind about attendance at M&M meeting 	<p style="text-align: center;">DEADLINES</p> <p>Spring – President notifies candidates of R/T decision</p> <p>Apr 2 – Lecturer Professional Activity Grant Applications due to Provost</p> <p>Apr 2 – Faculty Student Research Assistant Program (FSRAP) Applications due to Provost Office</p> <p>Apr 2 – 3rd draft of 24-25 AYP sent to chairs</p> <p>Apr 3 – MPR Process: Provost notifies candidate of results</p> <p>Apr 3 – Lect reappointment (full) candidate submits materials. For simplified process, candidate submits 1-page application</p> <p>Apr 3 – Submit updated 23-24 AYP to AD with spring 24 changes</p> <p>Apr 3 – UGRD Research Grant Requests due to Provost's Office</p> <p>Apr 4 – SUST Research Grants due to Provost's Office</p> <p>Apr 5 – Submit new syllabi to Core Director for Core courses to be offered in the 24-25 academic year, Pathways Proposals for 24-25</p> <p>Apr 8 – Final review of 24-25 bulletin (minor revisions)</p> <p>Apr 8 – Chair submits updated 24-25 AYP to AD</p> <p>Apr 8 – R&T candidates provide dean and department chair with materials for outside referees</p> <p>Apr 10 – Manager Staff Evaluations are due to HR</p> <p>Apr 10 – Summer registration begins</p> <p>Apr 15 – MPR process: Chair prepares and submits draft advisory letter to AD</p> <p>Apr 17 – Submit Honors and Awards list to the Office of Student Life</p> <p>Apr 19 – Dean to confirm all approved 24-25 searches for tenure-track and lecturer positions</p> <p>Apr 26 – Staff Evaluations completed by second level supervisors</p> <p style="text-align: center;">EVENTS</p> <p>Apr 1 – Spring Classes begin</p> <p>Apr 16 – M&M Meeting, 2-3 p.m., Forbes Conference Room</p> <p>Apr 17?? – Preview Days</p> <p>TBD – Summer registration begins</p> <p>Apr 17 – Council of Chairs Meeting, 3:30 – 5:00 – Nobili Dining Room</p> <p>Apr 29 – Fall 2024 Schedule of Classes opens</p> <p>Apr 29 – May 10 – Annual Academic Advising Period</p>

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May 2023	<ol style="list-style-type: none"> 1. Discussions with AD <ol style="list-style-type: none"> a. Finalize draft advisory letter for MPR candidate b. Review draft cycle evaluations for tenured faculty and senior lecturers c. Finishing AYAL searches d. Confirm summer chair coverage 2. Discussions with Assistant Dean <ol style="list-style-type: none"> a. Faculty space/moves for new faculty or retiring faculty 3. Discussions with Department <ol style="list-style-type: none"> a. Finish discussions for Senior Lecturer promotion cases b. Discuss academic advising issues c. JFDL plans with MPR candidates d. Finalize all CTW and C&I topics e. Plan end of year purchases 4. Discussions with Admin <ol style="list-style-type: none"> a. Watch for end-of-fiscal year deadlines related to purchasing and accounts payable. b. Approve all outstanding Workday reports c. Track budget after the 10th of the month d. Plan 24-25 budget e. Complete tenure track appointments on Workday f. Complete all AYAL searches on Workday g. Post all Fall QAL ads on Workday 5. Contact with Other Campus Offices <ol style="list-style-type: none"> a. Monitor low-enrolled summer classes 	<p style="text-align: center;">DEADLINES</p> <p>May 1 – Chair submits final 23-24 AYP to AD and updated 24-25 AYP to AD</p> <p>May 3 – MPR Process: Chair gives candidate advisory letter after consultation with dean and Provost</p> <p>May 6 – Chair submit drafts of all cycle evaluations for tenured faculty and senior lecturers to AD in google drive</p> <p>May 6 – Candidates notify chair, dean and Provost of intent to apply for Sr Lecturer (est.)</p> <p>May 7-8 – DeNardo Lectureship</p> <p>May 9 – Supervisors meet with staff to review evaluations, complete by May 10</p> <p>May 9 – Candidates notify chair, dean and Provost Office of intent to apply for promotion, external referee names and CV due</p> <p>May 9 – Dept makes recommendation to dean about RTL reappointment to 2nd term to dean (full).</p> <p>May 10 – Dean offers reappointment term to RTL for 3rd or later term (simplified process)</p> <p>May 13 – Submit 24-25 budget to Dean's Office (tentative)</p> <p>May 17 – All AYAL searches should be completed</p> <p>May 17 – MPR Process: Candidate w/successful review submits JFDL application. (est.)</p> <p>May 24 – Staff evaluations acknowledged in WD (est.)</p> <p>May 24 – Chairs to contact AD regarding Fall under-enrolled courses (est.)</p> <p>May 24 – ALL Fall 2024 QAL ads should be posted in Workday</p> <p>May 24 – Dean provides Provost's Office with persistent programmatic need analysis for Sr Lecturers (est.)</p> <p>May 24 – Submit department assessment report to Dean's Office and Office of Assessment (est.)</p> <p>May 31 – All topics for CTW and C&I due to Registrar for 24-25</p> <p>May 31 – Publication Grants Requests due to Provost's Office</p> <p style="text-align: center;">EVENTS</p> <p>Apr 29 – Annual Academic Advising Period</p> <p>May 10 –</p> <p>May 13-24 – Fall 2023 Registration Period</p> <p>May 15 – Council of Chairs, 3:30 – 5:00, location tbd</p> <p>May 27 – Memorial Day Holiday</p>

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<i>All submissions are due to the Office of the Dean unless otherwise noted.</i>	

Month	Task	Deadline/Events
June 2023	<ol style="list-style-type: none"> 1. Discussions with AD <ol style="list-style-type: none"> a. JFDL submissions b. Summer coverage 2. Discussions with Department <ol style="list-style-type: none"> a. Finish discussions for Senior Lecturer promotion cases b. Submit nominations to ASDO for College awards for teaching (Logothetti), scholarship (Bayma), advising (Drahmann), service (Keil), collaboration (Hubbard), Dean's Service Award and community service (Jimenez). c. Confirm campus contact for new students and families during summer orientation d. Confirm that all Workday reports are submitted a week before Chair's approval deadline 3. Discussions with Admin <ol style="list-style-type: none"> a. Watch for end-of-fiscal year deadlines related to purchasing and accounts payable. b. Approve all outstanding Workday reports by posted deadlines c. Track budget after the 10th of the month d. Complete all AYAL and QAL searches on Workday e. Vacation plans and coverage 	<p style="margin: 0;">DEADLINES</p> <p>June 3 – Faculty Cycle evaluation letters due (tenured, SRL, Lecturer in 3rd or later term) in Interfolio (except for Full Profs)</p> <p>June 6 – Dean notifies lecturer reappointment candidate of decision in full process</p> <p>June 6 – Eligibility of candidate for Sr Lec is confirmed by Provost's Office</p> <p>June 10 – Send updated 24-25 AYP to AD with all fall changes</p> <p>June 18 – Spring grades due</p> <p style="margin: 10px 0 0 0;">EVENTS</p> <p>June 5 – Chair/Admin End of Year Thank You 3:30-5pm (Forge Garden)</p> <p>June 7 – Spring classes end</p> <p>June 10-13 – Spring Final Exam week</p> <p>June 15 – Undergraduate Commencement</p> <p>June 20? – Staff Recognition event</p> <p>June 17 – Summer Session 3a begins</p> <p>June 22 – Summer Session 1 & 4 classes begin</p>

