

## DEPARTMENT CHAIR CALENDAR

(not all inclusive)

MONTH	HANDBOOK SECTION	REQUIRED OF CHAIR ANNUALLY	REQUIRED OF CHAIR OCCASIONALLY	REQUIRED OF SOMEONE	OTHER ACTIVITIES OR DEADLINES
Summer	Annual Reports	Write department annual report			
	Hiring - Tenure-Track		Schedule meeting with Associate Dean Pósfay and Dean Nagel re: hiring strategies. Submit advertising copy for tenure-track positions for Dean's approval, develop recruitment plan and place ads.		
September		Attend Opening Events: - Dean's reception for new faculty (if the department has a new faculty member) - Faculty Retreat		Attend Adviser's Workshop Attend Academic Fair	Opening Convocation
	Department Reviews		Arrange transportation & prepare schedule for External Review Committee.		
	End-of-Year Conversations	Conduct and document meetings with untenured faculty			
	Grant Proposals				Faculty Development Grant proposals due
	Tenure Reviews		Arrange for class visits (for review next year)		
	Third-Year Reviews		Attend kick-off meeting		
October				Attend Faculty Scholarship Celebration (if a department member will be introduced)	Majors' Fair
	Department Reviews		Meet with internal review committee		
	Sabbatical and Other Leaves				Request for leave forms due

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	Tenure Reviews		Circulate dossier file and conduct discussion		
	Budgets	Submit budget requests			
November	Department Reviews			Send copy of external reviewers' itinerary to Dean; distribute department review documents.	
	Facility Change Requests		Requests due to Facilities Office		
	Hiring - Non-Tenure-Track		Submit proposals for leave replacements for next year		
	Registration			Monitor your department's enrollment figures	
	Tenure Reviews		Write departmental letter Attend kick-off meeting (for review next year)		
Winter Break	Tenure Reviews		Attend meeting with FPC to answer questions re: candidate		
January	Admissions			Update Admissions flier and letter to accepted students	
					Faculty President requests volunteers to host February Trustee dinners
	Third-Year Reviews		Arrange for class visits (for reviews next year)		
February	Honors Convocation			Contact prize coordinator to nominate students for prizes	
	Registration			Monitor your department's enrollment figures	
	Third-Year Reviews		Circulate dossier file and conduct discussion		
	Department Planning Forms	Complete and submit department planning form			
	Department Reviews			Submit electronic copy of Internal and External Committee reports	

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March	Registration			Submit schedule and catalog copy	
	Salary Recommendations - Faculty	Submit salary recommendation letter			
	Staff Performance Evaluation and Salary Increases	Complete evaluation form			
	Third-Year Reviews		Write departmental letter		
Spring Term		Attend Spring Term Events: - Employee Recognition Celebration (if department members will be honored) - Department receptions for graduates and families Senior banquet and/or annual picnic		Faculty reception at reunion	Honors Convocation Commencement
April	Admissions			Attend dinner for accepted students Staff departmental office hour	Phone accepted students
	Advising			Assign advisors for majors	
	Department Reviews		Write response to committee reports (for review this year)	Begin preparing review document (for review next year)	
	Honors Convocation			Submit names of students for Honors Convo brochure	
	Office Assignments	Request office assignments			
	Registration			Determine courses and terms for year after next; proof next year's schedule	
	Staff Performance Evaluation and Salary Increases	Make staff salary recommendations			

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	Student Departmental Advisors			Select SDA's	
May	Department Reviews		Discuss Internal Review Committee list and formulate list of outside reviewers (for review next year)		
	Registration			Assign advisees and report grades for Integrative Exercise and major requirements; monitor your department's enrollment figures	
	Third-Year Reviews		Attend meeting to discuss third-year review letter and circulate letter among colleagues		