

CHAIRS' RESPONSIBILITIES – BY DEADLINE

FALL SEMESTER 2011

September

- 02 Receive Spring 2012 schedule draft for review/update/correction
- 06 Deadline for candidate submitting complete file for Promotion & Tenure Review to associate dean
- Mid Receive notification from associate dean on information from when external review letters will complete file (department has one month from that time to complete departmental letter for the associate dean; copy of letter goes to candidate). The candidate then has one week upon receiving the chair letter to respond.
- 15 Start thinking about any capital projects and capital equipment requests (that are over \$10,000) – guidelines will be forthcoming
- 19 Submit new courses or course revisions for Spring 2012 to the Curriculum Committee
- 16 Meet with department seniors, sign degree applications for May 2012
- 23 Deadline to submit changes in Spring 2012 course schedule to Tamara Ko for approval by the associate dean

October

- 01 Begin work on departmental operating budgets (to be distributed by Robert Nayer). Capital equipment and capital project requests due to Tamara Ko; operating budget proposals will be due two weeks later
- 12 Advising begins for Spring 2012
- 15 Degree filing deadline for May 2012
- 24 Off-campus program applications to Overseas Office

November

- 04 Sabbatical leave applications due to Tamara Ko
- 07-17 Registration for Spring 2012
- 11 Submit 2012-2013 course schedule to WebDisk for associate dean
- 11 Deadline for four-year staffing and course plans (current year and next three) to WebDisk

CHAIRS' RESPONSIBILITIES – BY FUNCTION

FALL SEMESTER 2011

BUDGET

SEPTEMBER

15 Start thinking about any capital projects and capital equipment requests (that are over \$10,000) – guidelines will be forthcoming

October

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CURRICULUM/REGISTRAR'S OFFICE

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23 Deadline to submit changes in Spring 2012 course schedule to Tamara Ko for approval by the associate dean

November

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FACULTY

September

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October

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November

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STUDENTS

September

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