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

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

CURRICULUM/REGISTRAR'S OFFICE

September

02	Receive Spring 2012 schedule draft for review/update/correction
19	Submit new courses or course revisions for Spring 2012 to the Curriculum Committee
23	Deadline to submit changes in Spring 2012 course schedule to Tamara Ko for approval by the associate dean

November

11	Submit 2012-2013 course schedule to WebDisk for associate dean

FACULTY

September

06	Deadline for candidate submitting complete file for Promotion & Tenure Review to associate dean
Mid	Receive notification from associate dean on 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.

October

24	Off-campus program applications to Overseas Office

November

04	Sabbatical leave applications due to Tamara Ko
11	Deadline for four-year staffing and course plans (current year and next three) to WebDisk

STUDENTS

September

16	Meet with department seniors, sign degree applications for May 2012

October

12	Advising begins for Spring 2012
15	Degree filing deadline for May 2012

November

07-17	Registration for Spring 2012