

# CHAIRS' RESPONSIBILITIES – BY DEADLINE

SPRING SEMESTER 2012

## **January**

- 13 Deadline for turning in non-exempt staff performance evaluations to Human Resources (collect information from others, write evaluations, and meet with staff members to discuss development plan)
- 20 Registrar returns 2012-2013 schedules to faculty for review

## **February**

- 03 Developmental review files submitted to you
- 03 Look over fall evaluations – especially visitor and/or adjunct regarding upcoming reviews
- 03 Submit requests for replacement or new tenure-track faculty positions to associate dean for review and discussion by Faculty Council
- 03 Off-campus program applications to Overseas Office
- 10 Submit Fall 2012 course schedule changes to associate dean for approval
- 17 Submit revised departmental catalog copy including proposed changes to major and minor requirements
- 17 Submit fall-only visitors and adjuncts review forms or letters and files to the associate dean; copy of letter to reviewee, if participating
- 20 Meeting with candidates for promotion and tenure to begin review discussion. Chairs are encouraged to attend
- 24 Select department representatives to attend High School Counselors' Breakfast
- 24 Submit new courses or revised course proposals for 2012-2013

## **March**

- 08 High School Counselor's Breakfast
- 09 Deadline to submit developmental review letters to candidate and associate dean's office
- 26 Salary review files turned into you – begin writing letters

## **April**

- Early Organize departmental participation in Admitted Student Program
- 14 Admitted Student Program
- 23 Deadline to submit salary review letters

## **May**

- 25 Conduct annual reviews of exempt staff (collect information from others, write evaluations, and meet with staff members to discuss development plan)
- 25 Look over spring evaluations, especially visitors and adjuncts, and give form or letter and file to the associate dean. Copy of letter to reviewee, if participating

## **June**

- 08 Review academic year and spring-only visitors and adjuncts, and give form or letter and file to the associate dean

# CHAIRS' RESPONSIBILITIES – BY FUNCTION

SPRING SEMESTER 2012

## **ADMISSIONS**

- February  
24 Select department representative to attend High School Counselors' Breakfast
- March  
08 High School Counselors' Breakfast
- April  
Early Organize departmental participation in Admitted Student Program  
14 Admitted Student Program

## **PERSONNEL**

- January  
13 Deadline for turning in non-exempt staff performance evaluations to Human Resources (collect information from others, write evaluations, and meet with staff members to discuss development plan)
- February  
03 Developmental review files submitted to you  
03 Look over fall evaluations – especially visitor and/or adjunct regarding upcoming reviews  
03 Submit requests for replacement or new tenure-track faculty positions to associate dean for review and discussion by Faculty Council  
17 Submit fall-only visitors and adjuncts review forms or letters and files to the associate dean; copy of letter to reviewee, if participating  
20 Meeting with candidates for promotion and tenure to begin review discussion. Chairs are encouraged to attend
- March  
09 Deadline to submit developmental review letters to candidate and associate dean's office  
26 Salary review files turned into you – begin writing letters
- April  
23 Deadline to submit salary review letters
- May  
25 Conduct annual reviews of exempt staff (collect information from others, write evaluations, and meet with staff members to discuss development plan)  
25 Look over spring evaluations, especially visitors and adjuncts, and give form or letter and file to the associate dean. Copy of letter to reviewee, if participating
- June  
08 Review academic year and spring-only visitors and adjuncts, and give form or letter and file to the associate dean

## **REGISTRAR/CURRICULUM**

- January  
13 Deadline for turning in non-exempt staff performance evaluations to Human Resources (collect information from others, write evaluations, and meet with staff members to discuss development plan)  
20 Registrar returns 2012-2013 schedules to faculty for review
- February  
03 Off-campus program applications to Overseas Office  
10 Submit Fall 2012 course schedule changes to associate dean for approval  
17 Submit revised departmental catalog copy including proposed changes to major and minor requirements  
24 Submit new courses or revised course proposals for 2012-2013