

## What to Expect and When to Expect It

Updated: November 21, 2016

### August

8/1 Department/Program/Center Annual Reports to Dean's office  
Academic Leadership Retreat  
Course evaluation notes for early semester courses  
Dean's Council Retreat  
Department Retreats  
Adjunct and New Faculty Orientation (University-wide and CAS)  
Faculty elections (vacancies only)  
Final freshmen and transfer orientation  
    Possible placement tests  
    Advising sessions for new majors  
Freshmen/New Student greeting  
Overrides, especially for students who did not validate their schedules  
Review of faculty list in Activity Insight  
    Do you have access to appropriate individuals?  
    Are changes in ranks and positions appropriately updated on the Yearly Data Screen?  
    Have faculty added personal contact information?  
Syllabi review  
Welcome Week and Opening activities  
Course Evaluation Responses returned for summer courses

### September

9/1 Tenure and promotion portfolios due to chairs  
9/1 Travel Authorizations due to Dean's office  
9/15 Draft of Program Assessment Report in OARS  
9/15 Tenure letters due to chairs  
9/15 Pre-tenure notifications due  
9/30 Promotion letters due to chairs  
Class and Office Schedules  
    Generated from Activity Insight for review by the chair  
    Changes should be updated in Activity Insight  
Kinard Award nominations due  
Final spring and Preliminary summer schedules due  
Review two-year course plans  
Submit approved syllabi to Dean's office (on cassyllabi shared drive)  
Summer Grade Distribution

### October

10/1 Tenure portfolios and letters due to Dean's office  
10/15 Promotion portfolios and letters due to Dean's office  
10/31 Post-tenure candidates submit possible committee member names  
Advising  
Course evaluation notes for full semester and late term courses  
Fall break  
Final drop deadline  
Interim Grades Due

Syllabi review and submission of late semester courses  
Open enrollments for after mid-semester courses  
Spring registration begins

## November

11/15 Travel Authorizations due to Dean's office  
Appoint post-tenure review committees  
Registration and overrides  
Student/Faculty conflicts/academic misconduct  
Course evaluation links distributed  
Homecoming  
Thanksgiving

## December

Annual Reports for Adjuncts not returning in Spring  
Commencements and celebrations  
Final exams  
Grading deadlines  
Student course evaluations  
    Review and forward to faculty when available  
Study day

## January

1/10 Post-tenure portfolios due to chairs  
1/31 Travel Authorizations due to Dean's office  
Class and Office Schedules  
    Generated from Activity Insight for review by the chair  
    Changes should be updated in Activity Insight  
Course evaluation notes for early semester courses  
Appoint pre-tenure review committees  
Final Fall and Summer schedules due  
Possible Mini Academic Leadership retreat  
Possible CAS Dean's Council retreat  
New Student orientation  
Overrides  
Review of faculty list in Activity Insight  
    Do you have access to appropriate individuals?  
    Are changes in ranks and positions appropriately updated on the Yearly Data Screen?  
    Have faculty added personal contact information?  
Syllabi Review

## February

2/1 Post-tenure committee letters due to chairs  
2/15 Final Revisions to Program Assessment Report Due in OARS  
2/15 Pre-tenure portfolios due to chairs  
Budget requests  
Faculty award nominations due (for LaRoche, Distinguished, and Outstanding Junior awards)  
Interim Grades Due  
Research Council applications due

## Fall Grade Distribution

### March

3/1 Post-tenure portfolios and letters due to Dean's office  
3/15 Pre-tenure committee letters due to chairs  
3/31 Chair meets with pre-tenure candidates  
Interim grades  
Advising  
Course evaluation notes for full semester and late term courses  
Faculty elections  
Set Increasing Caps for Summer Orientations  
Spring Break

### April

4/1 Travel Authorizations due to Dean's office  
4/15 Pre-tenure portfolios and letters due to Dean's office  
Catalog copy  
Commencements  
Course evaluations  
Finals week  
Grading deadlines  
Registration and Overrides  
Scholarship Committee  
Student/faculty conflicts & academic misconduct  
Study Day  
Year End Celebrations (Honors society inductions, Scholars Day, Honors Graduates, etc.)

### May

5/1 Dean meets with pre-tenure candidates  
5/1 Post-tenure review candidates notified of review outcome  
5/15 Faculty annual reports due to chair  
Chairs' responses to faculty annual reports  
Dean's Council retreat  
Summer session A  
Course Evaluation Responses from Spring

### June

Budget close outs  
Orientation sessions 1-4 (last two weeks)  
Summer session B and C  
Appoint tenure/promotion committees  
Faculty evaluations  
Annual Report data to chairs

### July

7/1 Individual Annual Report Chair Responses to faculty for signatures  
7/20 Individual Annual Reports to dean's office with faculty signatures (early submissions are appreciated)  
Department and program annual reports due to Dean's office  
Summer Session D

## Ongoing

Adjunct faculty recruitment and interviewing

Admissions recruitment events

Assessment activities

Curriculum revisions

Letters of Recommendation for faculty and students

Library Liaison

Teaching observations

Transfers and study abroad

Provide Dean with faculty, staff, and student achievements for Board of Trustees and department and college annual reports. (This can be accomplished through Activity Insight if faculty are updating materials regularly.)