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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>11/15</td>
<td>Travel Authorizations due to Dean’s office</td>
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<td>Appoint post-tenure review committees</td>
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<td>Registration and overrides</td>
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<td>Student/Faculty conflicts/academic misconduct</td>
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<td>Course evaluation links distributed</td>
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<td>Homecoming</td>
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<td>Thanksgiving</td>
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### 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

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<tr>
<th>Date</th>
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<tr>
<td>1/10</td>
<td>Post-tenure portfolios due to chairs</td>
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<td>1/31</td>
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<td>Final Fall and Summer schedules due</td>
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<td>Possible Mini Academic Leadership retreat</td>
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<td>Possible CAS Dean’s Council retreat</td>
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<td>New Student orientation</td>
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<td>Overrides</td>
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<td>2/1</td>
<td>Post-tenure committee letters due to chairs</td>
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<tr>
<td>2/15</td>
<td>Final Revisions to Program Assessment Report Due in OARS</td>
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<td>2/15</td>
<td>Pre-tenure portfolios due to chairs</td>
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<td>Budget requests</td>
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<td>Faculty award nominations due (for LaRoche, Distinguished, and Outstanding Junior awards)</td>
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<td>Interim Grades Due</td>
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<td>Research Council applications due</td>
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## 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.)