

**College of Arts and Sciences
Department Chair's Timetable
Academic Year 2008-2009**

Dates are subject to change

As of 9/3/08

Legend		
Chair's / Director's Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>	Blue	Faculty Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>
		Green

Month	Task	Deadline/Events
September 2008	Summer Session 2 and 3C grades due Chairs of faculty in joint appointments meet with AD to discuss service.	Sept. 1 (M) – Labor Day Holiday Sept. 2 (T) – Delivery of the UGRD Fall 2008 Late Edition Schedule of Classes Sept. 2-3 (Tu -W) – Summer Session II final exam period Sept. 5 (F) – Dean meets with college R&T committee Sept. 7 (Su) – Vintage Santa Clara Sept. 8 (M) – Deadline to enter Summer Session II grades online via e-campus Sept. 9 (T) – New Chair Workshop AS Wiegand Room 10am-4pm Sept. 10-11 (W-Th) – Chairs Retreat San Jose Museum of Art San Jose Sept. 12 (F) – Meet Fr Engh President's Conference Room, St. Joseph Hall (8:45 am) Sept. 15 (M) – New Faculty Orientation (1 p.m.) St. Joseph Conference Room Sept. 16 (T) – Arts and Sciences Convocation (10 a.m.) Breakfast 9 a.m. Sept. 16 (T) Fr. Locatelli's Birthday Lunch 12 pm Sept. 16 (T) – Faculty Convocation (4 p.m.) Sept. 16 (T) – Faculty Recognition Dinner (5:15 p.m.) Sept. 17 (W) – Updated full year plans for 08-09 Sept. 18-19 (Th-F) – Session 7: International Student Orientation & Registration Sept 19 (F) – Transfer orientation Sept. 19 (F) – Winter schedule due to the Office of the Registrar Sept. 20-21 (S-Su) – New Student Welcome Weekend Sept. 22 (M) – Fall classes begin Sept. 22 (M) – SCU fyi deadline for October issue Sept. 26 (F) – Faculty (and student's) deadline: Last day to permit late adds via class permission number /instructor's signature on add form due to the Office of the Registrar. Sept. 30 (T) – University Mass of the Holy Spirit followed by reception (4 p.m.)
October 2008	New chairs consult with the Dean to establish evaluation weighting scheme Proofing of the winter schedule due Prepare student recruitment materials for admissions and open house Encourage submission of University grant proposals and Technology grant proposals Attend "Setting Performance Expectations" workshop presented by HR Track budget at the end of the month Undergraduate Bulletin 2009-10 Program reviews continue Art/Art History, ENV5, LBST Continue assessment processes in all other departments and	Oct. – Technology Grant proposals due Oct. 1 (W) – Annual Activities Report (FAR) due (new form) Oct. 1 (W) – Sabbatical Applications due to Chair, Dean, and Associate Vice Provost for Faculty Development Oct. 1 (W) – R&T petition due to dean and department chair/program director, and one set of backup documentation to department/chair program director Oct. 1 (W) – Council of Chairs meeting Oct. 3 (F) – Department's initial review of the Winter schedule. Oct. 7 (T) – Department's proof of the Winter schedule-camera ready copy Oct. 8 (W) – Career Fair Oct. 10 (F) – Chair's (and student's) deadline: December 2008 graduation petition due to the Office of Registrar

**College of Arts and Sciences
Department Chair's Timetable
Academic Year 2008-2009**

Dates are subject to change

As of 9/3/08

Legend		
Chair's / Director's Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>	Blue	Faculty Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>
		Green

Month	Task	Deadline/Events
October 2008	programs Launch departmental programs such as lecture series, alumni event planning, etc. Chairs of faculty with joint appointments meet with the Associate Dean to set service expectations	Oct. 11 (S) – Undergraduate Admission Open House Oct. 15 (F) – Council of Chairs meeting Oct. 15 (F) – New Core Deadlines: syllabi for Foundations Explorations and Integrations courses to be taken by Freshmen; Pathways Proposals, Facilitators and Honoraria; Curriculum Development and Transformation Honoraria Oct. 17 (F) – Updated Nov Plan 2008-09 full year sheets Oct. 17 (F) – Spring and Summer 2008 Incomplete grade change due to the Office of the Registrar Oct. 22 (W) – Sabbatical evaluation due to the Dean Oct. 22 (W) – R&T candidate's backup documentation due Oct. 22 (W) – Email distribution of the Undergraduate Bulletin 2009-10 to Chairs and Administrators for revisions Oct. 22 (W) – Delivery of the Winter 2009 Schedule of Classes Oct. 23 (Th) – SCU fyi deadline for Nov. issue Oct. 31 (F) – Winter QPT contract requests due
November 2008	Complete Winter QPT hires Prepare summer course schedule-consult summer academic plan Prepare spring course schedule Receive November Plan materials Meet with Associate Dean regarding annual faculty evaluations Track budget at the end of the month Undergraduate Bulletin 2009-10	Nov.– Technology Grant and Bannon Grant applications due Nov. 3 (M) – Program Review and Assessment Progress Reports Nov. 3 (M)– Deadline to submit any major curriculum changes to Associate Dean Nov. 5 (W) – Council of Chairs meeting Nov. 10-21 (M-F) – Winter 2009 Registration Period Nov. 13 (Th) – Scholarly Achievement Dinner Nov. 14 (F) – Winter QPT signed contracts due Nov. 14 (F) – Summer Program requests for Summer 2009 course offerings from Department Chairs Nov. 17 (M) – Chairs to contact Assoc Dean regarding low enrolled classes for Winter Nov. 19 (W) – Council of Chairs meeting Nov. 21 (F) – Faculty (and student's) deadline: Last day to withdraw from classes / instructor's signature on drop form due to the Office of the Registrar. Nov 24-28 (M-F) – Thanksgiving Recess Nov. 24 (M) – SCU fyi deadline for Dec. issue Nov. 24 (M) – College R&T committee submits all recommendations to the dean

**College of Arts and Sciences
Department Chair's Timetable
Academic Year 2008-2009**

Dates are subject to change

As of 9/3/08

Legend		
Chair's / Director's Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>	Blue	Faculty Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>
		Green

Month	Task	Deadline/Events
December 2008	Meet with Associate Dean and Dean regarding annual faculty evaluations Track budget at the end of the month Spring schedule due Summer schedule due Undergraduate Bulletin 2009-10	Dec. 3 (W) – Council of Chairs meeting Dec. 3 (W) – Undergraduate Bulletin 2009-10 updates and changes due Dec. 5 (F) – Fall Classes end Dec. 8 - 12 (M- F) – Fall Final Exam week Dec. 9 (T) – Spring schedule changes due to the Office of the Registrar Dec. 12 (F) – Summer schedule due to the Summer Program Office Dec. 12 (F) – Spring 08 QPT position advertisements due to HR Dec. 17 (F) – Deadline to enter Fall grades online via e-campus Dec. 19 (F) – SCU fyi deadline for Jan. issue Dec. 19 (F) – Distribution of the Nov Plan 2009-10 workbooks
January 2009	Track budget at the end of the month	Jan. – Internal University Grant and Moran Family Trust applications due Jan. 5 (M) – Dean completes R&T recommendation and forwards all files to the Provost's Office Jan. 5 (M) – Distribute proposed Summer schedule proof to Department Chairs Jan. 5 (M) – Winter 2009 classes begin Jan. 7 (W) – Council of Chairs meeting Jan. 7 (W) – Department's initial review of the Spring schedule Jan. 8 (Th) – Draft faculty evaluations for probationary faculty and RTL should be submitted to ASDO to meet February 1 st deadline Jan. 9 (F) – Faculty (and student's) deadline: Last day to permit late adds via class permission number/instructor's signature on add form due to the Office of the Registrar Jan. 9 (F) – Department's proof of the Spring schedule-camera ready copy Jan. 13 (Tu) – Spring QPT contract request due Jan. 14 (W) – Career Fair Jan. 15 (Th) – Summer schedule changes/corrections due to the Summer Program Jan. 19 (M) – Martin Luther King Day; Academic and Administrative Holiday Jan. 20 (T) – Distribute Summer schedule with course descriptions to Chairs Jan. 21 (W) – Council of Chairs meeting Jan. 23 (F) – SCU fyi deadline for Feb. issue Jan. 23 (F) – Dean submits evaluation and ranking of proposals to Associate Provost for Faculty Development. Jan. 23 (F) – Last day for Department Chair and students to submit March 2009 graduation petition to the Office of the Registrar.

**College of Arts and Sciences
Department Chair's Timetable
Academic Year 2008-2009**

Dates are subject to change

As of 9/3/08

Legend		
Chair's / Director's Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>	Blue	Faculty Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>
		Green

Month	Task	Deadline/Events
		Jan. 24 (S) – Golden Circle Theatre Party Jan. 28 (W) – Delivery of the UGRD Spring 2009 Schedule of Classes Jan. 29 (Th) – All final faculty signed letters due Jan. 29 (Th) – Spring QPT signed contracts due Jan. 30 (F) – Fall 2008 Incomplete grade change due to the Office of the Registrar. Jan. 30 (F) – New Core Deadlines: submission of syllabi for courses to be offered in the 2010-11 academic year; Pathways Proposals, Facilitators and Honoraria; Curriculum Development and Transformation Honoraria
February 2009	All annual faculty evaluations completed and final letters due to Dean's Office Complete tenure-track searches Remind students of petitions to graduate Prepare Fall 2009 course schedule Notify Dean's office of space and facilities needs for the next academic year Proposal for new tenure-track positions due to the Dean Track budget at the end of the month Attend "Staff Performance Evaluation" workshop presented by HR	Feb. 2 (M) – Progress report for assessment of critical thinking due Feb. 2 (M) – Undergraduate Research Initiative Proposals due Feb. 2 (M) – Final Summer schedule due to the Summer Program Office Feb. 2 (M) – Final annual evaluations for probationary faculty and RTL Feb. 4 (W) – Council of Chairs meeting Feb. 9 (M) – updated full year plan for 08/09 due to Deans Office Feb. 13 (F) – Proposals for tenure-track positions due to the Dean Feb. 16 (M) – President's Day, Academic and Administrative Holiday Feb. 17 (T) – Summer schedule in brief available on the web Feb. 17-27 (Tu-F) – Spring 2009 Registration Period Feb. 18 (W) – Council of Chairs meeting Feb. 20 (F) – SCU fyi deadline for March issue Feb. 20 (F) – Last day for Department Chair and students to submit June 2009 graduation petition to the Office of the Registrar Feb. 20 (F) – Chairs to contact Associate Dean regarding Spring under-enrolled courses. Feb. 27 (F) – Lecturer search authorization and budget allocation in 2009 Nov Plan
March 2009	Complete staff evaluations Begin Academic Year Lecturer searches for approved positions Check year-end budget Discuss student awards and prizes Chair's evaluation / feedback process underway Proofing of the Fall course schedule due Prepare for Summer Session registration Track budget at the end of the month	Mar. – Technology Grant applications due Mar. 2 (M) – Summer Program Schedule available on web Mar. 2 (M) – Evaluations for multi-year fixed term lecturers due Mar. 4 (W) – Council of Chairs meeting Mar. 6 (F) – Faculty (and student's) deadline: Last day to withdraw from classes / instructor's signature on drop form due to the Office of the Registrar Mar. 6 (F) – Delivery of UGRD Summer 2009 Schedule of Classes Mar. 11 (W) – Department's initial review of the Fall schedule Mar. 12 (Th) – Nov Plan 2009-10 to full year sheets submit to Assoc Deans Mar. 13 (F) – Winter classes end Mar. 13 (F) – Fall schedule due to the Office of the Registrar Mar. 13 (F) – Notify Summer Director of Department Chair for the Summer Mar. 16-20 (M-F) – Winter Final Exam week

**College of Arts and Sciences
Department Chair's Timetable
Academic Year 2008-2009**

Dates are subject to change

As of 9/3/08

Legend		
Chair's / Director's Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>	Blue	Faculty Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>
		Green

Month	Task	Deadline/Events
		Mar. 16 (M) – Summer application period begin for non-SCU students. Mar. 18 (W) – Council of Chairs meeting Mar. 20 (F) – SCU fyi deadline for Apr. issue Mar. 23 – 27 (M-F) – Spring Break Mar. 25 (W) – Deadline to enter Winter grades online via e-campus. Mar. 27 (F) – Department proof of the Fall schedule-camera ready copy Mar. 30 (M) – Spring 2009 classes begin Mar. 31 (T) – Staff performance evaluations due
April 2009	Begin mid-probationary review Finalize honor and award winners (due in late April) Prepare summer contracts Track budget at the end of the month Academic Advising 2009-10	April – FSRAP Grant applications due Apr. 1 (W) – Council of Chairs meeting Apr. 3 (F) – Faculty (and student's) deadline: Last day to permit late adds via class permission number/instructor's signature on add form due to the Office of the Registrar Apr. 10 (F) – Good Friday-Administrative and Academic holiday Apr. 11 (F) – Summer QPT contract request due to the Summer Program Office Apr. 11-12 (Sa-Su) – Preview Days Apr. 13 (M) – Update final full year plan sheet for 2008-09 Apr. 13- Jun. 14 (M-Su) – Summer registration period begin for SCU students Apr. 14 (T) – Career Fair Apr. 15 (W) – Council of Chairs meeting Apr. 20 (M) – Summer registration period begins for non-SCU students Apr. 22 (W) – Delivery of the UGRD Fall 2009 Schedule of Classes Apr. 23 (Th) – SCU fyi deadline for May issue Apr. 24 (F) – Winter 2009 Incomplete grade change due to the Office of the Registrar. Apr. 24 (F) – Chair's (and student's) deadline: September 2009 graduation petition due to the Office of the Registrar. Apr. 30 (Th) – New Core Deadline: submission of syllabi for courses to be offered in the 2010-11 academic year; Pathways Proposals, Facilitators and Honoraria; Curriculum Development and Transformation Honoraria Late-Apr. – Honors and Awards list due to the Office of Student Life

**College of Arts and Sciences
Department Chair's Timetable
Academic Year 2008-2009**

Dates are subject to change

As of 9/3/08

Legend		
Chair's / Director's Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>	Blue	Faculty Deadlines <i>All submissions are due to the Office of the Dean unless otherwise noted.</i>
		Green

Month	Task	Deadline/Events
May 2009	Complete mid-probationary review process and work with faculty to arrange a junior faculty development leave as necessary Watch for end-of-fiscal year deadlines related to purchasing and accounts payable Monitor Summer Session classes with low enrollments Complete all tenure-track appointments Track budget at the end of the month Cycle evaluation due May 29th	May – Leavey, Hackworth and Technology Grant applications due May 1 (F) – Bannan Center Grants application deadline May 1 (F) – Summer Session I & II QPT signed contracts due to the Summer Program Office May 4-15 (M-F) – Annual Academic Advising Period May 6 (W) – Council of Chairs meeting May 8 (F) – Update to 2009-10 full year plan to Assoc Dean May 8 (F) – MPR draft due to Assoc Dean May 18 - 29 (M-F) – Fall 2009 Registration Period May 20 (W) – Council of Chairs meeting May 22 (F) – SCU fyi deadline for June issue May 23 (F) – Chairs to contact Associate Dean regarding Fall under-enrolled courses May 26 (M) – Hackworth Grants application deadline May 29 (F) – Faculty Cycle evaluation letters due May 29 (F) – Complete all paperwork for academic year hires May 29 (F) – Faculty (and student's) deadline: Last day to withdraw from classes, instructor's signature on drop form due to the Office of the Registrar May 29 (F) – Fall 09 QPT position advertisements due
June 2009	Fiscal year ends June 30, 2009 Prepare for new freshman and transfer orientation and registration Refer to the Summer Session UGRD Schedule of Classes for details Complete all Academic Year Lecturer appointments Track budget at the end of the month	June 3 (W) – Last Council of Chairs meeting for 2008-09 academic year June 5 (F) – Spring classes end June 5 (F) – R&T candidates provide dean and department chair/program director with materials for off-campus reviewers June 8 – 11 (M-Th) – Spring Final Exam week June 12 (F) – Graduate Commencement June 13 (S) – Undergraduate Commencement June 15 (M) – Summer Session IIIA classes begin June 16 (T) – Deadline to enter Spring grades online via e-campus June 18 (R) – Summer Session I classes begin June 22 (M) – Faculty (and student's) deadline: Last day to permit late adds for session I / instructor's signature on add form due to the Office of the Registrar