**College of Arts and Sciences**

**Department Chair’s Timetable**

**Academic Year 2024-2025**

***Dates are subject to change updated 09/10/24***

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| **Legend** |
| **Chair’s / Director’s Deadlines/action item-Blue***All submissions are due to the Office of the Dean unless otherwise noted.* | OTR=Office of the Registrar; AD=Associate Dean |

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| **Month** | **Task** | **Deadline/Events** |
| September 2024 | 1. AD discussions
	1. Chairs of faculty in joint appointments meet with AD to discuss service obligations.
	2. Confirm which faculty are due for evaluations

 1. Assistant Dean discussions
	1. Notify Alison Lucas of space, facilities, equipment and staffing needs for the next academic year and beyond
2. Department discussions:
	1. R&T work, if applicable (https://www.scu.edu/provost/policies-and-procedures/evaluation-and-promotion/)
	2. Schedule classroom observations for NTT faculty
	3. Assign NTT faculty mentor to new Asst. Teaching Profs
	4. Hold dept mentoring session for Lecturers
	5. Start assessment processes
	6. Discuss changes to major/minor for following fall
	7. Ensure all syllabi for departmental courses include learning objectives for course- level learning, department-level learning, and (if relevant) core-curriculum level. Questions can be directed to the Office of Educational Assessment.
	8. Schedule classroom observations for NTT faculty
3. Discussions with Department Manager
	1. Track budget after 10th of the month in Workday
	2. Discuss and complete mid-year mutual expectations checklist
	3. Ensure all fall QLs are hired and W25 QL ads are posted
	4. Ensure AYP is accurate and submitted
	5. Ensure all Workday reports are reviewed/approved
4. Other Campus Offices Contact
	1. Summer Session 2 grades due to Registrar
	2. W25 schedule due to OTR
 | Sept 4Sept 6Sept 6Sept 6Sept 11Sept 12Sept 13Sept 20Sept 20Sept 25Sept 2Sept 5Sept 11-12Sept 7Sept 11Sept 12Sept 17Sept 17Sept 18 Sept 20-21Sept 23Sept 20Sept 25 | **DEADLINES*** Submit updated Academic Year Plan (AYP) for 24-25 to AD w/fall QLs filled in
* Submit updates to W25 schedule to the Office of the Registrar
* R&T petition due to dean and department chair/program director, and one set of backup documentation to department/chair program director
* W25 schedule edits due to Registrar (OTR)
* Chair training on CBA
* Chair training on CBA
* Candidate submits application material for promotion to Teaching Professor in Interfolio
* Submit updated AYP for 24-25 to AD w/W25 QLs filled in
* Post all W25 QL position ads in Workday
* Core deadline for syllabi submissions for new Core courses for W25

**EVENTS*** Labor Day Holiday
* Summer Session 2 grades due
* New Faculty Orientation
* Vintage Santa Clara
* New Chairs Orientation/ New Faculty Orientation
* CAS Chair’s Retreat 8:30 – 2:00pm/ New Faculty Orientation
* CAS Convocation & lunch 10:30am Mission Garden
* Univ Convocation 2:00pm Mayer Theatre
* Dean’s Office Welcome Reception for New Fall 24 Tenure Track & Asst. Teaching Professors
* New Student Welcome Weekend Dean’s Reception
* Fall Classes Begin
* Dept Mgr meet w/UFO & HR re: Workday – Lucas 126 – 9 a.m.
* Mass of the Holy Spirit – classes will not be held during Mass
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**College of Arts and Sciences**

**Department Chair’s Timetable**

**Academic Year 2024-2025**

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| **Legend** |
| **Chair’s / Director’s Deadlines-Blue***All submissions are due to the Office of the Dean unless otherwise noted.* |  |

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| **Month** | **Task** | **Deadline/Events** |
| October 2024 | 1. AD discussions
	1. New chairs consult with the Dean to establish evaluation weighting scheme
	2. Proposed curriculum changes
	3. Impact of sabbatical requests
2. Assistant Dean discussions
	1. Notify Alison Lucas of space, facilities, equipment and staffing needs for the next academic year and beyond
3. Department discussions
	1. Undergraduate Bulletin revisions
	2. Plan 2025 summer schedule
	3. Faculty Evaluation committees begin work on annual evals
	4. Future TT and ATP hiring requests
4. Discussion with Department Manager.
	1. Complete W25 QL hires
	2. Prepare student recruitment materials for Open House
	3. Begin Undergraduate Bulletin revisions
	4. Track budget after 10th of the month in Workday
	5. Ensure all Workday expense reports are submitted and approved
	6. Remind about attendance at M&M
	7. Ensure AYP is accurate and submitted
 | Oct 1Oct 4Oct 4Oct 8Oct 11Oct 15Oct 15Oct 16Oct 16Oct 18Oct 21Oct 25Oct 28Oct 30Oct 30Oct 10-13Oct 14Oct 15Oct 15Oct 19 | **DEADLINES*** Submit Annual or Cycle Activities Report (FAR) via Interfolio except for Full Profs who email it to their AD
* Submit sabbatical applications to Chair, Dean, and Office of the Senior Associate Provost for Research and Faculty Affairs via the form: SCU.edu/provost/research/sabbatical-leave
* Chair submits departmental R/T recommendation materials to dean, who transmits to College Committee
* Faculty-mentored UNGR Research Support Grants due to Provost’s Office
* December 2024 graduation petitions due to the OTR
* Submit proposed changes to the major/minor curriculum to AD (see chapter 6 of protocols)
* Submit email confirmation if you plan to submit TT request in Feb
* Final edits to W25 schedule due to OTR
* W25 QL contract requests due to Dean’s Office (Sue Khalipa)
* Last day to clear Spr24 and Summer 24 incompletes
* Submit Chair evaluation of sabbatical requests to your AD and Senior Associate Provost for Research and Faculty Affairs via Google form
* Summer Program requests 2024 courses from departments
* W25 schedule active in Workday
* Submit updated 24-25 AYP to AD w/W25 QL’s filled in
* University Research Grants due to Provost’s Office

**EVENTS*** Grand Reunion Weekend 2024
* ADMIN AND ACAD HOLIDAY; INDIGENOUS PEOPLES DAY
* Department Manager Meeting, Lucas 126, 2pm
* Council of Chairs Meeting (time and location TBD)
* Undergraduate Admission Open House
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**College of Arts and Sciences**

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 **Academic Year 2024-2025**

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| **Chair’s / Director’s Deadlines-Blue***All submissions are due to the Office of the Dean unless otherwise noted.* | . |

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| **Month** | **Task** | **Deadline/Events** |
| November 2024 | 1. AD Discussions
	1. Discuss draft annual evals for year 2nd year tenure track faculty, Assistant and (some) Assoc. Teaching Profs, and 2nd and 3rd year Lecturers and cycle evals for Lecturers
	2. Discuss low-enrolled W25 classes- cancel or move?
2. Department Discussions
	1. Work on evaluations of all probationary faculty and Lecturers
	2. Start discussions about 25-26 teaching schedules
3. Department Manager Discussions
	1. Review and revise spring course schedule
	2. Post QL ads for spring in Workday
	3. Undergraduate Bulletin 2025-26 updates
	4. Track budget after 10th of the month in Workday
	5. Ensure all Workday expense reports are submitted and approved
	6. Ensure AYP is accurate and submitted
4. Registrar contact
	1. Ensure schedule is ready for W25 registration
 | Nov 1Nov 4Nov 6Nov 6Nov 6Nov 8Nov 11Nov 11Nov 18Nov 18Nov 27Nov 27Nov 12Nov 11-22Nov 20Nov 25-29Nov 28-29 | **DEADLINES*** Department completes evaluations of Teaching Professor candidates and submits recommendation to Dean in Interfolio
* Deans submit sabbatical recommendations to Provost and Faculty Affairs by email
* Post Spr25 QL ads in Workday
* Undergraduate Bulletin sent to depts to update
* Pre-registration for W25 due to OTR
* Dean notifies candidate of dept. recommendation for promotion to Teaching Professor
* Sabbatical materials become available to *ad hoc* committee
* Submit draft annual eval for year 2nd year tenure track faculty and 2nd and 3rd year Lecturers to AD
* Submit Summer schedule 2025 to the Summer Program Office scu.edu/summer
* Contact AD regarding low-enrolled W25 classes
* Spr25 schedule edits to OTR
* Chair submits final version of annual eval for year 2nd year tenure track faculty and 2nd and 3rd year Lecturers in Interfolio

**EVENTS*** Department Manager Meeting, Lucas 126, 2pm
* W25 Registration Period
* Council of Chairs Meeting, Lucas 126 3:30pm
* Academic Holiday
* Thanksgiving Administrative Holidays
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**College of Arts and Sciences**

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| **Month** | **Task** | **Deadline/Events** |
| December 2024 | 1. Department Manager Discussion
	1. Is spring schedule ready to submit
	2. Is Undergraduate Bulletin ready to submit
	3. Track budget after 10th of the month
	4. Ensure all Workday expense reports are submitted and approved
	5. Discuss if vacation will be taken in addition to administrative holidays
2. AD discussion
	1. 25-26 planning—upcoming leaves of absence, which courses need to be covered by adjunct faculty, whether department can meet core needs, etc.
 | Dec 2Dec 2Dec 3Dec 5Dec 9Dec 13Dec 16Dec 16Dec 6Dec 9-13Dec 17Dec 18Dec 24-25Dec 30-Jan 1 | **DEADLINES*** Submit updated 23-24 AYP to AD w/W25 QL’s filled in and cancelled classes removed
* Pay QL 25% cancel fee if cancel class after this date
* Submit revised spring schedule to OTR
* First draft of initial 2024-25 AYP workbooks (including tentative Lecturers) distributed to chair for conversations (section target, core, Lecturer searches or reappointments)
* Undergrad Bulletin 24-25 is sent to dept for updates and changes
* Provost notifies faculty of approved sabbatical by email
* Fall grades due
* Summer 25 program schedule posted in SCU website

**EVENTS*** Fall classes end
* Fall Final Exam week
* Prayer Service and University Holiday Party
* Fall Grades are due
* Christmas Holiday
* New Year’s Eve Holiday-Administrative
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**College of Arts and Sciences**

**Department Chair’s Timetable**

**Academic Year 2024-2025**

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| **Month** | **Task** | **Deadline/Events** |
| January 2025 | 1. Discussions with AD
	1. Regarding drafts of annual evaluations of tenure track, Assistant TeachingProf, Associate Teaching Prof and Lecturers
	2. Regarding resources needed for 2025-26
	3. Regarding tenure track requests
	4. Discuss draft AYP for 2025-26
	5. Start chair replacement process (if needed)
	6. (TBA)For areas where there has been a Lecturer for three or more consecutive years, the deans will consult with you to complete an analysis of short-term programmatic need and, if need is confirmed, the anticipated reappointment term (one, two or three years) and funds available. *For positions of five or more consecutive years, a persistent programmatic need analysis must also be conducted with recommendation for permanent position, if appropriate.*
2. Discussions with Department
	1. Regarding possible sabbatical applications for next academic year
	2. Regarding teaching schedule for 25-26 academic year (https://www.scu.edu/OTR/classroom-scheduling-policies/)
	3. Potential proposal for new tenure-track positions &ATP
	4. Reminder that 2FURS and other course release and summer stipend proposals due at end of January. (<https://www.scu.edu/provost/research/faculty-funding-opportunitie>s)
3. Discussions with Department Manager
	1. Review final 2025-26 bulletin changes
	2. Track budget after the 10th of the month in Workday
	3. Remind about attendance at M&M
	4. Ensure AYP is accurate and submitted
	5. Ensure all Workday expense reports are submitted and approved
4. Work with departments on cross-listed courses
 | Jan 2Jan 3Jan 3Jan 6Jan 6Jan 8Jan 10Jan 10Jan 10Jan 10Jan 13Jan 13Jan 13Jan 13Jan 24Jan 24Jan 24Jan 27Jan 27Jan 31Jan 6Jan 15Jan 20Jan 21 | **DEADLINES*** Dean submits R/T recommendations to Provost
* Faculty-mentored undergraduate research support applications open

\_ Dean in Interfolio* College Committee submits Teaching Professor recommendations to
* W25 classes begin
* Submit Moran Family Trust applications to Marie Brancati
* Submit syllabi to Core director for new Core course for Spr25
* Spring QL contract request due to the Dean’s Office (Sue Khalipa) along with supplemental assignment spreadsheet for those teaching overloads in W25 or spring
* Dean submits course release requests due to Provost’s Office
* JEDI Project apps due to Provost’s Office
* Submit final Summer schedule changes/corrections to the Summer Program
* Draft annual faculty evals for tenure-track, Asst. Teaching Profs, some Associate TP and lecturers and cycle evals for Lecturers in 4th or later year due to AD. (Scu.edu/cas/internal/protocols-and-procedures)
* Consult departments with whom you have cross-listed courses, for next year's AYP
* Summer corrections & changes due to the Summer Sessions Office
* Submit final proof of Spr25 schedule to OTR
* March 2025 Graduation petitions due to OTR
* Faculty Summer teaching/scholarship grant/course release request due
* Complete discussion w/AD about 24-25 AYP—section target, core, adjunct needs, recommendation for reappointment, request for multiyear lecturer
* Whitham Family Collab. Scholarship Awards due to Provost’s Office
* Summer stipend requests due to Provost’s office
* Application for 2FURS due for undergrad research

**EVENTS** W25 classes begin* Council of Chairs Meeting (time and location TBD)
* Martin Luther King Day; Academic and Administrative Holiday
* Department Manager Meeting (time and location TBD)
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**College of Arts and Sciences**

**Department Chair’s Timetable**

**Academic Year 2024-2025**

***Dates are subject to change***

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| **Legend** |
| **Chair’s/Director’s Deadlines-Blue***All submissions are due to the Office of the Dean unless otherwise noted.* |  |
| **Month** | **Task** | **Deadline/Events** |
| February2025 | 1. Discussions with AD
	1. Regarding the first draft of the 25-26 AYP: any leaves missing? Is number of Lecturers workable? Is section target workable? Can you meet core obligations?
	2. Spr25: under-enrolled courses-cancel, reassign?
	3. How many Lecturers in particular areas do you need? Reassignment possible?
	4. For areas where need and funding are confirmed, work with dean to complete reappointment recommendations for current adjunct academic year lecturers considering other factors such as overall performance, especially superior teaching abilities, in an area of short-term programmatic need, continued short-term programmatic need for the reappointment term, and years of service at the university*. For positions of five or more consecutive years, there must also be a recommendation for possible transition to renewable-term lecturer (PPN confirmed), to a multi-year term appointment based on projected short-term need, or justification for continuing with a one-year position.*
2. Discussions with Department
	1. Remind faculty of petitions to graduate
	2. Complete tenure-track searches
	3. MPR Process –( [www.scu.edu/provost/policies-and-procedures/evaluation-and-promotion](http://www.scu.edu/provost/policies-and-procedures/evaluation-and-promotion)) review materials
	4. Confirm lecturer reappointment process
	5. Since all annual evals are turned in; begin discussions about cycle evals
3. Discussions with Department Manager
	1. Track budget after the 10th of the month in Workday
	2. Ensure all Workday expense reports are submitted and approved
	3. Ensure AYP is accurate and submitted
	4. Post 1-year Lecturer ads in Workday
 | Feb 3Feb 3Feb 3Feb 3Feb 6Feb 12Feb 18Feb 18Feb 24Feb 24Feb 24Feb 28Feb 28Feb 28Feb 20-28Feb 17Feb 13Feb 19Feb 21Feb 25 | **DEADLINE*** Deliver final annual evaluations for tenure-track, Assistant/Assoc. Teaching Profs and Lecturers and cycle evals for Lecturers via Interfolio
* (TENT) Candidate submits MPR materials in Interfolio (scu.edu/provost/policies/evaluation-and-promotion)
* Submit proposals for tenure-track & Asst. Teaching Prof searches to AD (scu.edu/cas/internal/protocols-and-procedures/chapter 1)
* Spr25 schedule active in Workday
* (TENT) Dean in consultation w/chair submits PPN for Asst. Teaching Profs up for renewal
* Pre-registration for Spr25 due to OTR(tentative)
* Dean submits recommendations to Provost for Teaching Professors
* (TENT) Chair and dean finish review of Lecturers who are eligible for reappointment after chairs finish evaluations of them.
* (TENT) Reappointment for Asst. Teaching Prof begins; process to be announced later
* Faculty mentored UNGR Research Support Grants due to Provost’s Office
* Chairs submit updated 23-24 AYP with Spr25 QLs to AD; confirm all overloads in 23-24 AYP
* Pay QL 25% cancel fee if cancel class after this date
* June 2025 graduation petitions due to the OTR
* Chairs contact AD regarding Spring under-enrolled courses

**EVENT**S* Spring Registration Period
* President’s Day, Academic and Administrative Holiday
* State of the University, Mayer Theatre 4pm
* Council of Chairs (time and location TBD)
* Family Weekend (Feb 21-22)
* Department Manager Meeting (time and location TBD)
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**College of Arts and Sciences**

**Department Chair’s Timetable**

**Academic Year 2024-2025**

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| **Legend** |
| **Chair’s / Director’s Deadlines-Blue***All submissions are due to the Office of the Dean unless otherwise noted.* | . |

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| **Month** | **Task** | **Deadline/Events** |
| March 2025 | 1. Discussions with AD
	1. Regarding Fall Schedule, full year core obligations, hiring progress
	2. Regarding draft cycle evals for tenured faculty and senior lecturers
	3. MPR process update
	4. Regarding potential Lecturer reappointments or searches
2. Discussions with Assistant Dean/Sr. Assistant Dean
	1. Finish staff evaluation process with Kathleen Schneider
3. Discussions with Department
	1. Finish MPR conversations
	2. Finish full year plan
	3. Complete dept annual assessment report
	4. Begin discussions for Teaching Professor promotion cases
	5. Discuss student awards and prizes
	6. Discuss who will be summer chair
	7. Schedule NTT classroom observations
	8. Confirm volunteers for Preview Day
4. Discussions with Department Manager
	1. Post Lecturer and QL job ads for approved position-in Workday
	2. Proof the Fall 2025 course schedule
	3. Track budget after the 10th of the month in Workday
	4. Ensure all Workday expense reports are submitted and approved
	5. Discuss staff evaluation due next month (scu.edu/cas/internal/staff-resources)
	6. Day of Giving website
 | Mar 3Mar 3Mar 3Mar 3Mar 7Mar 7Mar 7Mar 14Mar 14Mar 14Mar 21Mar 26Mar 28Mar 31 Mar 11Mar 19Mar 14Mar 17-21Mar 24-28Mar 31 | **DEADLINES*** (TENT)Dean submits recommendation for Lecturer reappointment to Provost
* Dean sends chair 2nd draft of 24-25 AYP authorizing 1-year searches
* Sustainability research Initiative and University Research and Teaching Grant requests due to the Office Research Initiatives
* Submit full year 25-26 schedule with days/times to AD to check if Core obligations and other guidelines met
* Notify Dean of Summer Chair nominee
* (TENT) MPR Process: Chair submits dept eval in Interfolio (Scu.edu/provost/policies-and-procedures/evaluation-and-promotion)
* After ok from dean’s office, submit 25-26 (tentative) full year schedule w/days and times due to the OTR
* Provost notifies candidate of promotion to Teaching Professor
* Notify dean’s office of Preview Day reps
* Day of Giving website updates due
* Staff Self Evaluations are due to HR
* W25 grades due
* MPR Process: Dean recommendation to Provost in Interfolio
* Dean notifies chair & candidate of Lecturer reappointment status

**EVENTS** Department Managers Meeting (time and location TBD)Council of Chairs Meeting, (time and location TBD)* W25 classes end
* W25 Final Exam Week
* Spring recess
* Spr25 classes begin
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 **College of Arts and Sciences**

**Department Chair’s Timetable**

**Academic Year 2024-2025**

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| **Legend** |
| **Chair’s / Director’s Deadlines-Blue***All submissions are due to the Office of the Dean unless otherwise noted.* |  |

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| **Month** | **Task** | **Deadline/Events** |
| April 2025 | 1. Discussions with AD
	1. Regarding ongoing full year schedule
	2. Draft advisory letter for MPR candidate
	3. Draft cycle evaluations for tenured faculty and senior lecturers
	4. Post Lecturer searches and QL searches
2. Discussions with Assistant Dean/ Sr. Assistant Dean
	1. Finish staff evaluation process with Kathleen Schneider –scu.edu/cas/internal/staff-resources
	2. Move classes for fall, if necessary
	3. If retiring faculty cannot vacate offices by June 30
3. Discussions with Department
	1. Finalize draft of advisory letter to MPR candidate so AD can review.
	2. Begin discussions for Teaching Professor promotion cases https://www.scu.edu/provost/policies-and-procedures/evaluation-and-promotion -
	3. Finish discussion of student awards and prizes
	4. Discuss academic advising issues
4. Discussions with Department Manager
	1. Final review of Undergraduate Bulletin
	2. Proof the Fall 2025 course schedule
	3. Track budget after the 10th of the month in Workday
	4. Ensure all Workday expense reports are submitted and approved
	5. Discuss staff evaluation
	6. Plan 25-26 budget
	7. Remind retiring faculty to vacate space by June 30. (offer help?)
	8. Remind about attendance at M&M meeting
 | Spr breakApr 2Apr 2Apr 2Apr 3Apr 3Apr 3Apr 4Apr 4Apr 8Apr 8Apr 8Apr 10Apr 10Apr 15Apr 17Apr 17Apr 22Apr 25Apr 1Apr 18Apr 12Apr 15TBDApr 17Apr 23Apr 29Apr 28 – May 9 | **DEADLINES*** President notifies candidates of R/T decision
* NTT Professional Activity Grant Applications due to Provost
* Faculty Student Research Assistant Program (2FURS) Applications due to Provost Office
* 3rd draft of 25-26 AYP sent to chairs
* MPR Process: Provost notifies candidate of results
* (TENT) Asst Teaching Professor reappointment (full) candidate submits materials.
* Submit updated 24-25 AYP to AD with spring 24 changes
* SUST Research and Teaching Prof Grants due to Provost’s Office
* Submit new syllabi to Core Director for Core courses to be offered in the 25-26 academic year, Pathways Proposals for 24-25
* Final review of 25-26 bulletin (minor revisions)
* Chair submits updated 25-26 AYP to AD
* R&T candidates provide dean and department chair with materials for outside referees
* Manager Staff Evaluations are due to HR
* Summer registration begins
* MPR process: Chair prepares and submits draft advisory letter to AD
* Submit Honors and Awards list to the Office of Student Life
* (est) Dean confirms 25-26 searches for tenure-track and Asst. Teaching Professor positions
* (est) Dean’s office distributes FY26 operating budgets
* Last day to petition to graduate September 2025

**EVENTS*** Spring Classes begin
* Good Friday Holiday
* Preview Days
* Department Manager Meeting (time and location TBD)
* Summer registration begins
* Council of Chairs Meeting (time and location TBD)
* Day of Giving
* Fall 2024 Schedule of Classes opens
* Annual MandatoryAcademic Advising Period
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**College of Arts and Sciences**

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| **Month** | **Task** | **Deadline/Events** |
| May 2025 | 1. Discussions with AD
	1. Finalize draft advisory letter for MPR candidate
	2. Review draft cycle evaluations for tenured faculty and senior lecturers
	3. Finishing Lecturer searches
	4. Confirm summer chair coverage
2. Discussions with Assistant Dean
	1. Faculty space/moves for new faculty or retiring faculty (should vacate space by June 30) (Alison Lucas)
3. Discussions with Department
	1. Finish discussions for Teaching Professor promotion cases
	2. Discuss academic advising issues
	3. JFDL plans with MPR candidates
	4. Plan end of year purchases
4. Discussions with Department Manager
	1. Watch for end-of-fiscal year deadlines related to purchasing and accounts payable.
	2. Approve all outstanding Workday reports
	3. Track budget after the 10th of the month
	4. Plan 25-26 budget
	5. Complete tenure track appointments on Workday
	6. Complete all Lecturer searches on Workday
	7. Post all Fall QL ads on Workday
5. Contact with Other Campus Offices
	1. Monitor low-enrolled summer classes
	2. If course releases from non-College offices not confirmed in writing, assign extra course to faculty
 | May 1May 1May 2May 5May 6May 9May 9May 9May 9May 9May 9May 16May 23May 23May 23May 23May 23May 30May 31May 7-8May 13May 12-23May 21May 26 | **DEADLINES*** Chair submits final 24-25 AYP to AD and updated 25-26 AYP to AD
* Teaching Prof contracts issued unless going thru reappointment or promotion
* (TENT)MPR Process: Chair gives candidate advisory letter after consultation with dean and Provost
* Chair submit drafts of cycle evaluations for tenured faculty and Associate/Teaching Professors to AD. Google drive for full prof and Interfolio for others
* (TENT) Candidates notify chair, dean and Provost of intent to apply for Teaching Professor
* (TENT)Supervisors meet with staff to review evaluations by May 10
* Candidates notify chair, dean and Provost Office of intent to apply for promotion, external referee names and CV due
* (TENT) Dept makes recommendation to dean about Asst. Teaching Prof reappointment to 2nd term to dean.
* FY26 budget worksheets due to Dean’s office
* All Lecturer searches should be completed
* MPR Process: Candidate w/successful review submits JFDL application. (est.)
* Staff evaluations acknowledged in WD (est.)
* Chairs to contact AD regarding Fall under-enrolled courses (est.)
* All Fall 2025 QL ads should be posted in Workday
* (TENT)Dean provides Provost’s Office with persistent programmatic need analysis for Teaching Professors (est.)
* Submit department assessment report to Dean’s Office and Office of Educational Assessment (est.)
* All topics for CTW and C&I due to OTR for 25-26
* Publication Grants Requests due to Provost’s Office

**EVENTS*** DeNardo Lecturership
* Department Manager Meeting (time and location TBD)
* Fall 2025 Registration Period
* Council of Chairs (time and location TBD)
* Memorial Day Holiday
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| **Month** | **Task** | **Deadline/Events** |
| June 2025 | 1. Discussions with AD
	1. JFDL submissions
	2. Summer coverage
2. Discussions with Department
	1. Finish discussions for Teaching Professor promotion cases
	2. Submit nominations to ASDO for College awards for teaching (Logothetti), scholarship (Bayma), advising (Drahmann), service (Keil), collaboration (Hubbard), Dean’s Service Award and community service (Jimenez).
	3. Confirm campus contact for new students and families during summer orientation
	4. Confirm that all Workday reports are submitted a week before Chair’s approval deadline
3. Discussions with Department Manager
	1. Watch for end-of-fiscal year deadlines related to purchasing and accounts payable.
	2. Approve all outstanding Workday reports by posted deadlines
	3. Track budget after the 10th of the month
	4. Complete all Lecturer and QL searches on Workday
	5. Vacation plans and coverage
 | June 2June 6June 6June 10June 5June 6June 9-12 June 14June 20?June 17June 17June 22 | **DEADLINES*** Faculty cycle evaluation letters due (tenured, Teaching Professor, Assoc. Teaching Prof, Lecturers (some) in Interfolio (except for Full Profs)
* Dean notifies Asst. Teaching Prof reappointment candidate of decision in full process
* (TENT) Eligibility of candidate for Teaching Professor is confirmed by Provost’s Office
* Send updated 25-26 AYP to AD with all fall changes

**EVENTS*** Chair/Department Manager End of Year Thank You 3:30-5pm (Forge Garden)
* Spring classes end
* Spring Final Exam week
* Undergraduate Commencement
* Staff Recognition event
* Summer Session 3a begins
* Spring quarter grades are due
* Summer Session 1 & 4 classes begin
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**College of Arts and Sciences**

**Department Chair’s Timetable**

**Academic Year 2024-2025**

***Dates are subject to change***

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| **Legend** |
| **Chair’s / Director’s Deadlines-Blue***All submissions are due to the Office of the Dean unless otherwise noted.* |  |

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| **Month** | **Task** | **Deadline/Events** |  |
| July 2025 | 1. Discussion with AD
	1. Confirm list of faculty to be evaluated is correct
	2. Confirm with AD which faculty are up for evaluation next year
2. Discussion with Assistant Dean
	1. (Alison Lucas) Final moves for new faculty
3. Discussions with Department Manager
	1. Welcoming new faculty/moves
	2. Track budget after the 10th of the month
	3. Watch fiscal year end budget reports (usually July 7 or 8)

  | July 8July 11July 4July 10?July 31? | **DEADLINES*** Fall 2025 QL contract requests due to the Dean’s Office
* Send updated 26-27 AYP to AD with fall changes

**EVENTS*** Independence Day Administrative holiday
* Summer Session 3b begins
* Summer Session 2 and 3C begin
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| August 2025 | 1. Discussion with AD
	1. Think about agenda for 1st meeting of the year
2. Discussions with Assistant Dean
	1. (Alison Lucas) Discuss spaces for searches started in summer
3. Discussions with Department Manager
	1. Confirm all fall hiring is completed
	2. Confirm offices ready for new faculty
	3. Track budget after 10th of the month
	4. Vacation plans and coverage
 | Aug 6Aug 18 | * Last day to notify NTT faculty of FARs due Oct 1
* Pay QL 25% cancel fee if cancel class after this date.
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