2016-2017 Department Chairs Calendar/Tasks

Copy in bold relates to a general academic deadline or break.

*Tasks without specific deadlines may vary by department.
Chairs should check with their ADCs about department-specific calendars.
Double checking with the registrar about deadlines is also prudent.

Also consult: Dean of the Faculty’s Deadline Page; Academic Calendars; Frequently Requested Forms, Registrar’s Office; Thesis Guidelines;

**BY JULY**

*If appropriate*

If you have a search, by the end of July, make sure you have met with the dean and chief diversity officer; appointed a search committee (if this is the department’s practice); drafted an ad of pending appointment (refer to search procedures); sent your advertisement to Janet Tobin in the dean’s office and received approval; and have decided where ads should be placed.

**AUGUST**

*If appropriate*

Reassign advisees of colleagues who will be on leave, if you haven’t done this already. Notify the Office of the Registrar for majors and the Office of Student Affairs for non-majors.

Meet with new tenure-line faculty/visitors for orientation to department

Plan for first department meeting—introduction of new faculty members

Send start-of-the year reminder to faculty re office hours; syllabi; course fee statement in syllabi; applying to Lecture Committee for funding through the Eastman Fund for classroom speakers

Faculty should be checking advisee transcripts to make sure students are on track before the end of add/drop in September and pre-registration for spring classes

If you have a tenure case, send follow-up emails to outside reviewers. Read all materials and letters in preparation for first departmental conversations in late-August or early-September.
Chair reminds faculty that copyright permissions are required for e-reserves and course readers

Departmental emergency preparedness liaison sends updated emergency communication and telephone list to mailto:ehs@amherst.edu

**SEPTEMBER**

September 6 Classes begin, start of add/drop period

September 15 End of interchange (Five-College) registration
SEPTEMBER
September 30  New course proposals for spring 2017 due to the CEP

*If appropriate  Course meeting times and classroom preferences for spring are due to the registrar October 7. Most of the information was already submitted during pre-registration last spring. However, some discussion may be required at a department meeting

Review/prepare teaching evaluation forms for students in courses taught by tenure-track faculty and visitors

OCTOBER
October 3  Tenure dossiers due to the dean’s office

Deadline for departments and/or candidates to communicate to the dean that a promotion case to full professor will be brought forward

TBA  Attend Five College chairs’ meeting

October 7  Spring 2017 course information due to the registrar

October 8-11  Mid-Semester Break

October 12  Classes resume—Monday schedule followed

Mid-October  Dean’s office sends leave projection report to chairs and ADCs

Departmental staffing forms are due by November 1.

October 14  Degree audit sheets due to the registrar (please check that all graduating seniors are listed for your department; add thesis advisors for any student working on a thesis)

October 19  Mid-term grades due to the registrar

October 21  Last day for first-year/first-semester transfer drop

Oct 31-Nov 4  Advising week

October 28  Class of 2017E comprehensive exam completion information due to the registrar

*If appropriate  Senior colleague should attend a number of class meetings to observe untenured faculty members’ teaching

If you have a reappointment case, request retrospective letters from former students. Retrospective letters will need to be solicited again so that commentary is included about fall courses. These letters cannot be solicited until the fall courses have concluded and grades have been posted.

Chair meets with juniors to discuss the department’s thesis program
### NOVEMBER

**November 1**

Requests for visiting faculty for 2017-2018 (including single-course hiring) due to the dean’s office.

Date by which the dean will appoint a promotion committee for candidate for promotion to full professor.

Sabbatic leave and leave-of-absence requests for 2017-2018 due to the dean’s office.

**November 7-11**

Pre-registration for spring

**November 14-18**

Roster enrollment management

**November 19-27**

Thanksgiving Vacation

**Nov 28 – Dec 2**

Second Round Registration

Late-November

The controller’s office will send budget worksheets to departments. Chairs review the budget and request allocations. Questions can be directed to Jack Cheney in the dean’s office.

*If appropriate*

Senior colleague should attend a number of class meetings to observe untenured faculty members’ teaching.

If you have a reappointment case, follow up with second request for retrospective letters from former students. Retrospective letters will need to be solicited again so that commentary is included about fall courses. These letters cannot be solicited until the fall courses have concluded and grades have been posted.

Prepare list of courses to be evaluated this semester for tenure-track faculty

Discuss and decide on departmental course offerings for the next academic year

Discuss and decide on room preferences and teaching days/times for spring 2017—for new courses for which information was not already submitted

### DECEMBER

**December 1**

Due date for candidates for reappointment to submit candidate letters to their departments

Organize holiday gift for your ADC

**December 5**

Requests for New FTEs due to the CEP

**By December 6**

Plans should be in place for distributing (online, hand out, etc.) teaching evaluation forms to students for all classes. Email honors students (if completing their thesis) and special topics students.
**DECEMBER**

December 13  Honors recommendations, grades, theses due to the registrar for the class of 2017E

Degree audit sheets due to the registrar (please check that all graduating seniors are listed for your department, include whether each student has completed comps; enter whether or not they have completed major requirements and honors recommendations for each thesis student)

December 14  Major declarations for class of 2019E due to the registrar

**Last day of classes**

December 15-17  Reading/study period

December 16  Departmental materials for promotion to full professor due to the dean’s office

December 18-22  Exam period

*If appropriate*  If you have a reappointment case, request retrospective letters from fall semester students after grades are posted. Schedule meetings with tenured members to discuss reappointment cases. If there are no discussions in December or during Interterm, the department will have a tight window in which to get the case ready, especially if it becomes necessary to have several meetings and several drafts of the recommendation.

Reassign advising for those on leave in the spring

**JANUARY**

January 3  Grades due to the registrar

Mid-January  Budget materials due to the Office of the Chief Financial Officer (Deadline TBA)

January 3-20  Interterm

January 23  Spring classes begin, start of add/drop period

Send spring semester reminder to faculty re office hours; syllabi; course fee statement in syllabi; applying to the Lecture Committee for funding through the Eastman Fund for classroom speakers

*If appropriate*  If you have a reappointment case, schedule meetings with tenured members to discuss reappointment cases. If there are no discussions in December or during Interterm, the department will have a tight window in which to get the case ready, especially if it becomes necessary to have several meetings and several drafts of the recommendation.

Plan department meetings for the second semester

Chair reminds faculty that copyright permissions are required for e-reserves and course readers
JANUARY

Budget worksheets are usually due to the controller’s office in January

Faculty should be checking advisee transcripts to make sure students are on track before the end of add/drop in February and pre-registration for fall classes

FEBRUARY

February 1

End of interchange (Five College) registration

February 6

New course proposals for 2017-2018 due to the CEP

February 10

Reappointment dossiers due to the dean’s office

February 17

Course information for 2017-2018 due to the registrar

ADCs provide course times, instructors, and new courses to the registrar via the campus planning interface (CPI)

Degree audit sheets due to the registrar

*If appropriate

Chair meets with junior students to clarify process for submitting thesis proposals

Chair schedules meeting in March to discuss and decide on junior thesis proposals

MARCH

March 10

Mid-term grades due to the registrar

Comprehensive exam grades due to the registrar

Departments confirm with the registrar changes/additions to 2017-2018 schedule

March 11-19

Spring Recess

March 27-31

Advising Week

By March 31

Inform the dean’s office who will serve as chair during the next academic year

*If appropriate

Junior thesis proposals accepted and reviewed

Discuss and decide on junior thesis proposals

Decide on department chair for the next year

APRIL

April 3-7

Pre-registration for fall 2017

April 10-14

Roster management
**APRIL**

*April 17-21*  
**Second round registration**

*April 21*  
Class prize winners names due to registrar

*April 27*  
2017 senior theses due to the registrar

All honors recommendations due to the registrar

All summa recommendation letters due to the registrar

All grades for honors courses due

College meeting (prizes for underclassmen presented) in Cole Assembly Room

*April 28*  
**Last day of classes**

Senior Assembly, 5:00 p.m. (faculty assemble in regalia)

**Deadline for major declarations for class of 2019**

By April 28  
Plans should be in place for distributing (online, hand out, etc.) teaching evaluation forms to students for all classes. Email honors students and special topics students

*If appropriate*  
If you have a tenure candidate, solicit retrospective letters for all courses taught since the time of her/his reappointment; retrospective letters for courses taught this spring will need to be solicited once the course has concluded and the grades have been posted. Also, after receiving a list of potential reviewers from the candidate (*see procedures*), compile a list of possible outside reviewers and send letters of solicitation to them.

Senior colleagues should attend a number of class meetings to observe untenured faculty member’s teaching

If you have a search, make sure you meet with the dean and chief diversity officer; appoint a search committee (if this is the department’s practice); draft an ad (*refer to search procedures*); send your advertisement to Janet Tobin in the dean’s office and receive approval; decide where ads should be placed

Final copies of theses collected

Thesis defense meetings scheduled

Online teaching evaluation forms for tenure-track faculty and visitors posted

**MAY**

*May 1-3*  
**Make-up days**
<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Task</th>
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<tbody>
<tr>
<td>May 4-7</td>
<td><strong>Reading/study period</strong></td>
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<tr>
<td>MAY</td>
<td><strong>Exam period</strong></td>
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<tr>
<td>May 8-12</td>
<td><strong>Grades for seniors due to the registrar</strong> by 9:00 a.m. (Please ask colleagues to honor this deadline.)</td>
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<tr>
<td>May 15</td>
<td><strong>Grades for non-seniors due to the registrar</strong></td>
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<td>May 17</td>
<td><strong>Commencement</strong></td>
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<td><em>If appropriate</em></td>
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<td></td>
<td>Contact <a href="mailto:jack.cheney@example.edu">Jack Cheney</a> in the dean’s office about the assignment of offices for new faculty and visitors. Normally, single-course hires are not assigned offices</td>
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<tr>
<td></td>
<td>Merged online evaluation forms to be discussed with tenure-track faculty and visitors after the submission of grades.</td>
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<td></td>
<td>Hold <strong>annual conversation</strong> with tenure-track colleagues, discussion of reappointment and tenure calendars, “sum and substance” letters. These letters are signed by the chair and the untenured colleague. Notify the dean’s office that conversations have taken place.</td>
</tr>
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<td></td>
<td>If you have a search, make sure you meet with the dean and chief diversity officer; appoint a search committee (if this is the department’s practice); draft an ad (refer to search procedures); send your advertisement to <a href="mailto:janet.tobin@example.edu">Janet Tobin</a> in the dean’s office and receive approval; decide where ads should be placed.</td>
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<td></td>
<td>Some chairs reassign advisees of colleagues who will be on leave. Others do this later in the summer.</td>
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<tr>
<td>JUNE</td>
<td><strong>Commencement</strong></td>
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<tr>
<td>June 30</td>
<td>If you have a tenure case, tenure candidate’s scholarly work due to the dean’s office; solicit retrospective letters for classes taught since the time of reappointment.</td>
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<td></td>
<td>The dean’s office will review the submission of tenure candidates’ scholarship and will inform departments soon after the June 30 deadline that the materials, along with any cover note(s), are ready to be sent to the outside reviewers.</td>
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<tr>
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<td><em>If appropriate</em></td>
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<td>Merged online evaluation forms to be discussed with tenure-track faculty and visitors after the submission of grades.</td>
</tr>
<tr>
<td></td>
<td>Chair and at least one other tenured colleague hold <strong>annual conversation</strong> with tenure-track colleagues, discussion of reappointment and tenure calendars, “sum and substance” letters. These letters are signed by the chair and the untenured colleague. Notify the dean’s office (<a href="mailto:catherine.epstein@example.edu">Catherine Epstein</a> and <a href="mailto:janet.tobin@example.edu">Janet Tobin</a>) that conversations have taken place.</td>
</tr>
<tr>
<td></td>
<td>If you have a tenure case, follow-up with soliciting retrospective letters from former students for all students taught since the time of reappointment.</td>
</tr>
</tbody>
</table>
Some Advice from Past Chairs

CHOOSING COURSE SCHEDULES
Start this sooner than you think you probably need to. Ask faculty for their preferences (timeslots; which day off; back-to-back or gap between; and which actual courses, classrooms). This online tool may be helpful to you.

TENURE-TRACK FACULTY
Stay on top of the progress of all tenure-track faculty in the department. The following duties must be done by the tenured faculty in the department:

Visit a course given by the tenure-track colleague, at least once per year. The visiting senior colleague should attend two or three consecutive class meetings, with the hope of seeing the full arc of some topic being taught. The timing of the visits should be agreed upon by both the tenure-track and senior colleague. Afterwards, the senior colleague should provide feedback, both in person and in written form. (The written form could be part of the annual letter; see below.)

The senior colleagues should read tenure-track faculty members’ teaching evaluations. The evaluations are ultimately part of the reappointment and tenure dossiers; they also inform the annual conversations.

The chair, with at least one other tenured colleague present, meets with tenure-track colleagues officially at least once per year (“the annual conversation”) to see how things are progressing, and to talk about research, teaching, service, and anything else relevant to reappointment and tenure decisions (as well as to discuss anything else the tenure-track colleague may wish to talk about). The senior colleagues should prepare by reading the tenure-track colleague’s current CV and any scholarship that they wish to share, and by reviewing the tenure-track colleague’s teaching evaluations and commentary of senior colleagues who have observed the individual’s teaching. Prior to the annual conversation, the chair provides materials documenting the untenured faculty member’s progress to the tenured members of the department and consults with them to reach a shared understanding of what should be conveyed in the annual conversation. Afterwards, the senior colleague writes a letter to the tenure-track colleague summarizing the meeting. A copy of the letter goes to the tenure-track colleague for his or her records; the other goes in the department files. These letters are used as an aid at the time the departmental letter for reappointment or tenure is written. Annual conversations are held each year until the time of the tenure review. After the conversation, make sure you notify the dean of the faculty and Janet Tobin that the annual conversation has taken place with each of the department’s untenured faculty members and that the sum and substance letter has been given to each candidate. These letters are signed by the chair and the untenured colleague.

VISITORS
Requests for new visitors and for the renewal of visitor contracts are due to the dean by November 1 for the following academic year.
If you have visitors who have a three-year position but officially are on a “renew each year” contract, write a short letter to the dean asking for the reappointment of visitors who still have time left on their contracts (even if you know they are applying for jobs and likely to leave early, as a just-in-case).
Make sure the chair or another senior colleague reads the teaching evaluations of all visitors and borrow.

THE DEPARTMENT’S ADC
The chair is officially the ADC’s supervisor; you will be asked to complete her/his performance evaluation, which is done annually.

LISTS OF SENIOR MAJORS
Each semester, there are several times when you need to tell the registrar who your senior majors are, and whether they are going to graduate. You’ll need to check around with your departmental colleagues to learn about their senior advisees. This is easy: you get the mailing from the registrar each time, so you don't need to plan in advance.

STAFFING
Take special note of the deadlines for FTE and visitor requests, and delegate someone (or yourself) to head up the job of drafting a request letter for staffing, if necessary. The department likely has examples of letters that have been sent previously.

To help stay on top of things, at least once a semester, update the following:

Your records of the department’s enrollments in the past several years
(not just total number of students, but the printouts of enrollment numbers for each section, when relevant)

Your projections of what your department’s expected staffing will be in the coming years, based on expected sabbatical leaves of current colleagues, and that sort of thing

COURSE CATALOG COPY
This is another duty you get reminded of with plenty of time to spare. But make sure you (and the ADC, and preferably other members of the department) go through the text about the department that appears in the catalog—both the general information about the department and the major, and the course descriptions. There are a lot of little details that change all the time (like instructors for each course and the list of department members), but keep an eye on the rest of it, too.

ASSIGNING ADVISORS
Any time a student declares a major in your department, you, as chair, need to sign the form AND assign an advisor. (Ironically, the new advisor, the one person most affected by this, does NOT sign.) So keep tabs on how many advisees your various departmental colleagues each have, so that when you get a student asking you to sign the form (which can happen frequently), you already know if, say, some particular colleague is at capacity. Whenever a departmental colleague goes on leave, you need to reassign his or her departmental advisees. This is something that the Office of Student Affairs will tell you about, with plenty of time to spare, when it comes up.

DEPARTMENTAL MEMBERS IN PROFESSIONAL ORGANIZATIONS
Remember to review annual departmental memberships. Renewal information is usually sent directly to the department chair of record via email. Reimbursement of annual fees from the Institutional Membership Fund may be requested by contacting Roselyn LeVay in the Office of the Chief Financial Officer.