2015-2016 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; Registrar’s Academic Calendar and Deadlines; 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.

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.

SEPTEMBER

September 8 Classes begin, start of add/drop period

September 17 End of interchange (Five-College) registration
SEPTEMBER

*If appropriate

Course meeting times and classroom preferences for spring are due to the registrar October 9. 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 1

New course proposals for spring 2016 due to the CEP

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.

October 3

Attend Five College chairs’ meeting

October 9

Spring 2016 course information due to the registrar

October 10-12

Mid-Semester Break

October 13

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 16

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 21

Mid-term grades due to the registrar

October 23

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

October 27

Class of 2016E 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
<table>
<thead>
<tr>
<th>NOVEMBER</th>
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| November 2 | Requests for visiting faculty for 2016-2017 (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  
November 2-6 | Advising Week  
November 3 | Sabbatic leave and leave-of-absence requests for 2016-2017 due to the dean’s office  
November 9-13 | Pre-registration for spring  
November 21-29 | Thanksgiving Vacation  
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 2016—for new courses for which information was not already submitted  
DECEMBER |  |
| December 1 | Due date for candidates for reappointment to submit candidate letters to the their departments  
Organize holiday gift for your ADC and building custodian  
December 5 | Requests for New FTEs due to the CEP  
By December 8 | 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 11 | 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**

December 14  
Honors recommendations, grades, theses due to the registrar for the class of 2016E

December 15  
Major declarations for class of 2018E due to the registrar

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

**Last day of classes**

December 16-18  
Reading/study period

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 4  
Grades due to the registrar

Mid-January  
Budget worksheets due to the controller’s office

January 4-22  
Interterm

January 25  
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
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.

<table>
<thead>
<tr>
<th><strong>FEBRUARY</strong></th>
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<tbody>
<tr>
<td><strong>February 3</strong></td>
<td><strong>End of interchange (Five College) registration</strong></td>
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<tr>
<td><strong>February 5</strong></td>
<td>New course proposals for 2016-2017 due to CEP</td>
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<tr>
<td><strong>February 12</strong></td>
<td>Course information for 2016-2017 due to the registrar</td>
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<tr>
<td><strong>February 25-March 4</strong></td>
<td>Reappointment dossiers due to the dean’s office</td>
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<tr>
<td><strong>February 25-March 4</strong></td>
<td>ADCs provide course times, instructors, and new courses to the registrar via the campus planning interface (CPI)</td>
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<td><em>If appropriate</em></td>
<td>Chair meets with junior students to clarify process for submitting thesis proposals</td>
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<td><em>If appropriate</em></td>
<td>Chair schedules meeting in March to discuss and decide on junior thesis proposals</td>
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<tr>
<th><strong>MARCH</strong></th>
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<tr>
<td><strong>March 7</strong></td>
<td>Comprehensive exam grades due to the registrar</td>
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<td><strong>March 11</strong></td>
<td>Mid-term grades due to the registrar</td>
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<tr>
<td><strong>March 12-20</strong></td>
<td><strong>Spring Recess</strong></td>
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<tr>
<td><strong>March 21-25</strong></td>
<td>Departments confirm with the registrar changes/additions to 2016-2017 schedule</td>
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<td><strong>March 28-April 1</strong></td>
<td><strong>Advising Week</strong></td>
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<td><em>If appropriate</em></td>
<td>Junior thesis proposals accepted and reviewed</td>
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<td><em>If appropriate</em></td>
<td>Decide on department chair for the next year</td>
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<th><strong>APRIL</strong></th>
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<tr>
<td>By April 1</td>
<td>Inform the dean’s office who will serve as chair during the next academic year</td>
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<tr>
<td><strong>April 4-8</strong></td>
<td><strong>Pre-registration for fall 2016</strong></td>
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<td>By First Week</td>
<td>Performance evaluations of staff due to Human Resources.</td>
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<tr>
<td>Of April</td>
<td>The performance evaluation period is February 1, 2015-January 31, 2016.</td>
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<tr>
<td>April 29</td>
<td>Class prize winners names due to registrar</td>
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<tr>
<td>By April 29</td>
<td>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</td>
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**APRIL**

*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 5

Honors recommendations, grades, theses due for 2016 due to the registrar

**College Meeting (Non-senior prizes)**

May 6

Last day of classes

Senior Assembly

May 7-9

Reading/study period

May 10-14

Exam period

May 16

Grades for seniors due to the registrar

May 18

Grades for non-seniors due to the registrar

May 22

Commencement

*If appropriate*

Contact Jack Cheney in the dean’s office about the assignment of offices for new faculty and visitors. Normally, single-course hires are not assigned offices

Merged online evaluation forms to be discussed with tenure-track faculty and visitors after the submission of grades.
Hold annual conversation 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.

**MAY**

*If appropriate*

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.

Some chairs reassign advisees of colleagues who will be on leave. Others do this later in the summer.

**JUNE**

June 30

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.

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.

*If appropriate*

Merged online evaluation forms to be discussed with tenure-track faculty and visitors after the submission of grades.

Chair and at least one other tenured colleague hold annual conversation 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 (Catherine Epstein and Janet Tobin) that conversations have taken place.

If you have a tenure case, follow-up with soliciting retrospective letters from former students for all students taught since the time of reappointment.

**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 borrows.

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 MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**
Remember to renew 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.