

DEPARTMENT/PROGRAM CALENDAR AND RESPONSIBILITIES

MONTH	EVENTS/ACTIVITIES	FACULTY MEMBER(S) ATTENDING/ RESPONSIBLE	HANDBOOK SECTION	OTHER DEADLINES
JULY	Department/Program Annual Report	Department Chair/Program Director	Annual Reports	
	Department/Program Annual Assessment Report		Assessment	
AUGUST	Monitor your department's enrollment figures for first-year students		Registration	
SEPTEMBER	Provost's Reception for New faculty	Department Chair/Program Director (if the department or program has a new faculty member)		
	Faculty Retreat	All faculty		
	Advisor's Workshop	Faculty members should attend every few years	Advising	
	Advising Group Meeting	Faculty advising first-year students	Advising	
	Opening Convocation	All faculty		
	Academic Fair			
	Choose Faculty Career Coordinator			
	Choose Department Curriculum Committee		Department Curriculum Committees	
		Department Chair/Program Director	End-of-Year Conversations	End-of-Year Conversation forms due
		Grant Proposals	Faculty Development Grant proposals due	
OCTOBER	Submit budget requests (if any)	Department Chair/Program Director	Budgets	
	Winter term schedules due to Registrar		Registration	
	Visiting Faculty Advising Comps Requests			
			Sabbatical and Other Leaves	Request for leave forms due
NOVEMBER	Submit requests for leave replacements for next year	Department Chair/Program Director	Hiring - Non-Tenure-Track	
	Monitor your department's enrollment figures		Registration	
	Submit classroom requests		Classroom Requests	
	Submit ITS and Facility Change Requests		Facility Change Requests	
JANUARY	A&I Planning Forms			
FEBRUARY	Update Admissions letter to accepted students		Admissions	
	Submit spring schedule to the Registrar	Department Chair/Program Director		
	Monitor your department's enrollment figures.		Registration	
				Curricular Grant Proposals Due
MARCH	Submit department planning form	Department Chair/Program Director	Department Planning Forms	
	Make Staff Salary Recommendations	Department Chair/Program Director	Staff Performance Evaluation and Salary Increases	
	Catalog Copy and Schedule of Courses Due	Department Chair/Program Director	Registration	
	Employee Recognition Celebration	All faculty if department members are being honored		
SPRING TERM	Submit names of students who've won prizes or awards	All faculty	Honors Convocation	
	Senior Banquet and/or Annual Picnic	All faculty		
	Department/ Program Receptions for Graduates and Families	All faculty		

DEPARTMENT/PROGRAM CALENDAR AND RESPONSIBILITIES

MONTH	EVENTS/ACTIVITIES	FACULTY MEMBER(S) ATTENDING/ RESPONSIBLE	HANDBOOK SECTION	OTHER DEADLINES
	Commencement	All faculty		
	Update department statement for Admissions		Admissions	
APRIL	Assign advisors for majors.		Advising	
	Admitted Student Experience: Academic Fairs (2)		Admissions	
	Submit Honors Convo Award Recipient Names		Honors Convocation	
	Request Office Assignments	Department Chair/Program Director	Office Assignments	
	Conduct Staff Performance Review	Department Chair/Program Director	Staff Performance Evaluation and Salary Increases	
	Submit Schedule Proof to the Registrar	Department Chair/Program Director	Registration	
	Fellowship Recommendations			
	Select SDA's		Student Departmental Advisors	
	Submit proposals for tenure-track hires	Department Chair/Program Director (if the department or program has a new faculty member)	Hiring - Tenure-Track	
	MAY	Schedule proof due to Registrar	Department Chair/Program Director	Registration
Schedule end-of-year conversations with tenure-track faculty not currently undergoing review (due in September)		Department Chair/Program Director	End-of-Year Conversations	
Submit department advising plan				
Monitor your department/program's enrollment figures			Registration	