

## 2020 - 2021 Calendar for Department Chairs

### Fall Term 2020

<b>August</b>	1	Departments verify department information on web page and update department e-mail distribution listing
	18	Evening classes begin
	19	Day classes begin
	20	Submission of dossiers for review for tenure and promotion
	21	Independent Study and Tutorial Form for Fall term registration due to Gail Steehler
	21	Application for Departmental Honors for Fall term registration due to Gail Steehler
	24	Internship registrations for Fall term must be completed in Colleague
	28	Class syllabi due to department secretaries
	30	Deadline for proposals for courses to be offered the following Spring Term due to Curriculum Committee or GEC
	31	Faculty block schedule forms due in Academic Dean's Office (second Monday of the term)
	<b>September</b>	1
8		Class syllabi saved to S: drive and uploaded to Credential Editor by department secretaries
16		Final changes to Spring 2021 courses offered list due to Gail Steehler
17		Departmental programs assessment plans for 2020-2021 due to Director of Institutional Effectiveness and Assessment (Ryan Otto)
23		Part-Time Faculty Credential Form for Spring 2021 courses due to Gail Steehler
24		Submission of Department Chair's and Departmental Committee's Evaluation letters to the Academic Dean (tenure and promotion)
24		Copies of Department Chair's and Departmental Committee's Evaluation letters provided to the candidate (tenure and promotion)
<b>October</b>	1	Summer Session 2021 courses-offered list and budget requests for Summer Session due in Associate Dean / Registrar's Office
	5	Mid-term grades due in Registrar's Office no later than 12 Noon
	11	Rooms reserved in EMS for fall final exams by department secretaries
	15	Classroom requests for spring courses due to Registrar's Office
	15	Faculty and Academic Advisors receive advising materials for Spring term pre-registration
	<b>November</b>	1
	2	Pre-registration for Spring, Intensive Learning and Summer terms begin – subject to change
	15	Deadline for proposals for program changes (major, minor or concentration) due to Curriculum Committee
<b>December</b>	3	Final grades due in Registrar's Office no later than 12 noon
	15	FPA travel requests for January 1-March 31 due to Academic Dean (no later than December 15) - subject to change
	15	Candidate's receipt of recommendations of Faculty Personnel Committee and the Academic Dean (for tenure and promotion to Associate Professor)
	15	Budget requests are due in Academic Dean's Office according to schedule included with forms provided by Vice President of Business Affairs

### Spring Term 2021

<b>January</b>	10	Submission of pre-tenure dossier for review
	18	Classes begin
	22	Independent Study and Tutorial Form for Fall term registration due to Gail Steehler
	22	Application for Departmental Honors for Spring term registration due to Gail Steehler
	25	Deadline for proposals for courses to be offered the following Fall term and May Term due to Curriculum Committee
	25	Candidate's receipt of recommendations of Faculty Personnel Committee and the Academic Dean (for promotion to Professor)

<b>January</b>	26	Internship registrations for spring term must be completed in Colleague
	26	Changes to 2021-2022 courses offered list due to Gail Steehler
	29	Class syllabi due to department secretaries
	29	Faculty block schedule forms due in Academic Dean's Office (second Friday of the term)
	31	Electronic listing of requested repairs/upgrades/renovations in all academic buildings due to the Academic Dean
	31	Submission of Department Chair's and Departmental Committee's Evaluation letters to the Academic Dean (for pre-tenure review)
	31	Copies of Department Chair's and Departmental Committee's Evaluation letters provided to the candidate (for pre-tenure review)
	<b>February</b>	1
8		Final changes to Fall 2021 courses offered list due to Gail Steehler
8		Class syllabi saved to S: drive and uploaded to Credential Editor by department secretaries
15		Sabbatical requests for 2022-2023 due to FDC through Chair to Academic Dean
<b>March</b>	1	Candidate's receipt of President's recommendation (for promotion to Professor)
	8	Mid-term grades due in Registrar's Office no later than 12 Noon
	15	FPA travel requests for April 1 – June 30 due to Academic Dean (no later than March 15)
	17	Academic advisors receive advising materials for fall term pre-registration
	21	Rooms reserved in EMS for spring final exams by department secretaries
	26	Fall term pre-registration begins - subject to change
	<b>April</b>	1
1		Academic Dean notifies candidates for promotion to Professor of eligibility for review in the following academic year
1		Part-Time Faculty Credential Form for Fall 2021 courses due to Gail Steehler
10		Academic Dean or Department Chair notifies candidate of nomination for promotion to Professor
15		Changes to Academic Catalog due in Associate Dean/Registrar's Office
15		Candidate's receipt of Evaluation by Faculty Personnel Committee (pre-tenure review)
15		Candidate notifies Academic Dean of desire to delay pre-tenure or tenure review
20		Candidate for promotion to Professor notifies Academic Dean of intent to be reviewed in the following year
25		In consultation with Academic Dean, Department Chair notifies pre-tenure and tenure/promotion candidate of membership of departmental committee and identity of committee chair
<b>May</b>		1
	5	Senior grades due in Registrar's office no later than 12 Noon
	8	Graduation
	10	Final grades due in Registrar's office no later than 12 Noon
	15	Annual Faculty Self-Evaluation due to ePortfolio and respective Chair (no later than June 14 if faculty member is teaching in the May Term)
	15	Chair's Annual Self-Evaluation due to ePortfolio and Academic Dean's Office
	17	Intensive Learning Term begins
	19	Classroom assignments for fall courses due to Registrar's Office
	<b>June</b>	1
12		Intensive Learning final grades due in Registrar's Office no later than 12 Noon
14-25		Department Chairs meet with Academic Dean to discuss faculty raises
15		FPA travel requests for July 1 – September 30 due to Academic Dean (no later than June 15)
30		Annual Performance Evaluation for Part-Time Faculty due to Gail Steehler
30		Annual Assessment reports due to Director of Institutional Effectiveness and Assessment (Ryan Otto)
30		Department Annual Report due to the Academic Dean (including Annual Goals)