2021 - 2022 Calendar for Department Chairs

**Fall Term 2021**

Aug. 1   Departments verify department information on web page and update department e-mail distribution listing
Aug. 20  Submission of dossiers for review for tenure and promotion
Aug. 31  Evening classes begin

Sept. 1  Day classes begin
Sept. 1   Deadline for proposals for courses to be offered the following Spring Term due to Curriculum Committee or GEC
Sept. 1   Request to Recruit - Authorization to Search proposal for all full-time positions for Fall 2022 due to Dean's Office
Sept. 8  Request for a Tutorial due to Gail Steehler
Sept. 8   Application for Departmental Honors for Fall term registration due to Gail Steehler
Sept. 13  Internship and Independent Study Section Request form due to Jeri Person by 12 Noon.
Sept. 13  Internship and Independent Study registrations for Fall term must be completed in Colleague by 4:00 P.M.
Sept. 13  Class syllabi due to department secretaries
Sept. 13  Faculty block schedule forms due in Academic Dean's Office (second Monday of the term)
Sept. 15  Final changes to Spring 2022 courses offered list due to Gail Steehler
Sept. 15  Class syllabi saved to S: drive by department secretaries
Sept. 17  Departmental programs assessment plans for 2021-2022 due to Director of Institutional Effectiveness and Assessment (Ryan Otto)
Sept. 24  Submission of Department Chair’s and Departmental Committee’s Evaluation letters to the Academic Dean (tenure and promotion)
Sept. 24  Copies of Department Chair’s and Departmental Committee’s Evaluation letters provided to the candidate (tenure and promotion)

Oct. 1   Summer Session 2022 courses-offered list and budget requests for Summer Session due to Gail Steehler
Oct. 15  Rooms reserved in EMS for Fall final exams by department secretaries
Oct. 15  Classroom requests for Spring courses due to Registrar's Office
Oct. 15  Courses Offered List and Staffing Plan for 2022-2023 due to Gail Steehler
Oct. 18  Mid-term grades due in Registrar's Office no later than 12 Noon
Oct. 25  Faculty and Academic Advisors receive advising materials for Spring term pre-registration

Nov. 1  Deadline for proposals for program changes (major, minor or concentration) due to Curriculum Committee
Nov. 1  Textbook adoptions due for Spring courses
Nov. 10  Pre-registration for Spring, Intensive Learning and Summer terms begin – subject to change

Dec. 1   Inquire site created for Spring and Intensive Learning Courses
Dec. 15  FPA travel requests for January 1 - March 31 due to Academic Dean (no later than December 15) - subject to change
Dec. 15  Candidate’s receipt of recommendations of Faculty Personnel Committee and the Academic Dean (for tenure and promotion to Associate Professor)
Dec. 15  Budget requests are due in Academic Dean’s Office according to schedule included with forms provided by Vice President of Business Affairs
Dec. 20  Final grades due in Registrar's Office no later than 9:00 A.M.
Spring Term 2022

Jan. 10 Submission of pre-tenure dossier for review
Jan. 17 Martin Luther King Day Commemoration
Jan. 18 Classes begin
Jan. 20 Deadline for proposals for courses to be offered the following Fall term and May Term due to Curriculum Committee
Jan. 21 Request for a Tutorial due to Gail Steehler
Jan. 21 Application for Departmental Honors for Spring term registration due to Gail Steehler
Jan. 25 Changes to 2022-2023 courses offered list due to Gail Steehler
Jan. 25 Candidate’s receipt of recommendations of Faculty Personnel Committee and the Academic Dean (for promotion to Professor)
Jan. 28 Internship and Independent Study Section Request form due to Jeri Person by 12 Noon.
Jan. 28 Internship and Independent Study registrations for Spring term must be completed in Colleague by 4:00 P.M.
Jan. 28 Faculty block schedule forms due in Academic Dean’s Office (second Friday of the term)
Jan. 31 Class syllabi due to department secretaries
Jan. 31 Requests for repairs/upgrades/renovations in all academic buildings must be submitted online through Shops Work Order Requests.
Jan. 31 Submission of Department Chair’s and Departmental Committee’s Evaluation letters to the Academic Dean (for pre-tenure review)
Jan. 31 Copies of Department Chair’s and Departmental Committee’s Evaluation letters provided to the candidate (for pre-tenure review)
Feb. 1 Candidate’s receipt of President’s recommendation (for tenure and promotion to Associate Professor)
Feb. 1 Class syllabi saved to S: drive by department secretaries
Feb. 7 Final changes to Fall 2022 courses offered list due to Gail Steehler
Feb. 15 Sabbatical requests for 2023-2024 due to FDC through Chair to Academic Dean
Mar. 1 Candidate’s receipt of President’s recommendation (for promotion to Professor)
Mar. 7 Mid-term grades due in Registrar's Office no later than 12 Noon
Mar. 14 Academic advisors receive advising materials for Fall term pre-registration
Mar. 15 FPA travel requests for April 1 – June 30 due to Academic Dean (no later than March 15)
Mar. 21 Rooms reserved in EMS for Spring final exams by department secretaries
Mar. 25 Fall term pre-registration begins - subject to change
Apr. 1 Textbook book adoptions due for Intensive Learning courses
Apr. 1 Inquire site created for Summer courses
Apr. 1 Academic Dean notifies pre-tenure and tenure/promotion candidate of review in following academic year
Apr. 1 Academic Dean notifies candidates for promotion to Professor of eligibility for review in the following academic year
Apr. 10 Academic Dean or Department Chair notifies candidate of nomination for promotion to Professor
Apr. 15 Changes to Academic Catalog due in Associate Dean/Registrar’s Office
Apr. 15 Candidate’s receipt of Evaluation by Faculty Personnel Committee (pre-tenure review)
Apr. 15 Candidate notifies Academic Dean of desire to delay pre-tenure or tenure review
Apr. 20 Candidate for promotion to Professor notifies Academic Dean of intent to be reviewed in the following year
Apr. 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
May 1  Textbook adoptions due for Summer courses
May 1  Candidate’s receipt of Board’s response to President’s recommendation concerning tenure and promotion
May 4  Senior grades due in Registrar's office no later than 9:00 A.M.
May 7  Graduation
May 9  Final grades due in Registrar’s office no later than 9:00 A.M.
May 15  Annual Faculty Self-Evaluation due to ePortfolio and respective Chair (no later than June 10 if faculty member is teaching in the May Term)
May 15  Chair's Annual Self-Evaluation due to ePortfolio and Academic Dean’s Office
May 16  Intensive Learning Term begins
May 20  Classroom assignments for Fall courses due to Registrar's Office

June 1  Annual Performance Evaluation for Full-Time Faculty due to the Academic Dean (no later than June 15 if faculty member is teaching in the May Term)
June 1  Inquire site created for Fall courses
June 6  Intensive Learning final grades due in Registrar's Office no later than 9:00 A.M.
June 15  Textbook adoptions due for Fall courses
June 15  FPA travel requests for July 1 – September 30 due to Academic Dean (no later than June 15)
June 16-27  Department Chairs meet with Academic Dean to discuss faculty raises
June 30  Annual Performance Evaluation for Part-Time Faculty due to Gail Steehler
June 30  Annual Assessment reports due to Director of Institutional Effectiveness and Assessment (Ryan Otto)
June 30  Department Annual Report due to the Academic Dean (including Annual Goals)