

OVERVIEW OF THE CHAIRS' YEAR: Key Responsibilities and Deadlines

Deadline	Responsibility	Relevant Documents and Resources	Office or Contact Person
August 10	State of Department: updated spreadsheets posted and first announcement sent	memo, template to download, information, and spreadsheets http://www.calvin.edu/admin/provost/chairs/#reports	Office of the Academic Deans
Early September	Budget: final revisions for current fiscal year due	hard copy documents sent with instructions	Office of the Academic Deans (Donna Anema)
Mid-September	Schedule: revisions for spring schedule of current academic year due	hard copy and/or electronic documents sent	Office of the Academic Deans (Donna Anema)
September 15	Reappointment and tenure: candidates' portion of dossier due	checklists for each type of appointment http://www.calvin.edu/admin/provost/chairs/#reappointment faculty handbook information http://www.calvin.edu/admin/provost/fac_hb/chap_3/3_7.htm	Department chair
September 20	Sabbatical application: application deadline, chair's recommendation letter deadline	application and information (application is for next academic year) http://www.calvin.edu/admin/provost/scholars/research/deadlines.htm	Office of the Dean for Research and Scholarship (Dawn Crook)
September 20	Calvin Research Fellowship: application deadline, chair's recommendation letter deadline	application and information (application is for next academic year) http://www.calvin.edu/admin/provost/scholars/research/crf.htm	Office of the Dean for Research and Scholarship (Dawn Crook)
September - early October (Day 10 – first Friday in October)	State of Department: report completed and appointment with the dean scheduled	memo, template to download, information, and spreadsheets http://www.calvin.edu/admin/provost/chairs/#reappointment	Office of the Academic Deans (contact Caroline to schedule an appointment. Report is due to the dean 2-3 days prior to scheduled appointment.)

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Mid-October	New course/program proposal: proposal should be going through the pipeline of approvals en route to EPC	information and template to download http://www.calvin.edu/admin/provost/chairs/#proposals Educational Policy Committee: http://www.calvin.edu/admin/comm/epc/ Core Curriculum Committee: http://www.calvin.edu/admin/comm/core/ Cross-Cultural Engagement Committee: http://www.calvin.edu/admin/comm/cce/	New course proposals for EPC and/or courses for core credit should receive any needed approvals from, for example, the Science Division, Cross-Cultural Engagement Committee, and Core Curriculum Committee BEFORE being sent to EPC.
October 15	Reappointment and tenure: full dossier due	checklists for each type of appointment http://www.calvin.edu/admin/provost/chairs/#reappointment faculty handbook information http://www.calvin.edu/admin/provost/fac_hb/chap_3/3_7.htm	Office of the Provost
November 15	Major program proposals: deadline for submission to EPC	template and information http://www.calvin.edu/admin/provost/chairs/#proposals	Electronically to EPC chair (copied to Caroline)
Early December	Budget: preliminary budget requests for coming fiscal year due	hard copy documents sent with instructions	Office of the Academic Deans (Donna Anema)
December 1	Declaration of openings		PSC's official declaration
Late December	Reappointment and tenure	PSC's reappointment and tenure decisions completed	Office of the Provost
Candidate's first campus visit	Hiring: preliminary dossier submitted and interview with the dean scheduled.	checklists for each type of appointment http://www.calvin.edu/admin/provost/chairs/#hiring	Contact Caroline (6.6263) to schedule interview with the dean. Preliminary dossier should be submitted 2-3 days before the interview. (One-year, term candidates interview with the dean and a PSC member.)

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January 3	McGregor Summer Research Fellowship program: deadline for abstracts of faculty proposals	Information: http://www.calvin.edu/admin/provost/scholars/students/mcgregor/	Office of the Dean for Research and Scholarship
January 28	McGregor Summer Research Fellowship program: final faculty proposals due	information http://www.calvin.edu/admin/provost/scholars/students/mcgregor/	Office of the Dean for Research and Scholarship
Early February	Schedule: fall and spring schedules for coming academic year due	hard copy and/or electronic documents sent	Office of the Academic Deans (Donna Anema)
February 1	Summer Calvin Research Fellowships: faculty applications due	application and information http://www.calvin.edu/admin/provost/scholars/research/crf.htm	Office of the Dean for Research and Scholarship (Dawn Crook)
Early February	Interim leave: applications for following academic year due	application form http://www.calvin.edu/admin/provost/chairs/#loa	Office of the Academic Deans (Caroline)
February 15	McGregor Summer Research Fellowship program: student applications due	application and information http://www.calvin.edu/admin/provost/scholars/students/mcgregor/	Honors Program (Jana Stob)
March 1	New course proposals: deadline for submission to EPC	template and information http://www.calvin.edu/admin/provost/chairs/#proposals	Electronically to EPC chair (copied to Caroline)

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Candidate's PSC campus visit	Hiring: completed dossier due and interviews with the provost and PSC scheduled	checklists and information http://www.calvin.edu/admin/provost/chairs/#hiring	Completed dossier due to Provost's Office by the Friday prior to the PSC interview. Contact Heidi (6.8604) to schedule an interview with the provost for the Wednesday afternoon prior to the PSC interview as well as to schedule the PSC interview. (PSC meets each Thursday, 8:15-10:30 a.m.)
Mid-to-late-April	Honors Convocation: reminder to faculty that attendance is obligatory	hard copy memos sent to each faculty member	Office of the Academic Deans (Donna Anema keeps the list of regrets)
Early May	Catalogue copy: revisions due	electronic documents sent	Registrar's Office
Early May	Reappointment and tenure	preliminary letters sent from Provost's Office to notify candidates who are to be considered for reappointment and tenure	Office of the Provost
Various dates	Additional funding opportunities	applications, information, and deadlines http://www.calvin.edu/admin/provost/scholars/research/funding.htm	Office of the Dean for Research and Scholarship