

## **Key Deadlines for Chairs (by responsibility)**

### **Course Schedules**

15 September	Revisions due for spring schedule of current academic year
1 February	Fall and spring schedules due for the coming academic year

### **Reappointments and Tenure**

15 September	Candidates' documentation due to chair
15 October	Files due in Provost's Office
15 January	Decisions announced to candidates
1 May	Candidates are notified

### **Budgets**

Early September	Final budget revisions for current fiscal year due to deans
End November	Preliminary budget requests for coming fiscal year due to deans

### **New Appointments**

15 September	State of department reports with requests, first announcements
1 December	Declaration of openings
First campus visit	Interview with the dean
PSC interview	Completed file due on Friday prior

### **Important Dates**

Mid April	Remind faculty that attendance is obligatory at Honors Convocation
Early May	Revised catalog copy due to registrar

## Key Deadlines for Chairs (by date)

<u>Date</u>	<u>Budget and Curriculum</u>	<u>Personnel</u>
September (early) (mid)	Final budget revisions due to deans Final spring course schedules due	<ul style="list-style-type: none"> <li>• Documentation for reappointment/tenure due from candidates</li> <li>• Sabbatical/leave requests due</li> <li>• State of department conferences with deans</li> </ul>
(mid-late)	State of department reports due	
October (mid)		<ul style="list-style-type: none"> <li>• Reappointment/tenure files due to deans</li> </ul>
(late)	Interim/spring registration	
November (late)	Preliminary budget requests due	<ul style="list-style-type: none"> <li>• Official PSC declaration of openings</li> </ul>
December (late)		<ul style="list-style-type: none"> <li>• Reappointment/tenure decisions announced</li> </ul>
February (early)	Fall and (preliminary) spring course schedules due	<ul style="list-style-type: none"> <li>• Interim/leave requests due</li> </ul>
(mid)	Deadline for new course proposals	
April (mid)	Fall registration	<ul style="list-style-type: none"> <li>• Remind faculty members that Honors Convocation is obligatory</li> </ul>
May (early)	Revised catalog copy due to registrar	<ul style="list-style-type: none"> <li>• Preliminary notification to candidates for reappointment/tenure</li> </ul>
Ongoing recruitment deadlines		<ul style="list-style-type: none"> <li>• First visit to campus: interview with dean (1-year term, PSC member also)</li> <li>• PSC interview: file due on Friday prior</li> </ul>