CHAIRS YEARLY CALENDAR OF ACTIVITIES AND EVENTS

JUNE

- Freshmen orientation
- Transfer Orientation
- Final adjustments to fall schedule/staffing issues
- End of the Year Report
- Summer late registration
- Camden Campus registration
- Summer session 6 grades due
- Board of Trustees meeting

JULY

- Start of fiscal year…final budgets allocated to depts.
- “Extended” registration for fall classes
- Summer late registration
- Summer session 1 & 3 grades due

AUGUST

- Finalize faculty position descriptions for advertising
- Final preparations for beginning of classes
- “Final” registration for fall classes
- Fall bills due
- Summer session 2, 4, & 5 grades due
- Next summer course schedule sent to Deans/Department from Registrar

SEPTEMBER

- Start of semester
- Drop/Add period
- Orientation of new faculty/adjuncts
- Handling course changes, etc. and other student issues
- Verification of class lists sent to Registrar
- Election of various personnel and departmental committees (may be done previous spring)
  - Recontracting
  - Promotion
  - Faculty Adjusted Workload
  - Etc.
- Summer course schedule reviewed/revised and sent back to Deans/Registrar
• Board of Trustees meeting

OCTOBER

• Dept. Recontracting committee reviews 3rd & 4th year and tenure candidates
• Next fall course schedule sent to Deans/Departments from Registrar
• Submission of budget and staffing needs for following year
• Approval of external evaluators for candidates for full professor
• “Early” registration begins for spring semester
• Deadline for signing up to apply for promotion
• Preliminary PAR forms
• Freshmen interim reports due to registrar

NOVEMBER

• Send out letters to outside evaluators for full professor candidates
• Next fall course schedule reviewed/revised and sent back to Deans/Registrar
• University Assembled
• Admissions Open Houses begin
• Spring textbook orders due to University Store
• Department search committees screen applicants for faculty positions
• Deadline for applying for Faculty Merit Pay Adjustments
• Freshmen instruction guides (FIGs) to Deans for next fall’s freshmen

DECEMBER

• Candidates for promotion submit folders to department committees (letters from external evaluators received by chair of committee)
• “Extended” registration for spring semester
• Spring course schedule adjustments, staffing issues, etc.
• Finals week begins for fall semester
• Finalization of interview schedule for faculty positions
• Deadline for faculty to submit sabbatical leave proposals to Senate
• December Board of Trustees meeting
• Spring bills are due

(SEMESTER BREAK)

JANUARY

• “Final” registration for spring semester
• Grades due for fall semester
• Annual Martin Luther King Breakfast
• “Drop/Add” period for spring semester
• Interviews begin for candidates for faculty positions (may be earlier)
• Spring semester begins
• Verification of class lists sent to Registrar

FEBRUARY

• Department promotion committee concludes work on candidates
• Election of Departmental Career Development Committee
• Sabbatical leave recommendations made by Senate
• Interviews continue for faculty positions

MARCH

• Spring recontracting candidates prepare folders for department review
• College promotion committees conclude work on candidates
• “Early” registration for summer classes
• Search committees conclude interview process for candidates for faculty positions
• Departmental Career Development Committees conclude work
• Freshmen interim reports sent to Registrar
• “Extended” registration for summer session

APRIL

• Department recontracting committees review spring candidates
• Next spring course schedule sent to Deans/Departments from Registrar
• Search committees complete recommendation process for faculty positions
• Summer registration continues
• University Assembled
• Fall textbook lists sent to University Store
• Deans conclude work on faculty promotion candidates
• April Board of Trustees meeting

MAY

• “Final” registration for summer classes
• Next spring course schedule reviewed/revised and sent back to Deans/Registrar
• Provost/President conclude work on faculty promotion candidates
• “Drop/Add” period for summer classes

• Final exam week and grades due for spring semester
• Commencement
• Spring grades are due