

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