**CHAIR’S CHECKLIST**

AUGUST

* Review department webpage and update for upcoming year.
* Check in with new faculty: name plates for office door, arrival (check in with Darlene for keys, reminder about new faculty orientation, etc.)
* Review schedule of courses and notify registrar of any changes – fill in “staff” with names.
* Assess where the department’s plans for the year can best align with the College’s strategic goals.
* Be sure monthly chairs’ meetings are on your schedule.
* Schedule regular (monthly or more often) meetings with the department’s Administrative Assistant.
* Turn in student worker job descriptions to Student Employment Coordinator in early August.
* Schedule and plan first department meeting (set agenda for semester/year, organize for student orientation, any possible enrollment issues).
* Meet with provost about staffing, review schedules, upcoming issues/concerns.

SEPTEMBER

* Meet with your AA about upcoming events for the month.
* Discuss mentoring needs with new tenure track colleagues and provide some suggestions for their mentoring committee.
* Offer to read Prospectus for pre-tenure review candidates (due October 15).
* Attend the hiring workshop and consult with the provost (tenure-track) or associate provost (visiting) about upcoming searches. Consult with Associate Provost for Equity and Inclusion about attracting a diverse pool, search committee members, and search practices.
* Attend monthly department chairs’ meeting.
* Organize your department’s student advisory group and set date for first meeting.
* Remind colleagues that CPC new course proposals are due October 10.
* AA quarterly Check-in Conversation due by September 30.

OCTOBER

* Meet with your AA about upcoming events for the month.

* Fill out chairs’ form and submit new course proposals to CPC by October 10.
* Review course materials for the Course Catalog – due to Registrar in early November.
* Review spring course schedule from the Registrar and submit any changes.
* Attend monthly department chairs’ meeting.
* Encourage faculty to attend Founders’ Day ceremony.
* Department letter for tenure review due November 1.
* Schedule holiday party.

NOVEMBER

* Meet with your AA about upcoming events for the month.
* Submit any department letters for tenure by November 1.
* Meet with sophomore majors intending to study abroad – advise about department policies and appropriate programs.
* Attend monthly department chairs’ meeting.
* Begin planning curriculum for coming year.
* Be available during spring preregistration for those needing assistance with classes, approval of individual study, and major declarations.
* Plan holiday party and assign tasks to department members.

DECEMBER

* Meet with your AA about upcoming events for the month.
* Review draft of Course Catalog provided by Registrar for changes and corrections.
* Hold department meeting and draft pre-tenure review department letter (due January 2).
* Attend monthly department chairs’ meeting.
* Prepare teaching schedule for upcoming year within registrar’s department time allotments. Negotiate with faculty as needed to spread out time slots.
* Hold holiday party.
* AA quarterly Check-in Conversation due by Dec. 30

JANUARY

* Meet with your AA about upcoming events for the month.
* Submit department letters for pre-tenure review by January 2.
* Be available for student issues during drop/add period.
* Encourage faculty to attend Martin Luther King events.
* Attend monthly department chairs’ meeting.
* Remind majors planning on studying abroad that materials are due February 1.

FEBRUARY

* Meet with your AA about upcoming events for the month.
* Submit curriculum for upcoming year.
* Submit names of recipients of departmental prizes for Honors Day by end of February.
* Attend monthly department chairs’ meeting.

MARCH

* Meet with your AA about upcoming events for the month.
* Turn in last minute changes to fall schedule of courses in time for April registration.
* Plan spring meeting with majors to discuss curriculum, senior exercise, student advisory group, etc.
* Attend monthly department chairs’ meeting.
* AA quarterly Check-in Conversation due by March 30.

APRIL

* Meet with your AA about upcoming events for the month.
* Conduct spring meeting with majors.
* Plan department reception for graduation.
* Be available to deal with student issues during registration for fall.
* Verify senior majors, minors, concentrators have fulfilled requirements.
* Be sure departmental honors have been submitted and attributed correctly to students.
* Attend monthly department chairs’ meeting.
* Reassign any students whose adviser is on leave and who hasn’t found a new advisor yet.

MAY

* Meet with your AA about upcoming events for the month.
* Make final arrangements for department reception for graduation – assign tasks to department members.
* Hold General Education Outcomes Assessment meeting.
* Prepare GEAR, due with Annual Report in June.
* Hold meeting on Departmental Outcomes Assessment.
* Prepare DOAR, due in June with Annual Report.
* Hold any promotion review department meetings. Department letter due June 1.
* Hold mentoring committee meeting for any 1st and 2nd year faculty.
* Summarize mentoring committee meeting in letter to junior colleague(s).

JUNE

* Submit mentoring program evaluation to Provost’s office.
* Send summary of mentoring committee meeting to junior colleague(s).
* Complete annual report and submit to Provost’s office.
* Review budget and prepare to close all accounts and send in final purchase orders.
* Submit department letters for candidates for promotion to full by June 1.
* AA quarterly Check-in Conversation due by June 30.

JULY

* Keep an eye on email.
* Contact any new faculty about their arrival date and encourage them to attend new faculty orientation.

JT/JB/AQ