

A Timetable for Chair's Activities

The following timeline identifies the specific duties for which chairs are responsible. It is designed to help chairs anticipate their responsibilities throughout the year. Consider this list as a general guide. Because departments differ in structure and activities, particular duties included in this list may be irrelevant to certain departments. Alternatively, there may be additional duties associated with the chairs in particular departments not included in this list.

Although these duties are ultimately the responsibility of the chair, many are typically assumed by other faculty within the department or by the department's administrative assistant. Thus, this list can serve as the basis for delegating particular responsibilities throughout the department.

July	Review the year-end departmental budget statement in Banner. Help to organize (as needed) office changes. Order and/or change office door name plates. Prepare relevant announcements to be made at the faculty advisors meeting. Prepare departmental programs for orientation. Review the pages on the departmental website to determine what needs to be updated before the new year begins
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August	Provide to Registrar any last minute updates to the schedule of courses to ensure accurate information for first year student registration and drop/add. Complete student job description forms received from Student Employment Coordinator. Recommend appropriate courses for students receiving Advanced Placement credit. Call department meeting to set an agenda, make committee assignments, and organize for orientation. Meet with administrative assistant to discuss priorities and procedures for the coming year. Help orient new faculty and prepare to participate in their mentoring. Plan departmental participation in faculty reviews for the coming year.
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Circulate faculty schedules of office hours and classes within the department.

Distribute lists of current majors and off-campus study students.

Deal with extraordinary student problems – late declaring majors, senior majors in danger of not completing requirements, and so forth.

Obtain necessary approval of honors students by the department and see that they properly enroll in senior honors course(s).

Receive schedule of chairs' meetings called by the Provost.

Prepare materials for and give presentation at the Orientation Academic Fair

Represent the department at the annual Faculty Advisors meeting.

September

Help new colleagues to select mentorship committees.

If hiring, ensure that job description is approved by the Provost (tenure-track) or Associate Provost (visiting and/or part-time); attend hiring workshop; establish search committee; and begin process of posting the job on PeopleAdmin.

Call a meeting of majors.

Organize Student-Department Advisory Group meetings.

Examine general education goals and plan for assessment of student progress on goals.

Examine department mission statement goals and plan for assessment of student progress on goals.

Implement plans for senior exercise.

Make arrangements for Family Weekend and student visit days.

Remind departmental colleagues of the early deadline for submission of course proposals to CPC—typically October 10. Begin active discussion with colleagues proposing new courses in order to complete the Chair's portion of the course approval request.

Arrange for student payroll cards to be signed every two weeks.

October

Proposals for new courses are due to CPC by 10 October. The Chair must fill out a form for every new course proposed by a colleague.

If hiring, engage in efforts to solicit minority and women candidates. Contact the Director of Equal Opportunity for a list of places where the position has been advertised.

Prepare departmental course materials for the Course Catalog, due at the Registrar's office in early November.

Review second semester course schedule from Registrar for errors and changes.

If there is a review for tenure, hold departmental meeting to evaluate candidate and draft department letter, due November 1. Work with Associate Provost, as necessary, to ensure all required letters have been submitted.

Schedule holiday party.

November

Meet with sophomore majors intending to study abroad (collectively and individually) to advise them about department policy on OCS and to help them choose appropriate programs, well in advance of the Feb 1 deadline for OCS applications.

Deal with students regarding preregistration for spring semester, including approval of independent studies.

Begin preparing curriculum for the coming academic year.

Generate requests for speakers from Faculty Lectureships, due at year's end.

Plan holiday party.

If hiring, have procedures in place to review dossiers and select those to be interviewed. Begin reviewing dossiers.

December

Receive departmental course curriculum materials for the coming academic year, due at the Registrar's office in early February.

Review draft of course catalog provided by Registrar for errors and changes.

Prepare teaching schedule for upcoming academic year, negotiating with

colleagues and the Registrar for teaching times (which the Registrar ratifies).

If there is a pre-tenure review, hold departmental meeting to evaluate candidate and draft department letter, due January 1. Work with Associate Provost, as necessary, to ensure all required letters have been submitted

Hold holiday party.

January

Deal with extraordinary student problems – late declaring majors, senior majors in danger of not completing requirements, and so forth.

If hiring, prepare a list of top-ten candidates, to be submitted to the Provost and DEO. Arrange and begin to conduct campus interviews.

Deadline for students seeking to study abroad is February 1. Make sure that all necessary materials are in.

February

Submit curriculum for the coming academic year.

Receive requests for office assignments for upcoming year and confirm with Coordinator of Faculty Support.

Determine recipients of departmental prizes for Honors Day, due at end of February to the Executive Assistant to the President and Provost.

If hiring, complete interview process and submit report regarding candidates to Provost and DEO. Upon successful completion of process, send letters to unsuccessful candidates.

March

Provide last minute updates to the fall schedule of courses in time for April registration.

Begin planning senior exercise for coming year.

Plan spring meeting with majors to discuss curriculum, senior exercise, student representatives

April

Conduct spring meeting with majors.

Deal with students regarding spring preregistration, including approval of independent studies.

Begin work on department reception for graduation.

Make arrangements for spring visit day.

Receive from Registrar lists of senior majors, minors, concentrators requesting verification that requirements for these students these are complete as well as the level of departmental honors earned.

Receive instructions for annual report, due in June at Provost's office.

May

Make final arrangements for department reception for graduation.

Hold meeting on General Education Outcomes Assessment.

Hold meeting on Departmental Outcomes Assessment.

Prepare Department Outcome Assessment Report (DOAR) and General Education Assessment Report (GEAR), due in June with annual report.

Prepare and conduct administrative assistant's performance review.

If there is a promotion review, hold departmental meeting to evaluate candidate and draft department letter, due June 1. Work with Associate Provost, as necessary, to ensure all required letters have been submitted

June

Complete annual report and submit to Provost.

Receive request from accounting to close all accounts and send in final purchase orders.

Prepare summer mailing to be sent to all majors regarding senior exercise, honors, and program changes.
