

College of Liberal Arts

Department Chair's Administrative Schedule

January

- Due
 - Faculty Credentialing (Census Day)
 - Course Fee change (tentative-Due date not determined)
- Initiate
 - Initial notification of new cohort of Post-Tenure reviews, Third Year reviews, T&P candidates
 - Notifications of Endowed Faculty Nominations/Reviews (Due Aug. 1 to Dean; Mid- September to Provost)
 - Begin Professional Activities Report Process (Due April 1 to Dean)
 - Staff Evaluations
 - Initiate nominations for Liberal Arts Outstanding Achievements Awards (Due April 1 to Dean)
 - Initiate nominations for the Honors Convocation (Due March to Yvonne)

February

- Due
 - Fall and Summer schedules submitted to Registrar's office
- Initiate
 - Nominations for Spring Award and Hooding Ceremony names (Due to Yvonne)

March

- Due
 - Staff Evaluations (Due March 1 to Dean; Mid-March to Human Resources)
 - Honors Convocation nomination (Due to Yvonne)
- Initiate
 - Initial notification for Regents Outstanding Teaching Awards (Due November to Dean)

April

- Due
 - Professional Activities Report (Due April 1 to the Dean)
 - Endowed Faculty Nominations/Reviews (Due to the Dean)
 - Formal Notification of Dean's Office of T&P Candidates
 - Nominations for Spring Award and Hooding Ceremony names (Due to Yvonne)
 - Nominations for Liberal Arts Outstanding Achievements Awards

May

Updated 11/2/2017

- Initiate
 - Contact External T&P Reviewers

July

- Initiate
 - Notification of Emeriti Recommendations (Due Sep. 1 to Dean)
 - Scheduling courses for Spring semester

August

- Due
 - External T&P reviews due in the Departments (Aug. 31st)
 - Deadline to process Reimbursements, Transfers and Travel (Mid Aug.)

September

- Due
 - Post Tenure Review and Third Year Review (Due to the Dean on Sept. 1st)
 - Professor Emeriti Nominations (Due to the Dean)
 - Faculty Credentialing due on Census Day
- Initiate
 - Scheduling courses for Summer and Fall semesters
 - Nominations for Fall Award and Hooding Ceremony names (Due to Yvonne)

October

- Due
 - Endowment Letters to University Relations (Due end of October)
 - Department and Chairs' T&P recommendations (Due in Dean's Office on Oct. 1st)

November

- Due
 - Nominations for Fall Award and Hooding Ceremony names (Due to Yvonne)
 - Nominations for Outstanding Regents Teaching Awards (Due to Crystal)

December