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**

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