Important Dates for Chairs

**July**
by July 1  Send out list of available course offerings to the part-time faculty to solicit section requests (PTFU Contract Article X) for Fall classes no later than this date. Such solicitation shall be made in writing and include a list of all course sections the department may staff with part-time faculty, noting day, time, and location. PTF will be allowed ten (10) working days from the postmarked date to respond in writing. This solicitation is usually done by e-mail to ensure there is no mail delay.

*******  Submit list of external reviewers for tenure-track faculty going up for promotion to Associate or Full Professor for Dean’s approval and send request using the template letter on the Provost’s website to approved reviewers.

*******  Be available on Transfer Orientation Days.

**August**
Aug 1  Issue Part-Time Faculty contracts for Fall semester by this date.

*******  Award departmental scholarships.

*******  Meet with your fiscal administrative support staff to review departmental/program budgets (100, 110, Foundation, etc.) and develop a plan to use these resources to meet departmental goals. New chairs should schedule an individual meeting with their College Business Manager for fiscal orientation.

*******  If a search has been approved, appoint a search committee and meets with Fernando Guzman (Affirmative Action) to review the search process and explore methods to enhance diversity of the candidate pool.

*******  Unless already done so, attend a Search Procedures Workshop (Affirmative Action) as early as possible in the semester.

*******  Encourage new faculty to attend the New Faculty Orientation and teaching workshops offered by the Office of the Provost and the Office for Advancement of Teaching and Learning

**September**
Early Sept Fall Advising Day. Chairs should make sure that academic advisers are available to assist students with their class schedules. Transfer students are scheduled for morning and continuing students for the afternoon.

Sept. 15  Sabbatical proposals due to the Dean’s Office [AAUP Contract 21.1].
Establish updated electronic lists of all teaching and research personnel. Use these lists to communicate notices received from the Dean, Provost, and other University offices.

Review your College’s curriculum committee calendar and begin work with the departmental faculty on curricular proposals.

All chairs and faculty should review the upcoming Spring class schedule (online) for accuracy.

Appoint departmental committees.

**October**

**Oct. 1** Tenure-track, clinical, and research faculty up for annual review or tenure or promotion make their dossiers available for peer review (AAUP Contract Article 15.7).

**Oct. 10** Notify your Associate Dean of any Part-Time Faculty who have applied for advancement.

**Oct. 15** Submit to the Dean’s office a list of part-time union faculty members to be solicited for the Spring semester.

Recruit faculty and students to represent your department at the fall Open Houses.

Intent to graduate forms for following May graduation due Dean’s office (dates vary by college).

**November**

**Nov. 1** Send out list of available course offerings to the part-time faculty to solicit section requests (PTFU Contract Article X) for the following Spring semester classes no later than this date. Such solicitation shall be made in writing and include a list of all course sections the department may staff with part-time faculty, noting day, time, and location. PTF will be allowed ten (10) working days from the postmarked date to respond in writing. This solicitation can be done by e-mail to ensure there is no mail delay.

**Nov. 15** Submit to Dean’s office spreadsheets of (1) course release requests and (2) classes to be staffed by part-time faculty for following Fall including information on the cost to the College.

Peer reviews of tenure-track, clinical, and research faculty for annual review due to the chair.

Nominations of individuals for honorary degrees.

Meet with faculty to discuss hiring proposals for searches the following year. Rank order requests.
********** Remind all faculty and teaching assistants to conduct student ratings of instruction in the time period specified by the Registrar. Completed evaluations must be turned in at a collection site by the first reading day of the semester.

**December**

Dec. 1  Upload tenure-track, clinical, and research faculty dossiers including chair’s evaluation letters to college’s promotion and tenure Sakai site by this date. Provide chair’s letter to candidate five working days prior to December 1 (AAUP Contract Article 15.8).

Dec. 1  Submit course schedule for following Fall to enrollment services and copy your Associate Dean.

Dec. 15 Issue Part-Time Faculty contracts for Spring semester by this date.

********** Position requests will be due in December or January - exact date TBA.

********** Remind all instructors of the due date for Fall semester final grades. The chair must be available to ensure all faculty submit grades.

**January**

********** University College personnel will work with department chairs to develop Learning Communities. At the same time, departments should identify instructors for URI 101.

********** Chairs should review all approved classes subject to course fees and be prepared to delete, add, or modify course fees. Changes will be given to your associate dean. All classes proposed as additions to the course fee list or for an increase in the course fee must meet criteria set by the Faculty Senate and be fully justified based on course expenses.

********** Spring Advising Day. Chairs should make sure that a departmental advisor is available to assist students at University College.

**February**

Feb. 10 Notify your Associate Dean of any part-time faculty who have applied for advancement.

********** All chairs and faculty should review the upcoming Fall class schedule (online) for accuracy.

********** Graduate Fellowship applications are due to the Graduate School.

********** Review departmental/program budgets to make certain that all purchases are made according to purchasing deadlines.
******* Consider nominating faculty and students for Research Office, Diversity, and Foundation awards. Work with Dean’s office on nominations.

March

March 1 Lecturers subject to annual review and/or promotion make their dossiers available for peer review (AAUP Contract Article 25.3).

March 1 Intent to graduate forms due in the Dean’s office for those intending to graduate in August (dates vary by College).

******* Department chairs will work with the Dean’s Office to assist recruitment activities sponsored by the Admissions Office.

******* Assist in developing a full slate of candidates for various College and University committees and the Faculty Senate for the College election.

April

April 1 Peer reviews for lecturer annual reviews or lecturer promotion due with chair (AAUP Contract Article 25.3).

April 1 Submit Spring class schedule to Enrollment Services with a copy to the Dean’s Office.

******* Determine Teaching Assistantship assignments for department.

******* The Provost’s Office will ask for the names of the University Academic Excellence Award (UEA) winners for your programs.

******* Nominate marshals for commencement.

******* Make sure your department is represented during Welcome Days.

******* Due date for nominations for College awards, including teaching, research, advising, mentoring, and administrative awards.

******* Submit to Dean’s office spreadsheets of (1) course release requests and (2) classes to be staffed by part-time faculty for following Spring including information on the cost to the College.

******* Remind all faculty and teaching assistants to conduct student ratings of instruction in the time period specified by the Registrar. Completed evaluations must be turned in at a collection site by the first reading day of the semester.
May

May 1 Review and approve departmental annual review/promotion/tenure review process for faculty and lecturers (AAUP Contract Article 15.7).

May 1 Upload lecturer dossiers including chair’s evaluation letters and observation reports to the college’s promotion and tenure Sakai site by this date (AAUP Contract Article 25.3).

May 1 Intent to graduate forms due in Dean’s office for those intending to graduate in December. (Date may vary by College).

******** Catalog changes due.

******** Designate who will represent department at undergraduate and graduate commencements.

******** Chair will be invited to attend RI Higher Ed Articulation Day at Rhode Island College.

******** Remind all instructors of the due date for Spring semester final grades. The chair must be available to ensure all faculty submit grades.

******** Graduate Commencement.

******** Undergraduate Commencement.

******** University Academic Excellence Awards.

June

June 1 Nomination of alumni for distinguished achievement awards (date is approximate).

******** Finalize new FY budget for part-time faculty with Associate Dean.

******** Work with Dean’s office to assign mentors to all new faculty and lecturers. Prepare new faculty information sheets for all new faculty and lecturers in the department or program.

******** New Student Orientation dates TBA. Chairs must be available during the entire orientation period to assist the Provost’s Office and the Dean’s Office to make last-minute changes to the Fall class schedule as students register.

******** Transfer orientation TBA. Chairs need to be available.
General Items:

******* Schedule department meetings. Announce each semester’s meeting schedule at the beginning of the semester.

******* Attend College Chairs meetings.

******* Attend College Faculty meetings.

******* Attend department chairs’ forum sponsored by the Provost’s Office in Fall and Spring semesters.

******* Student learning outcomes assessment: ensure department is engaging in collecting data for student learning outcome assessment and reporting results as scheduled by the SLOAA office.

******* Academic program review: complete chair’s survey every other year; ensure the department engages in self-study with external review every six years.