**Important Dates for Chairs**

**July**

**July 1** Email a list of available course offerings to the part-time faculty to solicit section requests (see PTFU Contract Article X for more details) for fall classes no later than July 1. Such solicitation must include a list of all course sections the department may staff with part-time faculty, noting the day, time, and location. PTF are allowed ten (10) working days from the email date stamp to respond in writing.

******* Work with faculty who are seeking tenure and/or promotion on a list of no fewer than four (4) external reviewers. When a list of external reviewers is completed, send to dean for comment. Note that by agreement of the faculty member, chair, and dean, external reviews may be omitted for clinical faculty. Contractually, selection of external reviewers must be completed by October 1.

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

**August**

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

**Aug 1** Issue graduate assistant letters of appointment by this date (for teaching assistants who are instructors of record, appointment letters should be issued by June 1).

******* 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, review Article XI of the AAUP contract concerning the selection of faculty and take appropriate steps to assemble a search committee. Consult with the office of Community, Equity, and Diversity on methods of assuring a diverse pool of candidates. Plan the timing of the search and work with the Office of Budget and Financial Planning and Office of Human Resource Administration at the appropriate time to begin the search.

******* 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.

******* The work year for academic year faculty begins five (5) days before advising day, typically the Monday before Labor Day.
September

Early Sept Fall Advising Day. The day before classes begin, 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. 1 For Review, Promotion, and Tenure (RPT), validate and update department faculty listing with current rank to provide to Provost’s Office for setting up fall reviews of tenure-track, clinical, and research faculty (deadline September 15).

Sept. 15 Sabbatical proposals due to the Dean’s Office [AAUP Contract21.1].

******* 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 submit their Interfolio Review, Promotion, and Tenure (RPT) packets to enable peer review (AAUP Contract Article15.7).

Oct. 1 For RPT, provide list of lecturers, senior lecturers, and teaching professors to be reviewed in the Spring to the Provost’s Office.

Oct. 1 Contractual deadline for the selection of external reviewers.

Oct. 1 Deadline for Part-Time Faculty to apply for advancement effective in spring semester.

Oct. 10 Notify your Associate Dean of any Part-Time Faculty who have applied for advancement and plan time for classroom observation. Determine college deadlines for notifying deans office of your recommendation concerning advancement.

Oct. 15 Submit to the Dean’s office a list of Part-Time Faculty members to be solicited for the spring semester.

Oct. 15 Issue letters of appointment by this date for teaching assistants who are instructors of record for spring semester (unless done previously for academic year appointments).

******* Plan classroom observations for Lecturers, Senior Lecturers, and Teaching Professors who are being reviewed.
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  Email a list of available course offerings to the part-time faculty to solicit section requests (see PTFU Contract Article X for more details) for spring classes no later than November 1. Such solicitation must include a list of all course sections the department may staff with part-time faculty, noting the day, time, and location. PTF are allowed ten (10) working days from the email date stamp to respond in writing.

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.

Nov. 25  Provide chair’s letters to faculty being reviewed.

Nov. 30  Deadline for completion of classroom observation of Lecturers, Senior Lecturers, and Teaching Professors.

****** Peer reviews of tenure-track, clinical, and research faculty for annual review due to the chair (as per dates in departmental review process).

****** 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 online student course evaluations in the time period specified by the Registrar.

**December**

Dec. 1  Submit the RPT packets of the tenure-track, clinical, and research faculty, including chair’s evaluation letters, to enable the dean’s level of review. (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.

Dec. 19  Deadline for the submission of the chair’s (or designee’s) reflection of the teaching observation for the Lecturer, Senior Lecturer, Teaching Professor.
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**

Jan. 1-15 For RPT, validate and update department faculty listing with current rank to provide to the Provost’s Office by January 15.

University College for Academic Success 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. 1 Lecturers must submit dossiers for peer review.

Feb. 15 Peer evaluations of Lecturers, Senior Lecturers, and Teaching Professors must be completed.

Feb. 15 Deadline for Part-Time Faculty to apply for advancement effective in fall semester.

Feb. 25 Notify your Associate Dean of any part-time faculty who have applied for advancement.

Look for Part-Time Faculty Teaching Excellence Award announcement and nominate deserving candidates.

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

March 10 Chairs must provide Lecturers, Senior Lecturers, and Teaching Professors with a copy of the chair’s review letter.

March 15 Email a list of available course offerings to the part-time faculty to solicit section requests (see PTFU Contract Article X for more details) for summer session classes no later than March 15. Such solicitation must include a list of all course sections the department may staff with part-time faculty, noting the day, time, and location. PTF are allowed ten (10) working days from the email date stamp to respond in writing.

March 15 Submit the RPT packets of Lecturers, Senior Lecturers, and Teaching Professors, including chair’s evaluation letters, to enable the dean’s level of review by this date.

******** 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 15 Deadline for the submission of graduate assistant evaluation by supervisors to Graduate School.

********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 online student course evaluations in the time period specified by the Registrar.
May

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

May 1  For RPT, provide list of tenure-track faculty/clinical faculty/research faculty to be reviewed in the Fall to department faculty, college dean, and Provost's Office. Also, update department faculty listing with current rank and provide to Provost's Office for RPT set up for following academic year.

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  Issue graduate assistant letters of appointment by this date for teaching assistants who are instructors of record for fall semester or academic year.

******* 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.

******* Ensure the department engages in self-study with external review every six years.

******* If a department chair receives a grievance from a Part-Time Faculty member, be sure to meet with the grievant within fifteen (15) days of the date of the grievance. Immediately notify the dean’s office and Vice Provost for Academic Personnel and Budget.

******* Grievances file by graduate students must be responded to by the immediate supervisor, with an attempt at settlement, within two (2) working days of receipt. For teaching assistants who are instructors of record, the chair is typically the immediate supervisor.