

DEPARTMENT CHAIR ANNUAL CALENDAR

Month	Date	Category	Description
January	*****	Administrative	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. Watch for email.
January	19-Jan	Academic Affairs	Spring Advising Day. Chairs should make sure that a departmental advisor is available to assist students at University College.
January	29-Jan	Academic Affairs	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 for the upcoming Fall.
February	1-Feb	RPT	Teaching-track faculty must submit dossiers in Interfolio - RPT for peer review.
February	1-Feb	Admissions	Ensure that your department is represented during Welcome Days in March and/or April.
February	2-Feb	Administrative	Graduate Fellowship applications are due to the Graduate School.
February	6-Feb	Administrative	Review departmental/program budgets to make certain that all purchases are made according to purchasing deadlines.
February	9-Feb	Academic Affairs	All chairs and faculty should review the upcoming Fall class schedule in e-campus for accuracy.
February	15-Feb	RPT	Peer evaluations of assistant teaching professors, associate teaching professors, and Teaching Professors must be completed in RPT. See https://web.uri.edu/provost/promotion-and-tenure/administrator-chair-information/ for eligibility to participate in the review process.
February	23-Feb	Administrative	Consider nominating faculty and students for Research Office, Diversity, and Foundation awards. Work with Dean's office on nominations.
February	24-Feb	PTF	Look for Part-Time Faculty Teaching Excellence Award announcement and nominate deserving candidates.
February	26-Feb	Graduation	Nomination for Graduation form due to the Graduate School for graduate students graduating in May.
March	1-Mar	Graduation	Intent to graduate forms due in the Dean's office for those intending to graduate in August (dates vary by College).
March	8-Mar	RPT	Chairs must provide assistant teaching professors, associate teaching professors, and Teaching Professors with a copy of the chair's review letter. (5 business days prior to March 15th)
March	15-Mar	RPT	Submit the RPT packets of assistant teaching professors, associate teaching professors, and Teaching Professors, including chair's evaluation letters, to enable the dean's level of review by this date.
March	31-Mar	Administrative	Assist in developing a full slate of candidates for various College and University committees and the Faculty Senate for the College election.
March	31-Mar	Admissions	Department chairs will recruit faculty to work with the Dean's Office to assist recruitment activities sponsored by the Admissions Office.
April	*****	Academic Affairs	Submit Spring class schedule to our Dean's Office (and Enrollment Services per College process).
April	*****	Administrative	Due date for nominations for College awards, including teaching, research, advising, mentoring, and administrative awards.
April	*****	Administrative	Submit to Dean's office spreadsheets of (1) course release requests and (2) classes to be staffed by part-time faculty due to faculty leaves for following Spring including information on the cost to the College.
April	7-Apr	Academic Affairs	The Provost's Office will ask for the names of the University Academic Excellence Award (UAEA) winners for your programs.
April	15-Apr	GAs	Deadline for the submission of graduate assistant evaluation by supervisors to Human Resources.
April	15-Apr	Graduation	Nominate marshals for commencement.
April	21-Apr	GAs	Determine Teaching Assistantship assignments for department.
April	28-Apr	Academic Affairs	Remind all faculty and teaching assistants to conduct online student course IDEA surveys in the time period specified by Enrollment Services and to provide class time for completion.
May	1-May	Graduation	Intent to graduate forms due in Dean's office for those intending to graduate in December. (Date may vary by College).
May	1-May	RPT	Review and approve departmental annual review/promotion/tenure review process for faculty (AAUP Contract Article 15.7).
May	1-May	RPT	For RPT, identify tenure-track faculty/clinical faculty/research faculty to be reviewed or considered for tenure/promotion in the Fall to department faculty, college dean, and Provost's Office. Provost's office will provide list of all faculty with current rank.
May	1-May	Academic Affairs	Chair will be invited to attend RI Higher Ed Articulation Day at Rhode Island College.
May	5-May	Administrative	Catalog changes due.
May	5-May	Graduation	Designate who will represent department at undergraduate and graduate commencements.
May	16-May	Academic Affairs	Remind all instructors of the due date for Spring semester final grades. The chair must be available to ensure all faculty submit grades.
May	16-May	Graduation	University Academic Excellence Awards.
May	17-May	Graduation	Graduate Commencement.
May	18-May	Graduation	Undergraduate Commencement.
June	*****	Academic Affairs	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.
June	*****	RPT	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 (by May 1st), 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.
June	1-Jun	GAs	Issue graduate assistant letters of appointment by this date for teaching assistants who are instructors of record for fall semester or academic year.
June	7-Jun	Graduation	Nomination for Graduation form due to the Graduate School for graduate students graduating in August.
June	3-Jun	Academic Affairs	Transfer orientation sometime in June. Chairs need to be available.
June	12-Jun	Administrative	Finalize new FY budget for part-time faculty with Associate Dean.
June	17-June	Administrative	Work with Dean's office to assign mentors to all new faculty and assistant teaching professors. Prepare new faculty information sheets for all new faculty and assistant teaching professors in the department or program.
June	21-June	Academic Affairs	Be available on Transfer Orientation Days.

July	1-Jul	PTF	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, location, and modality. PTF are allowed ten (10) working days from the email date stamp to respond in writing.
July	26-Jul	GAs	Issue graduate assistant letters of appointment for Academic and Fall terms by this date (for teaching assistants who are instructors of record, appointment letters should be issued by June 1).
August	*****	Academic Affairs	Award departmental scholarships.
August	*****	Academic Affairs	The work year for academic year faculty begins five (5) days before advising day, typically the Monday before Labor Day.
August	*****	Administrative	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.
August	*****	Administrative	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.
August	*****	Administrative	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.
August	*****	Academic Affairs	Graduate School New Student Orientation (virtual).
August	1-Aug	PTF	Issue Part-Time Faculty contracts per College/Departments process.
August	15-Aug	Academic Affairs	Graduate School New Student Orientation (virtual).
August	28-Aug	GTAs	Teaching Assistants Training Workshop run by the Graduate School
August	30-Aug	GTAs	Teaching Assistants Training Workshop run by the Graduate School
September	*****	Academic Affairs	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.
September	*****	Administrative	Appoint departmental committees.
September	1-Sep	RPT	Contractual deadline for the selection of external reviewers.
September	3-Sep	Academic Affairs	Graduate School New Student Welcome Day/Orientation (in-person).
September	5-Sep	Academic Affairs	Graduate School New Student Welcome Day/Orientation (in-person). Advising Day
September	9-Sep	Administrative	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.
September	12-Sep	Academic Affairs	Honorary Degree Nominations Due
September	15-Sep	Administrative	Sabbatical proposals due to the Dean's Office [AAUP Contract 21.1].
September	16-Sep	Admissions	Recruit faculty and students to represent your department at the fall Open Houses.
September	21-Sep	Academic Affairs	Review your College's curriculum committee calendar and begin work with the departmental faculty on curricular proposals.
September	23-Sep	Academic Affairs	All chairs and faculty should review the upcoming Spring class schedule in e-campus for accuracy.
October	1-Oct	RPT	DEADLINE for faculty: 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 Article 15.7).
October	1-Oct	Academic Affairs	Intent to graduate forms for following May graduation due Dean's office (dates vary by college).
October	10-Oct	Graduation	Nomination for Graduation form due to the Graduate School for graduate students graduating in December.
October	15-Oct	RPT	Plan classroom observations for assistant teaching professors, associate teaching professors, and Teaching Professors who are being reviewed.
October	15-Oct	GTAs	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).
October	15-Oct	PTF	Submit to the Dean's office a list of Part-Time Faculty members to be solicited for the spring semester.
November	*****	Graduation	Nominations of individuals for honorary degrees. Watch for email announcement.
November	1-Nov	RPT	Peer reviews of tenure-track, clinical, and research faculty for annual review due to the chair (as per dates in departmental review process). See https://web.uri.edu/provost/promotion-and-tenure/administrator-chair-information/ for eligibility to participate in the review process. November 1st for most departments, check department review process.
November	15-Nov	Administrative	Submit to Dean's office spreadsheets of (1) course release requests and (2) classes to be staffed by part-time faculty due to faculty leaves for the following Fall including information on the cost to the College.
November	22-Nov	Academic Affairs	Remind all faculty and teaching assistants to conduct online student course IDEA surveys in the time period specified by Enrollment Services and to provide time in class for completion.
November	22-Nov	Administrative	Meet with faculty to discuss hiring proposals for searches the following year, if applicable. Rank order requests.
November	24-Nov	RPT	Provide chair's letters to faculty being reviewed (5 business days prior to December 1st).
November	29-Nov	GAs	Issue graduate assistant letters of appointment for Spring terms by this date
November	30-Nov	RPT	Deadline for completion of classroom observation of assistant teaching professors, associate teaching professors, and Teaching Professors.
December	1-Dec	Academic Affairs	Submit course schedule for following Fall to your Dean's Office (and Enrollment Services per College process). Watch for email request from Enrollment Services.
December	1-Dec	RPT	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).
December	2-Dec	Administrative	Nomination of alumni for distinguished achievement awards (date is approximate).
December	12-Dec	RPT	For RPT, prepare list of assistant teaching professors, associate teaching professors, and teaching professors to be reviewed or considered for promotion in the Spring. Watch for email request.
December	20-Dec	RPT	Deadline for the submission of the chair's (or designee's) reflection of the teaching observation for assistant teaching professors, associate teaching professors, Teaching Professors.
December	28-Dec	Academic Affairs	Remind all instructors of the due date for Fall semester final grades. The chair must be available to ensure all faculty submit grades.
December	13-Dec	Administrative	Position requests will be due to Dean in December or January - exact date TBA - varies by college.

General Items:

General	*****	Administrative	Schedule department meetings. Announce each semester's meeting schedule at the beginning of the semester.
General	*****	Administrative	Attend College Chairs meetings.
General	*****	Administrative	Attend College Faculty meetings.
General	*****	Administrative	Attend department chairs' forum sponsored by the Provost's Office in Fall and Spring semesters.
General	*****	Academic Affairs	Student learning outcomes assessment: ensure department is engaging in an ongoing cycle of collecting data for student learning outcome assessment and reporting results as scheduled by the SLOAA office.
General	*****	Academic Affairs	Academic Program review: Ensure the department engages in self-study with external review every six years.
General	*****	PTF	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.

General	*****	GTAs	Grievances filed 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. Visit https://www.urigau.org/read-me/#article-12 for additional information on the grievance procedure.
General	*****	PTF	Email a list of available course offerings to the part-time faculty to solicit section requests (see PTFU Contract Article X for more details) at least two months previous to the start of the semester or term. Such solicitation must include a list of all course sections the department may staff with part-time faculty, noting the day, time, location, and modality. PTF are allowed ten (10) working days from the email date stamp to respond in writing.