

DEPARTMENT CHAIR'S MASTER TASK LIST

SUMMER

After classes end

Faculty Exit Interviews	See III.K.
End-of-Year Report	See III.B.7.
Monitoring Summer/Fall courses	See III.D.5.
Hiring Adjuncts	See III.K.2.
Evaluation Process	See III.K.6.
Internships	See III.L.2.
New Faculty	See III.K.3.

FALL

August/September

Arrange department meetings for the year	See III.A.1.
Hire student assistant	See III.N.
Find tutors	See III.O.8.
Send list of overloads to Registrar	See III.O.7.
Schedule reps for admission events	See III.O.5.
Build spring course schedule	See III.D.

November/ Dec.

Advising	See III.L.1.
Budget and Goals process	See III.C.

SPRING

January/Feb.

Hire adjuncts	See III.K.2.
Verify enrollments on Self Service	See III.D.5.
Independent studies and internships	See III.L.2.
Dean's List	See III.L.3.
Student Assistant-schedule hours	See III.N.
Tutor-schedule hours	See III.O.8.
Schedule department meetings	See III.A.1.
Send list of overloads to Registrar	See III.O.7.

DEPARTMENT CHAIR'S MASTER TASK LIST

Build fall course schedule	See III.D.
Begin Faculty Evaluation Process	See III.K.6.

Begin student awards process	See III.L.3.
Review budget and adjust	See III.C.
Begin inquiring about need for fall adjuncts	See III.K.2.
Review adjunct teaching evaluations and provide feedback	See III.K.2

March/April

Advising	See III.L.1.
Continue student awards process	See III.L.3.
Continue Faculty evaluation process	See III.K.6.
Be sure to schedule last minute observations	See III.K.6.
Confirm fall class sections with Registrar	See III.O.7.
Ask Registrar to send contracts to adjuncts	See III.O.7.
Check the budget for following year	See III.C.

May

Finalize student awards plans if needed	See III.L.3.
Finish faculty evaluation process	See III.K.6.
End-of-year reports	See III.B.

YEAR-ROUND

Promote internships	See III.I.1.
Approve independent studies	See III.I.2.
Approve study abroad/transfers	See III.H.
Attend chairs' meetings	See III.A.3.
Maintain records on budget	See III.C.
Outreach to prospective students	See III.O.4
