

## ACADEMIC DEPARTMENT CHAIR'S MASTER TASK LIST

Dept = proposed topic for dept. meeting

Due date = central due date (subject to change)

Reference = pertinent section in Chairs Handbook

### Fall Semester

#### August/September

<i>Task</i>	<i>Dept.</i>	<i>Due Date</i>	<i>Reference</i>
Prepare for new faculty (part-time and full-time)			III.K.4
Arrange department meetings for the year	x		III.A.1.
Review assessment goals and plans for the year	x		III.B.3
Review annual dept. operating budget	x		
Review allocations from restricted funds and planned spending	x		III.L.1.
Student advising: Discuss and Communicate (esp. re; new students)	x		III.N
Hire/schedule student assistants	x		III.O.8
Identify Tutors	x		
Set schedule of class observations for dept. faculty including adjuncts	x		
Confirm fall overloads with Associate Provost & Registrar			III.O.7
Schedule reps for admission events	x		III.O.5.
Independent studies and internships	x		III.L.2
Prepare chair recommendations for ACRT reviews			
Discuss potential department interim and summer course offering	x		
Build and submit spring course schedule	x		III.D
Communicate/submit department-sponsored events to AC calendar and Provost's Office	x		
Communicate student, faculty, dept. achievements to Provost's Office for Provost's Bulletin.	x		
Review Department Academic Dashboard and data; plan how to use data in planning and assessment for the year	x		

#### October/November

Submit adjunct requests for spring semester		Oct. 4	III.K.
Conduct search for spring adjuncts			III.K.2
Prepare budget for following fiscal year	x		III.C
Identify and prepare capital requests	x		III.C
Student Advising: Discuss and communicate	x		III.L.1.
First-year Seminars for following fall: discuss and communicate	x	Dec. 18	

#### December

Update 3-year curriculum plan, including dept. commitments to FYS and other gen ed areas	x	Dec. 18	III.D.1 & III.E
Review course enrollments for spring			III.D.4-5

## SPRING SEMESTER

### January/February

	Verify enrollments on Self Service			III.D.4-5
	Hire/schedule student assistants			III.N.
	Identify Tutors	x		III.O.8.
	Set schedule of class observations for dept. faculty including adjuncts	x		
	Review adjunct teaching evaluations and provide feedback			III.K.2
	Review new faculty teaching evaluations and provide feedback			
	Confirm spring overloads with Associate Provost & Registrar			III.O.7.
	Schedule reps for spring admission events	x		III.O.5.
	Independent studies and internships	x		III.L.2
	Review department budget and make adjustments	x		III.C
	Review allocations and spending from any restricted funds	x		
	Develop and submit requests for new faculty positions	x	Feb. 15	
	Prepare/submit list of dept. student award recipients	x	Feb. 15	III.L.3
	Begin Faculty Evaluation Process			III.K.6.
	Discuss potential department summer course offerings	x		
	Build and submit fall course schedule	x		III.D.
	Communicate/submit spring department-sponsored events to AC calendar and Provost's Office	x		
	Communicate student, faculty, dept. achievements to Provost's Office for Provost's Bulletin	x		
	Review date for spring HECBC conference to encourage student participation	x		

### March/April

	Submit adjunct requests for fall semester		Mar. 12	III.K
	Student advising: Discuss and Communicate			III.N
	Finalize all student awards	x	Mar.15	
	Continue Faculty evaluation process			III.K.6.
	Check that all class observations have been done; if not, make sure to schedule	x		
	Confirm fall class sections with Registrar and Associate Provost			III.O.7
	Review status of department budget and restricted accounts			III.C
	Set and communicate date (to dept. faculty, students, Provost's Office) of associated academic honor society inductions	x		
	Make sure all invoices for current fiscal year have been received and processed by	x	May 15	

### May/June

	Set dates for faculty evaluation discussions to complete before June 15			
	Review faculty AFAR and reports, June 1-15			

	Complete scheduled faculty evaluation reports		June 15	
	Prepare department end of year report on learning goal assessment and planning	x	June 15	
	Finalize hiring of adjuncts for fall semester			III.K.2
	Delegate chair responsibilities if unavailable in summer	x	June 15	