

MASTER CALENDAR 2009-2010

(Please note that this is changed from the 2008-09 Master Calendar.)

DEAN'S OFFICE	DEPARTMENT CHAIRS	DIV. EXEC. COMM.	FEC
<p>August/September <u>Request lists and prepare student/alum and advisee letters for Tenure and Promotion to Associate Professor candidates (letters sent to department).</u></p> <p>Request lists and prepare student/alum and advisee letters for 3RD YEAR REVIEW candidates (letters sent to department).</p> <p>Fall conference, August 25 Faculty Forum, August 27</p> <p>Meet with individual Department Chairs and special program directors about department goals.</p> <p>Chairs' meeting, 2nd Monday, block 1, (Sept. 7).</p>	<p><u>Begin Tenure and promotion to Associate Professor review files (by August 31).</u> (See Tenure Review Checklist.)</p> <p>Chairs' Workshop, August 28</p> <p>Meet individually with deans about department goals (September-October).</p> <p>Begin discussion of budget priorities.</p> <p>Chairs' meeting, 2nd Monday, block 1, (Sep. 7).</p> <p>Begin 3RD YEAR REVIEW review files (by September 28). (See Tenure Review Checklist.)</p>	<p><u>Request letters from campus community on TENURE & PROMOTION TO ASSOCIATE PROFESSOR.</u></p> <p>Request letters from campus community on 3RD YEAR REVIEW candidates.</p> <p>Meet with deans.</p>	<p>Review Committee Assignments;</p> <p>Budget Discussion.</p>
<p>OCTOBER</p> <p><u>Request lists and prepare student/alum and advisee letters for Promotion to Full Professor candidates (letters sent to department).</u></p> <p>Continue department goals meetings.</p>	<p>Oct. 12th sabbatical leave impact statements to Dean. Sab. leave requests due to Dean 1st Friday of block 2 (Oct. 2).</p> <p><u>Begin Promotion to Full Professor review files (by October 26).</u> (See Tenure Review Checklist.)</p> <p>COMPLETE TENURE AND PROMOTION TO ASSOCIATE RECS; TO DIVISIONAL EXECUTIVE COMMITTEE. Due 1st Friday of block 3 (October 30th)</p> <p>Request for visiting and part-time faculty to Dean's Office Due 1st Friday of Block 3 (Oct. 30).</p>	<p><u>Request letters from campus community on PROMOTION TO FULL PROFESSOR.</u></p> <p>TENURE AND PROMOTION TO ASSOCIATE RECS RECEIVED BY DIVISIONAL EXECUTIVE COMMITTEE. BEGIN REVIEW. Due 1st Friday of block 3 (October 30th)</p>	
<p>NOVEMBER</p> <p>Mid November: Notify chairs about sabbatical recommendations.</p> <p>Chairs' meeting, 2nd Monday, block 3 (Nov. 2).</p>	<p>October 26 - November 20 (approximately) on-line equipment request process.</p> <p>Chairs' meeting 2nd Monday, block 3 (Nov. 2).</p>	<p>COMPLETE TENURE AND PROMOTION TO ASSOCIATE PROFESSOR; RECOMMENDATION TO FEC. Due 3rd Friday of block 3 (November 13th)</p> <p>2nd Monday of Block 3, R & D board to meet with Dean regarding sabbatical proposals (Nov. 2).</p>	<p>TENURE AND PROMOTION TO ASSOCIATE PROFESSOR RECOMMENDATION RECEIVED BY FEC. Due 3rd Friday of block 3 (November 13th)</p>

DEAN'S OFFICE	DEPARTMENT CHAIRS	DIV. EXEC. COMM.	FEC
<p>DECEMBER</p> <p>Early Dec: Send out salary/faculty review forms.</p> <p><u>Request lists and prepare student/alum and advisee letters for adjunct and lecturer reviews.</u></p> <p>November 23 - Dec. 4 - Senior staff review and prioritize equipment requests.</p> <p>2nd week, block 4: Half-block appointment letters mailed.</p> <p>TENURE AND PROMOTION TO ASSOCIATE PROFESSOR RECOMMENDATIONS RECEIVED BY DEAN. 3rd Friday of block 4 (December 11th)</p> <p>Authorization to chairs re: part-time and short-term faculty requests for following academic year</p>	<p><u>Begin regular adjunct and lecturer reviews.</u></p> <p>Complete 3rd Year Review; Candidates Files to Divisional Executive Committee. Due 4th Monday of block 4 (December 14th)</p> <p>Dec. 17 – Draft of department course schedules due to the Registrar. Teaching grids due to Dean.</p>	<p>3rd Year Candidates Files received by Divisional Executive Committee . Begin Review. 4th Monday of block 4 (December 14th)</p>	<p>Compensation Committee report on faculty salaries.</p> <p>COMPLETE TENURE AND PROMOTION TO ASSOCIATE PROFESSOR RECOMMENDATIONS; DUE TO DEAN. Due 3rd Friday of block 4 (December 11th)</p>
<p>JANUARY</p> <p>Chairs' meeting, 2nd Monday, block 5 (Jan. 25).</p>	<p>1st Monday, Block 5 (Jan. 18): Proposals for new adjunct positions due in Dean's Office.</p> <p>Jan 18 - Feb. 5 - Review of existing operating budgets and reallocation. (tentative)</p> <p>1st Friday of block 5 (Jan. 22) Salary forms due to Dean with copies to the Division Executive Committee.</p> <p>Chairs' meeting, 2nd Monday block 5 (Jan. 25)</p> <p>Approx. 2nd Monday of block 5 (Jan. 25) Final department course schedules to Registrar, Teaching grids to Dean.</p>	<p>Complete 3rd Year Review. Files to FEC. Due 2nd Monday of block 5 (January 25th)</p>	<p>3rd Year Review Files received by FEC. Begin review. 2nd Monday of block 5 (January 25th)</p>
<p>FEBRUARY</p> <p>Report to Board on promotion and tenure.</p> <p>Read Salary Recommendations.</p> <p>Begin Promotion and Tenure To Associate Professor Conferences. (after board meeting).</p>	<p>TBD - start staff evaluation process.</p> <p>Feb. 9 - Mar 6 - on-line operating budget increase requests (tentative).</p> <p>Complete Promotion to Full Professor rec. Files to Div. Exec. Comm. Due 1st Friday of block 6 (February 19th)</p>	<p>3rd Monday block 5 (Feb 1): Exec. Com. comments on salary recommendations to Dean (copy to Chairs).</p> <p>Promotion to Full Professor Files received by Div. Exec. Comm. 1st Friday of block 6 (February 19th)</p>	<p>3rd week of block 5, Proposals for new adjunct appointments for review.</p>

DEAN'S OFFICE	DEPARTMENT CHAIRS	DIV. EXEC. COMM.	FEC
<p>MARCH</p> <p>3rd Year Review files received by Dean. 3rd Thursday of block 6 (March 4th)</p> <p>Chairs' meeting, 2nd Monday block 7, (Mar. 29).</p>	<p><i>Complete Adjunct and Lecturer reviews; to Divisional Executive Committees. 3rd Monday of block 6 (Mar. 1)</i></p> <p>Paraprofessional contract requests to Human Resources</p> <p>March 22 - April 2 Pre-registration.</p> <p>Chairs' meeting, 2nd Monday block 7, (Mar. 29).</p>	<p><i>Begin Adjunct and Lecturer reviews. 3rd Monday of block 6 (Mar. 1).</i></p> <p>Complete Promotion to Full Professor rec; review files to FEC. Due 3rd Friday of block 6 (March 5th)</p> <p><i>Complete Adjunct faculty and Lecturer reviews by 2nd Monday block 7; review files to FEC (March 29).</i></p>	<p>Complete 3rd Year Review; files due to Dean. Due 3rd Thursday of block 6 (March 4th)</p> <p>Promotion to Full Professor Review Files received by FEC. 3rd Friday of block 6 (March 5th)</p> <p><i>Begin Adjunct faculty and Lecturer reviews by 2nd Monday block 7, (March 29).</i></p>
<p>APRIL</p> <p>April (Date TBA): Meeting on tenure for following year with Chairs, candidates, Exec. Com. Chair, FEC Chair</p> <p>April (Date TBA): Meeting on 3rd year reviews for following year with Chairs, candidates, Exec. Com. Chair.</p> <p>Promotion to Full Professor Recs received by DEAN. 1st Friday of block 8 (April 23rd)</p> <p><i>Adjunct faculty and Lecturer reviews received by Dean. 1st Monday block 8 (April 19).</i></p>	<p>3rd Friday of block 7: (April 9) proposals for new or renewed tenure track positions to the Dean.</p> <p>April (Date TBA): Meetings on tenure and 3rd Year Reviews for following year.</p> <p>Approx. 2nd Friday of block 7 (April 2) staff salary recommendations to Deans Office.</p> <p>Preliminary budget changes distributed by Budget Office.</p> <p>All contract requests for short-term and part-term faculty due in Dean's Office.</p>	<p>TBD meeting on Salary recommendations with Deans.</p>	<p>Faculty Executive Committee election for following year.</p> <p>Make Committee assignments.</p> <p><i>Complete Adjunct faculty and Lecturer reviews by 1st Monday block 8 (April 19); review files to Dean.</i></p> <p>Complete Promotion to Full Professor Recs; due to DEAN. Due 1st Friday of block 8 (April 23rd)</p> <p>Submit committee assignments to president by 2nd Friday block 8 (April 30).</p> <p>Discuss proposals for new tenure-track positions.</p>
<p>MAY</p> <p>Short-term and Part-time faculty contracts.</p> <p><i>Complete Adjunct faculty and Lecturer reviews.</i></p> <p>Report to Board on Promotion to Full Professor</p> <p>Assist President with full-time contracts</p>	<p>2010-11 approved budget reports distributed by Budget Office. (tentative)</p>		
<p>JUNE</p> <p>Send out tenure and 3rd year review letters to alumni.</p> <p>Dean's List.</p>	<p>Contact outside reviewers for tenure or promotion.</p>		