



**College of Arts and Sciences  
Department Chair's Timetable  
Academic Year 2009-2010**

*Dates are subject to change*

*Revised 11/17/09*

<b>Legend</b>	
<p><b>Chair's / Director's Deadlines</b> <i>All submissions are due to the Office of the Dean unless otherwise noted.</i></p>	<p><b>Faculty Deadlines</b> <i>All submissions are due to the Office of the Dean unless otherwise noted.</i></p>

Month	Task	Deadline/Events
October 2009	<ol style="list-style-type: none"> <li>1. New chairs consult with the Dean to establish evaluation weighting scheme</li> <li>2. Proof of the winter schedule</li> <li>3. Complete Winter QPT hires</li> <li>4. Prepare student recruitment materials for admissions and open house</li> <li>5. Attend "Setting Performance Expectations" workshop presented by HR</li> <li>6. Undergraduate Bulletin 2010-11</li> <li>7. WASC</li> <li>8. Track budget at the end of the month</li> </ol>	<p><b>Oct 1 (R)</b></p> <ul style="list-style-type: none"> <li>- Annual Activities Report (FAR) due (new form)</li> <li>- Sabbatical Applications due to Chair, Dean, and Associate Vice Provost for Faculty Development</li> <li>- R&amp;T petition due to dean and department chair/program director, and one set of backup documentation to department/chair program director</li> </ul> <p><b>Oct 2 (F)</b></p> <ul style="list-style-type: none"> <li>- Department's initial review of the Winter schedule</li> </ul> <p><b>Oct 7 (W)</b></p> <ul style="list-style-type: none"> <li>- Council of Chairs meeting 3:30 p.m. Wiegand Room</li> <li>- University Mass of the Holy Spirit 12 noon</li> </ul> <p><b>Oct 9 (F)</b></p> <ul style="list-style-type: none"> <li>- Department's proof of the Winter schedule due</li> <li>- Chair's (and student's) deadline: December 2009 graduation petition due to the Office of Registrar</li> </ul> <p><b>Oct 11 (S)</b></p> <ul style="list-style-type: none"> <li>- Undergraduate Admission Open House</li> </ul> <p><b>Oct 14 (W)</b></p> <ul style="list-style-type: none"> <li>- Winter QPT contract requests due</li> </ul> <p><b>Oct 15-19 (R-M)</b></p> <ul style="list-style-type: none"> <li>- Grand Reunion Weekend 2009</li> <li style="padding-left: 20px;">CAS Reunion Saturday, 10/17 5 pm</li> </ul> <p><b>Oct 20-22 (M-W)</b></p> <ul style="list-style-type: none"> <li>- WASC Visit</li> </ul> <p><b>Oct 21 (W)</b></p> <ul style="list-style-type: none"> <li>- Council of Chairs meeting 3:30 p.m. Wiegand Room</li> <li>- Sabbatical evaluation due to the Dean</li> <li>- Email distribution of the Undergraduate Bulletin 2010-11 to Chairs and Administrators for revisions</li> <li>- Delivery of the Winter 2010 Schedule of Classes</li> </ul> <p><b>Oct 22 (R)</b></p> <ul style="list-style-type: none"> <li>- R&amp;T candidate's backup documentation due</li> </ul> <p><b>Oct 30 (F)</b></p> <ul style="list-style-type: none"> <li>- Updated Annual Course Plan (Nov Plan) 2009-10 full year sheets w/QPT's for winter</li> <li>- New Core Deadlines: syllabi for all parts of new CORE Curriculum Development and Transformation Honoraria Requests</li> </ul>

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Month	Task	Deadline/Events
November 2009	1. Prepare summer course schedule-consult summer academic plan 2. Prepare spring course schedule 3. Undergraduate Bulletin 2010-11 4. Work on evaluations of all probationary faculty 5. Track budget at the end of the month	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Nov 2 (M)</span> <span>– Deadline to submit any major curriculum changes to Associate Dean</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Nov 4 (W)</span> <span>– Council of Chairs meeting 3:30 p.m. Wiegand Room</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Nov 9-20 (M-F)</span> <span>– Winter 2010 Registration Period</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: green;">Nov 5 (R)</span> <span>– Winter QPT signed contracts due</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Nov 13 (F)</span> <span>– Summer Program requests for Summer 2010 course offerings from Department Chairs</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Nov 16 (M)</span> <span>– Chairs to contact Assoc Dean regarding low enrolled classes for Winter</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Nov 18 (W)</span> <span>– Council of Chairs meeting 3:30 p.m. Wiegand Room</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Nov 19 (R)</span> <span>– Scholarly Achievement Dinner 9 (tentative date)</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Nov 20 (F)</span> <span>– Updated Annual Course Plan (Nov Plan) 2009-10 full year sheets w/ winter QPT's filled in</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Nov 23-27 (M-F)</span> <span>– Thanksgiving Recess</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Nov 23 (M)</span> <span>– College R&amp;T committee submits all recommendations to the dean</span> </div> </div>
December 2009	1. Spring schedule due 2. Summer schedule due 3. Undergraduate Bulletin 2010-11 4. Complete Sexual Harassment Training 5. Track budget at the end of the month	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Dec 2 (W)</span> <span>– Council of Chairs meeting 3:30 p.m. Wiegand Room</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Dec 2 (W)</span> <span>– Undergraduate Bulletin 2010-11 updates and changes due</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Dec 4 (F)</span> <span>– Fall Classes end</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: green;">Dec 7 - 11 (M- F)</span> <span>– Fall Final Exam week</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Dec 8 (T)</span> <span>– Initial Spring schedule due to the Office of the Registrar</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Dec 11 (F)</span> <span>– Summer schedule due to the Summer Program Office</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Dec 11 (F)</span> <span>– Spring 2010 QPT position advertisements due to HR</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Dec 24-25 (R-F)</span> <span>– Christmas Recess</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: blue;">Dec 31-Jan 1 (R-F)</span> <span>– New Year's Recess</span> </div> </div>

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January 2010	1. Meet with AD re evaluations of multiyear AYL and RTL 2. Begin discussions with faculty members regarding possible sabbatical applications for next academic year 3. First draft of 2010/11 Annual Course Plan (Nov Plan) to Chairs 4. Conversations with AD regarding resources for 2010-11 5. Track budget at the end of the month	<p><b>Jan</b></p> <ul style="list-style-type: none"> <li>– Internal University Grant and Moran Family Trust applications due</li> </ul> <p><b>Jan 4 (M)</b></p> <ul style="list-style-type: none"> <li>– Dean completes R&amp;T recommendation and forwards all files to the Provost's Office</li> <li>– Distribute proposed Summer schedule proof to Department Chairs</li> <li>– Winter 2009 classes begin</li> </ul> <p><b>Jan 6 (W)</b></p> <ul style="list-style-type: none"> <li>– Department's proof of the Spring schedule ready</li> <li>– Council of Chairs meeting 3:30 p.m. Wiegand Room</li> </ul> <p><b>Jan 7 (R)</b></p> <ul style="list-style-type: none"> <li>– Department's initial review of the Spring schedule</li> <li>– Draft faculty evaluations for probationary faculty and RTL should be submitted to ASDO to meet February 1<sup>st</sup> deadline</li> </ul> <p><b>Jan 12 (T)</b></p> <ul style="list-style-type: none"> <li>– Spring QPT contract request due</li> </ul> <p><b>Jan 14 (R)</b></p> <ul style="list-style-type: none"> <li>– Summer schedule changes/corrections due to the Summer Program</li> <li>– First draft of the 2010-11 Annual Course Plan (Nov Plan) workbooks (including tentative AYL) distributed to departments</li> </ul> <p><b>Jan 18 (M)</b></p> <ul style="list-style-type: none"> <li>– Martin Luther King Day; Academic and Administrative Holiday</li> </ul> <p><b>Jan 19 (T)</b></p> <ul style="list-style-type: none"> <li>– Distribute Summer schedule with course descriptions to Chairs</li> <li>– Final proof of the Spring schedule</li> </ul> <p><b>Jan 20 (W)</b></p> <ul style="list-style-type: none"> <li>– Council of Chairs meeting 3:30 p.m. Wiegand Room</li> </ul> <p><b>Jan 22 (F)</b></p> <ul style="list-style-type: none"> <li>– Dean submits evaluation and ranking of proposals to Associate Provost for Faculty Development.</li> <li>– Last day for Department Chair and students to submit March 2010 graduation petition to the Office of the Registrar.</li> </ul> <p><b>Jan 27 (W)</b></p> <ul style="list-style-type: none"> <li>– Delivery of the UGRD Spring 2010 Schedule of Classes</li> </ul> <p><b>Jan 28 (R)</b></p> <ul style="list-style-type: none"> <li>– All final faculty evaluation signed letters for probationary faculty and RTL due</li> <li>– Spring QPT signed contracts due back to Dean's Office</li> </ul> <p><b>Jan 29 (F)</b></p> <ul style="list-style-type: none"> <li>– New Core Deadlines: submission of syllabi for courses to be offered in the 2010-11 academic year; Pathways Proposals, Facilitators and Honoraria; Curriculum Development and Transformation Honoraria</li> </ul>

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Month	Task	Deadline/Events
February 2010	<ol style="list-style-type: none"> <li>1. All annual faculty evaluations completed and final letters due to Dean's Office</li> <li>2. Complete tenure-track searches</li> <li>3. Remind students of petitions to graduate</li> <li>4. Prepare Fall 2010 course schedule</li> <li>5. Proposal for new tenure-track positions due to the Dean</li> <li>6. Attend "Staff Performance Evaluation" workshop presented by HR</li> <li>7. Begin AYL Searches</li> <li>8. Complete dept annual assessment report</li> <li>9. Track budget at the end of the month</li> </ol>	<p>Feb 1 (M) – Revised Annual Course Plan (Nov Plan) w/authorization to hire some AYL distributed to departments – Final Summer schedule due to the Summer Program Office – Final annual evaluations for probationary faculty, and RTL</p> <p>Feb 3 (W) – Council of Chairs meeting 3:30 p.m. Wiegand Room</p> <p>Feb 8 (M) – Updated Annual Course Plan (Nov Plan) for 09/10 due to Dean's Office</p> <p>Feb 12 (F) – Proposals for tenure-track positions due to the Dean</p> <p>Feb 15 (M) – President's Day, Academic and Administrative Holiday</p> <p>Feb 16-26 (T-F) – Spring 2010 Registration Period</p> <p>Feb 17 (W) – Council of Chairs meeting 3:30 p.m. Wiegand Room</p> <p>Feb 19 (F) – Last day for Department Chair and students to submit June 2010 graduation petition to the Office of the Registrar – Chairs to contact Associate Dean regarding Spring under-enrolled courses</p> <p>Feb 26 (F) – Updated Annual Course Plan (Nov Plan) for 09/10 with Spring QPT's filled in due to Dean's Office</p>
March 2010	<ol style="list-style-type: none"> <li>1. Contact AD regarding Fall Schedule before March 12th</li> <li>2. Complete staff evaluations</li> <li>3. Continue Academic Year Lecturer searches for approved positions</li> <li>4. Discuss student awards and prizes</li> <li>5. Chair's evaluation / feedback process underway</li> <li>6. Proof of the Fall course schedule</li> <li>7. Track budget at the end of the month</li> </ol>	<p>Mar 1 (M) – Submit department assessment report to Dean's Office and Office of Assessment – Summer Program Schedule available on web – Evaluations for multi-year fixed term lecturers due</p> <p>Mar 3 (W) – Council of Chairs meeting 3:30 p.m. Wiegand Room</p> <p>Mar 10 (W) – Department's initial review of the Fall schedule</p> <p>Mar 11 (R) – Annual Course Plan (Nov Plan) 2010-11 (full year Sheets) submit to Assoc Deans</p> <p>Mar 12 (F) – Winter classes end – Fall schedule due to the Office of the Registrar – Notify Summer Director of Department Chair for the Summer</p> <p>Mar 15 (M) – Final Annual Course Plan 2010-11 (Nov Plan) to departments with all searches confirmed</p> <p>Mar 15-19 (M-F) – Winter Final Exam week</p> <p>Mar 17 (W) – Council of Chairs meeting 3:30 p.m. Wiegand Room</p> <p>Mar 22-26 (M-F) – Spring Break</p> <p>Mar 26 (F) – Department proof of the Fall schedule</p> <p>Mar 29 (M) – Spring 2010 classes begin</p> <p>Mar 30 (T) – Staff performance evaluations due – New Core Deadline: submission of syllabi for courses to be offered in the 2010-11 academic year; Pathways Proposals, Facilitators and Honoraria; Curriculum Development and Transformation Honoraria</p>

