

**College of Arts and Sciences
Department Chair's Timetable
Academic Year 2011-2012**

Dates are subject to change

Revised 9/14/2011

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

Month	Task	Deadline/Events
October 2011	<ol style="list-style-type: none"> 1. New chairs consult with the Dean to establish evaluation weighting scheme 2. Proof of the winter schedule 3. Complete Winter QAL hires 4. Syllabi for new Core Curriculum due to Undergraduate Studies Office 5. Prepare student recruitment materials for admissions and open house 6. Undergraduate Bulletin 2012-13 7. Track budget at the end of the month 8. Any curriculum changes due to the Dean's Office 	<ul style="list-style-type: none"> Oct 3 (M) – Annual Activities Report (FAR) due Oct 3 (M) – Department's proof of the Winter schedule due Oct 4 (T) – Winter QAL contract requests due to Dean's Office Oct 5 (W) – Council of Chairs meeting 3:30 p.m. Wiegand Room – University Mass of the Holy Spirit and picnic 12 noon Oct 6 (R) – President's Speaker Series Oct 6-9 (R-S) – Grand Reunion Weekend 2011 – CAS Reunion Saturday, 10/8 6:00 pm A/S Foyer Oct 7 (F) – Chair's (and student's) deadline: December 2011 graduation petition due to the Office of Registrar Oct 14 (F) – Sabbatical Applications due to Chair, Dean, and Associate Vice Provost for Faculty Development Oct 15-16 (S-S) – Undergraduate Admission Open House Oct 19 (W) – Hold for Chairs Task Force Meeting 3:30 p.m. Wiegand Room – Sabbatical evaluation due to the Dean – Deadline to submit any major curriculum changes to Associate Dean – Email distribution of the Undergraduate Bulletin 2011-12 to Chairs and Administrators for revisions Oct 21 (F) – R&T candidate's backup documentation due Oct 24 (M) – Course Avail Active Winter 2012 Oct 28 (F) – New Core Deadlines: syllabi for all parts of new Core Curriculum Development and Transformation Honoraria Requests

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November 2011	<ol style="list-style-type: none"> 1. Prepare summer course schedule-consult summer academic plan 2. Review and revise spring course schedule 3. Undergraduate Bulletin 2012-13 updates 4. Work on evaluations of all probationary faculty 5. Track budget at the end of the month 	<p>Nov Nov 2 (W) – Technology Grant requests due Nov 4 (F) – Council of Chairs meeting 3:30 p.m. Wiegand Room Nov 4 (F) – Winter QAL signed contracts due Nov 4 (F) – 2012-13 bulletin revision due Nov 7-18 (M-F) – Winter 2012 Registration Period Nov 11 (F) – Summer Program requests for Summer 2012 course offerings from Department Chairs Nov 15 (T) – Scholarly Achievement Dinner- Adobe Lodge 5:00 pm Nov 16 (W) – Hold for Chairs Task Force Meeting 3:30 p.m. Wiegand Room Nov 18 (F) – Chairs to contact Assoc Dean regarding low enrolled classes for Winter Nov 21-25 (M-F) – Thanksgiving Recess Nov 22 (T) – College R&T committee submits all recommendations to the dean Nov 24-25 (R-F) – Thanksgiving Administrative Holiday Nov 29 (M) – Updated Academic Year Plan (AYP) 2011-12 full year due to AD w/winter QAL's filled in</p>
December 2011	<ol style="list-style-type: none"> 1. Spring schedule due 2. Summer schedule due 3. Undergraduate Bulletin 2012-13 updates due 4. Complete Sexual Harassment Training 5. Track budget at the end of the month 6. Post Program Review materials on password protected website (selected departments) 	<p>Dec 2 (F) – Fall Classes end Dec 5 - 9 (M- F) – Fall Final Exam week Dec 6 (T) – Revised spring schedule due to the Office of the Registrar Dec 7 (W) – Council of Chairs meeting 3:30 p.m. Wiegand Room Dec 9 (F) – Summer schedule due to the Summer Program Office – Spring 2012 QAL position advertisements due to HR Dec 14 (W) – Prayer Service and University Holiday Party 4:00 pm Dec 16 (F) – Undergraduate Bulletin 2012-13 updates and changes due Dec 23-26 (F-M) – Christmas Holiday Dec 30 (F) – New Year's Eve Holiday-Administrative</p>

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January 2012	1. Meet with AD re evaluations of multiyear AYAL and lecturers 2. Begin discussions with faculty members regarding possible sabbatical applications for next academic year 3. First draft of 2012-13 Academic Year Plan (AYP) to Chairs 4. Conversations with AD regarding resources for 2012-13 5. Track budget at the end of the month	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Jan</p> <p>Jan 2 (M)</p> <p>Jan 3(T)</p> <p>Jan 3 (T)</p> <p>Jan 4 (W)</p> <p>Jan 6 (F)</p> <p>Jan 6 (F)</p> <p>Jan 9 (M)</p> <p>Jan 13 (F)</p> <p>Jan 16 (M)</p> <p>Jan 17 (T)</p> <p>Jan 18 (W)</p> <p>Jan 20 (F)</p> <p>Jan 26 (R)</p> <p>Jan 30 (M)</p> </div> <div style="width: 50%;"> <ul style="list-style-type: none"> – Moran Family Trust applications due to Marie Brancati – New Year's Holiday – Department's proof of the Spring schedule ready – Dean completes R&T recommendation and forwards all files to the Provost Office – Distribute proposed Summer schedule proof to Department Chairs – Department's initial review of the Spring schedule – Draft faculty evaluations for probationary faculty, senior lecturers and lecturers should be submitted to ASDO to meet February 1st deadline – Spring QAL contract request due to the Dean's Office – Winter 2012 classes begin – Summer schedule changes/corrections due to the Summer Program – Martin Luther King Day; Academic and Administrative Holiday – Distribute Summer schedule with course descriptions to Chairs – Final proof of the Spring schedule – Council of Chairs Meeting 3:30 p.m. Wiegand Room – FSRAP Grant Requests due to Office of Research Initiatives – First draft of the 2012-13 Academic Year Plan (AYP) workbooks (including tentative AYAL) distributed to departments – Dean submits evaluation and ranking of FSRAP proposals to Associate Provost for Faculty Development. – Last day for Department Chair and students to submit March 2012 Graduation petition to the Office of the Registrar. – Spring QAL signed contracts due back to Dean's Office – Course Avail active for Spring 2012 </div> </div>

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February 2012	1. All annual faculty evaluations completed and final letters due to Dean's Office 2. Complete tenure-track searches 3. Remind students of petitions to graduate 4. Prepare Full Year 2012-13 course plans 5. Proposal for new tenure-track positions due to the Dean 6. Attend "Staff Performance Evaluation" workshop presented by HR 7. Track budget at the end of the month	Feb 1 (W) – Faculty Research Course Release Initiative Grant due to Associate Provost Amy Shachter – Final Summer schedule due to the Summer Program Office – Council of Chairs meeting 3:30 p.m. Wiegand Room – Final annual evaluations for probationary faculty and senior lecturers and lecturers due to Dean's Office Feb 10 (F) – Proposals for tenure-track positions due to the Dean Feb 11 (S) – Golden Circle Theatre Party, San Jose Feb 13-24 (M-F) – Spring 2012 Registration Period Feb 15 (W) – Hold for Chairs Task Force Meeting 3:30 p.m. Wiegand Room – State of the University Address Mission Church 4:00 pm Feb 17 (F) – Last day for department chair and students to submit June 2012 graduation petition to the Office of the Registrar Feb 20 (M) – President's Day, Academic and Administrative Holiday Feb 24 (F) – Advanced Biosciences Initiative Research Grant Requests due to Office of Research Initiatives – Sustainability Research Initiative and University Research and Teaching Grant requests due to Provost Office – Updated Academic Year Plan (AYP) for 11-12 with Spring QAL included Feb 28 (T) – Chairs to contact Associate Dean regarding Spring under-enrolled courses

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March 2012	<ol style="list-style-type: none"> 1. Contact AD regarding Fall Schedule before March 12th 2. Begin staff evaluation process 3. Complete dept annual assessment report 4. Begin AYAL searches for approved positions 5. Senior Lecturer appointment process begins 6. Discuss student awards and prizes 7. Chair's evaluation/feedback process underway 8. Proof of the Fall course schedule 9. Submit Core courses to Undergraduate Studies Office for 12-13 10. Track budget at the end of the month 	<p>Mar</p> <p>Mar 1 (R) – Technology Grant requests due – Summer Program Schedule available on web Evaluations for multi-year fixed term lecturers due</p> <p>Mar 5 (M) – Updated Academic Year Plan (AYP) for 11-12 with Spring QAL included</p> <p>Mar 7 (W) – Council of Chairs meeting 3:30 p.m. Wiegand Room</p> <p>Mar 12 (M) – Full year schedule due to the Dean's Office to check if Core obligations are met</p> <p>Mar 16 (F) – Winter classes end – New Core Deadline: submission of syllabi for courses to be Offered in the 2012-13 academic year; Pathways Proposals, Facilitators and Honoraria; Curriculum Development and Transformation Honoraria – Full year schedule w/days and times due to the Office of the Registrar – Notify Summer Director of Department Chair for the Summer</p> <p>Mar 19-23 (M-F) – Winter Final Exam week</p> <p>Mar 21 (W) – Hold for Chairs Task Force Meeting 3:30 p.m. Wiegand Room</p> <p>Mar 26-30 (M-F) – Spring Break</p> <p>Mar 30 (F) – Submit department assessment report to Dean's Office and Office of Assessment – Final Academic Year Plan 2012-13 (AYP) to departments with all searches confirmed</p>

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April 2012	1. Begin mid-probationary review 2. Finalize honor and award winners (due in late April) 3. Final review of 12-13 bulletin 4. Staff evaluations due to Office of the Dean 5. Academic advising 2012-13 6. FSRAP proposals due 6. Track budget at the end of the month	Apr 2 (M) – Spring 2012 classes begin Apr 4 (W) – Council of Chairs meeting 3:30 p.m. Wiegand Room Apr 6 (F) – Good Friday-Administrative and Academic holiday Apr 10 (T) – Summer QAL contract request due to the Summer Program Office Apr 10 (T) – Send updated Academic Year Plan (AYP) for 2011-12 to AD Apr 11 (W) – Faculty Student Research Assistant Program (FSRAP) proposals due to Associate Provost Amy Shachter Apr 13 (F) – Staff performance evaluations due to Rafael Ulate Apr 14-15 (S-Su) – Preview Days Apr 16 (M) – Final review of PDF layout of 12-13 bulletin Apr 18 (W) – Hold for Chairs Task Force Meeting 3:30 p.m. Wiegand Room Apr 23 (M) – UGRD Fall 2012 Schedule of Classes on Course Avail Apr 25 (W) – DeNardo Lectureship 7:00 pm Apr 27 (F) – Chair's (and student's) deadline: September 2012 graduation petition due to the Office of the Registrar. Apr 30 (M) – Summer Session I , II & III QAL signed contracts due to the Summer Program Office Late Apr – Honors and Awards list due to the Office of Student Life
May 2012	1. Complete mid-probationary review process and work with faculty to arrange a junior faculty development leave as necessary 2. Watch for end-of-fiscal year deadlines related to purchasing and accounts payable 3. Monitor Summer Session classes with low enrollments 4. Complete all tenure-track appointments for 12-13 5. Cycle evaluation due May 25 th 6. Track budget at the end of the month 7. Prepare budget for 12-13	Apr 30-May 11 – Annual Academic Advising Period May 2 (W) – Council of Chairs meeting 3:30 p.m. Wiegand Room May 4 (F) – Update 2012-13 Academic Year Plan (AYP) to Assoc Dean – MPR draft due to Assoc Dean May 14-25 (M-F) – Fall 2012 Registration Period May 14 (M) – Budget due to Dean's Office for 12-13 May 16 (W) – Hold for Chairs Task Force Meeting 3:30 p.m. Wiegand Room May 25 (F) – Chairs to contact AD regarding Fall under-enrolled courses – Faculty Cycle evaluation letters due (tenured and SRL) – Complete all paperwork for academic year hires – Fall 2012 QAL position advertisements due May 28 (M) – Memorial Day Holiday

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June 2012	<ol style="list-style-type: none"> 1. Fiscal year ends June 30, 2012 2. Complete all AYAL appointments for 12-13 3. Post adds for fall 2012 QAL's 4. Track budget at the end of the month 5. Submit nominations to ASDO for College awards for teaching (Logothetti), scholarship (Bayma), advising (Drahmann), Keil (staff) and Hubbard (collaboration) 	<p>June 6 (W) – Last Council of Chairs meeting for 2011-12 academic year 3:30 p.m. Wiegand Room</p> <p>June 8(F) – Spring classes end – R&T candidates provide dean and department chair/program with materials for off-campus reviewers – Send updated AYP for 12-13 to AD with all fall changes</p> <p>June 11-14 (M-R) – Spring Final Exam week</p> <p>June 16 (S) – Undergraduate Commencement</p> <p>June 18 (M) – Summer Session IIIA classes begin</p> <p>June 21 (R) – Summer Session I classes begin</p>