

School of Education & Counseling Psychology
 Department Chair's Timetable
 Academic Year 2011-2012

Legend:
Chair's Deadlines – Blue
Faculty Deadlines - Green
<i>All submissions are due to the Office of the Dean unless otherwise noted.</i>

SEPTEMBER 2011		
Task	Event	Deadline
1. Chairs of faculty in joint appointments meet with AD to discuss service 2. Departments discuss any change to degree in anticipation of Fall 2012 3. Departments commence assessment processes 4. Notify Dean's office of space and facilities needs for the next academic year 5. Complete mid-year mutual expectations checklist with staff 6. All chairs should communicate to departments that all syllabi for departmental courses must include learning objectives for course- level learning and department-level learning. Questions can be directed to the Office of Assessment. 7. Track budget at the end of the month 8. Is any action or activity needed with the state accreditation agency associated with your unit?	<ul style="list-style-type: none"> • Regular Fall Quarter Add/Drop Period • Winter schedule due to the Director of Student Services • Labor Day Holiday • Updated Academic Year Plan (AYP) for 11/12 due to AD w/fall QALs filled in • New Chair Workshop A&S Wiegand Room 9 am-3 pm • Rank and Tenure Meeting 10:00 am A/S Room 129 • New Faculty Orientation (1:30 p.m.-5:00 p.m.) Executive Conference Room St. Joseph's Hall; Reception at Jesuit Residence, Dinner in Adobe Lodge • Late Registration; Drop/Add/Swap begins • President's Convocation (4 p.m.) Mission Church – Faculty Reception and Ceremony (5:15 p.m.) Benson Center • ECP Convocation and Lunch (11 am-1 pm) • Mid-year mutual expectations check list due to Dean Rafael Ulate for staff members • Winter 2012 QAL position advertisements due to AD • Fall Classes Begin • Information Night at E&CP • R&T petition due to dean and department chair/program director, and one set of backup documentation to department/chair program director 	<ul style="list-style-type: none"> • Aug 6-Sep 11 • Sept 1 • Sept 5 • Sept 6 • Sept 7 • Sept 9 • Sept 12 • Sept 12 • Sept 13 • Sept 14 • Sept 15 • Sept 16 • Sept 19 • Sept 30 • Sept 30

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OCTOBER 2011		
Task	Event	Deadline
1. New chairs consult with the Dean to establish evaluation weighting scheme	<ul style="list-style-type: none"> • Council of Chairs meeting 9 am 	<ul style="list-style-type: none"> • Oct 3
2. Proof of the winter schedule	<ul style="list-style-type: none"> • Annual Activities Report (FAR) due 	<ul style="list-style-type: none"> • Oct 3
3. Complete Winter QAL hires	<ul style="list-style-type: none"> • Department's proof of the Winter schedule due to Director of Student Services 	<ul style="list-style-type: none"> • Oct 3
4. Prepare student recruitment materials for admissions and open house	<ul style="list-style-type: none"> • Winter QAL contract requests due to Dean's Office 	<ul style="list-style-type: none"> • Oct 4
5. Attend "Setting Performance Expectations" workshop presented by HR	<ul style="list-style-type: none"> • University Mass of the Holy Spirit and picnic 12 noon • President's Speaker Series 	<ul style="list-style-type: none"> • Oct 5 • Oct 6 • Oct 6-9
6. Track budget at the end of the month	<ul style="list-style-type: none"> • Grand Reunion Weekend 2011 	<ul style="list-style-type: none"> • Oct 7
7. Secure location for your unit's graduation activities	<ul style="list-style-type: none"> • Chair's (and student's) deadline: "Petition to Graduate Form" for December 2011 due to the Director of Student Services 	<ul style="list-style-type: none"> • Oct 7
8. Is any action or activity needed with the state accreditation agency associated with your unit?	<ul style="list-style-type: none"> • Sabbatical evaluations due from chair to the Dean • FSRAP Grant applications due to Associate Provost Amy Shachter <ul style="list-style-type: none"> – Sabbatical Applications due to Chair, Dean, and Associate Vice Provost for Faculty Development 	<ul style="list-style-type: none"> • Oct 14 • Oct 15
	<ul style="list-style-type: none"> • Winter 2012 registration period 	<ul style="list-style-type: none"> • Oct 17-21
	<ul style="list-style-type: none"> • Deadline to submit any major curriculum changes to Associate Dean 	<ul style="list-style-type: none"> • Oct 19
	<ul style="list-style-type: none"> • R&T candidate's backup documentation due 	<ul style="list-style-type: none"> • Oct 21
	<ul style="list-style-type: none"> • Winter 2012 Add/Drop Period 	<ul style="list-style-type: none"> • Oct 22-Dec 25
	<ul style="list-style-type: none"> • Course Avail Active Winter 2012 	<ul style="list-style-type: none"> • Oct 24

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NOVEMBER 2011		
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1. Revisit and revise spring course schedule 2. Work on evaluations of all probationary faculty 3. Track budget at the end of the month 4. Is any action or activity needed with the state accreditation agency associated with your unit?	<ul style="list-style-type: none"> • Technology Grant requests due to Paul Soukup • Winter QAL signed contracts due • 2012-13 bulletin revision due to Rafael Ulate • Council of Chairs meeting 9 am • Information Night at E&CP • Chairs to contact AD regarding low enrolled classes for Winter 2012 • Thanksgiving Recess • School R&T committee submits recommendations to the dean • Thanksgiving Administrative Holiday • Updated Academic Year Plan (AYP) 2011/12 full year sheets w/ winter QAL's filled in due to AD 	<ul style="list-style-type: none"> • Nov • Nov 4 • Nov 4 • Nov 7 • Nov 11 • Nov 18 • Nov 21-25 • Nov 22 • Nov 24-25 • Nov 29

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DECEMBER 2011		
Task	Event	Deadline
1. Spring schedule due 2. Revise and review summer course schedule 3. Complete Sexual Harassment Training 4. Track budget at the end of the month 5. Is any action or activity needed with the state accreditation agency associated with your unit?	<ul style="list-style-type: none"> • Fall Classes end • Council of Chairs meeting 9 am • Fall Final Exam week • Spring schedule due to the Director of Student Services • Spring 2012 QAL position advertisements due to AD • Prayer Service and University Holiday Party 4:00 pm • Christmas Holiday • Winter 2012 Late Reg/Drop/Swap begins • New Year's Eve Holiday-Administrative 	<ul style="list-style-type: none"> • Dec 2 • Dec 5 • Dec 5-9 • Dec 6 • Dec 9 • Dec 14 • Dec 23-26 • Dec 26 • Dec 30

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JANUARY 2012		
Task	Event	Deadline
1. Meet with AD re-evaluations of tenure stream, senior lecturers, lecturers and multi-year adjunct faculty	<ul style="list-style-type: none"> • New Year's Holiday 	<ul style="list-style-type: none"> • Jan 2
2. Begin discussions with faculty members regarding possible sabbatical applications for next academic year	<ul style="list-style-type: none"> • Department's proof of the Spring schedule due to Director of Student Services 	<ul style="list-style-type: none"> • Jan 3
3. Bulletin 2012/2013 second review	<ul style="list-style-type: none"> • Dean completes R&T recommendation and forwards all files to the Provost Office 	<ul style="list-style-type: none"> • Jan 3
4. Track budget at the end of the month	<ul style="list-style-type: none"> • Draft faculty evaluations for probationary faculty, senior lecturers, and lecturers; should be submitted to AD to meet February 1st deadline 	<ul style="list-style-type: none"> • Jan 6
5. Finalize plans and arrangements for your units June graduation activity	<ul style="list-style-type: none"> • Winter 2012 classes begin 	<ul style="list-style-type: none"> • Jan 9
6. Is any action or activity needed with the state accreditation agency associated with your unit?	<ul style="list-style-type: none"> • Spring QAL contract requests due to the Dean's Office • Martin Luther King Day; Academic and Administrative Holiday • Final proof of the Spring schedule due to Director of Student Services • FSRAP Grant Requests due to Office of Research Initiatives • Information Night at E&CP • Dean submits evaluation and ranking of FSRAP proposals to Associate Provost or Faculty Development. • Council of Chairs Meeting 9 am • Deadline for "Petition to Graduate" for Winter 2012. • Spring QAL signed contracts due back to Dean's Office • Course Avail active for Spring 2012 • Spring 2012 registration appointment period 	<ul style="list-style-type: none"> • Jan 13 • Jan 16 • Jan 17 • Jan 20 • Jan 20 • Jan 21 • Jan 23 • Jan 27 • Jan 27 • Jan 30 • Jan 30-Feb 3

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FEBRUARY 2012		
Task	Event	Deadline
1. All <u>annual</u> faculty evaluations completed and final letters due to Dean's Office	<ul style="list-style-type: none"> • Final annual evaluations for probationary faculty, senior lecturers, and lecturers due to AD with signatures 	<ul style="list-style-type: none"> • Feb 1
2. Complete tenure-track searches	<ul style="list-style-type: none"> • Council of Chairs meeting, 9 a.m. 	<ul style="list-style-type: none"> • Feb 6
3. Remind students of petitions to graduate	<ul style="list-style-type: none"> • Spring 2012 Add/Drop Period 	<ul style="list-style-type: none"> • Feb 4-Mar 18
4. Proposal for new tenure-track positions due to the Dean	<ul style="list-style-type: none"> • Proposals for tenure-track positions due to the Dean 	<ul style="list-style-type: none"> • Feb 10
5. Attend "Staff Performance Evaluation" workshop presented by HR	<ul style="list-style-type: none"> • Submit Ads for Summer 2012 classes to AD for review and posting 	<ul style="list-style-type: none"> • Feb 10
6. Complete dept annual assessment report	<ul style="list-style-type: none"> • Golden Circle Theatre Party, San Jose 	<ul style="list-style-type: none"> • Feb 11
7. Track budget at the end of the month	<ul style="list-style-type: none"> • State of the University Address Mission Church 4:00 pm 	<ul style="list-style-type: none"> • Feb 15
8. Bulletin 2012/2013	<ul style="list-style-type: none"> • Chairs to contact AD regarding Spring under-enrolled courses 	<ul style="list-style-type: none"> • Feb 18
9. Is any action or activity needed with the state accreditation agency associated with your unit?	<ul style="list-style-type: none"> • President's Day, Academic and Administrative Holiday • 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 due to AD 	<ul style="list-style-type: none"> • Feb 20 • Feb 24 • Feb 24

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MARCH 2012		
Task	Event	Deadline
1. First draft of 2012/13 Academic Year Plan (AYP) to Chairs	<ul style="list-style-type: none"> • Technology Grant requests due to Paul Soukup • Submit department assessment report to Dean's Office and University Office of Assessment 	<ul style="list-style-type: none"> • March • March 1
2. Conversations with AD regarding resources for 2012/13		
3. Prepare Fall Year 2012/13 course plans		
4. Complete staff evaluations	<ul style="list-style-type: none"> • Evaluations for multi-year adjunct lecturers due to AD 	<ul style="list-style-type: none"> • March 1
5. Senior Lecturer promotion process begins	<ul style="list-style-type: none"> • Deadline for Petition to Graduate for June 2012 to the Director of Student Services 	<ul style="list-style-type: none"> • March 2
6. Discuss student awards and prizes		
7. Chair's evaluation / feedback process underway	<ul style="list-style-type: none"> • Council of Chairs meeting 9 a.m. 	<ul style="list-style-type: none"> • March 5
8. Track budget at the end of the month	<ul style="list-style-type: none"> • First draft of the 2012/13 Academic Year Plan (AYP) workbooks (including tentative AYAL) distributed to chairs to begin conversations 	<ul style="list-style-type: none"> • March 9
9. Is any action or activity needed with the state accreditation agency associated with your unit?	<ul style="list-style-type: none"> • Information Night at E&CP • Winter classes end • Request permission from Dean if nominating interim chair for summer • Spring 2012 Drop/Swap begins • Winter Final Exam week • Spring Break • Staff performance evaluations due • State of the School 3:30 pm Wiegand Room 	<ul style="list-style-type: none"> • March 9 • March 16 • March 16 • March 19 • March 19-23 • March 26-30 • March 29 • March 30

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APRIL 2012		
Task	Event	Deadline
<ol style="list-style-type: none"> 1. Begin mid-probationary review 2. Complete Fall Year 2012/13 course plans 3. Begin AYAL Searches- submit ads to AD 4. Finalize honor and award winners (due in late April) 5. Final review of 12-13 bulletin 6. Academic Advising 2012-13 7. Track budget at the end of the month 8. Is any action or activity needed with the state accreditation agency associated with your unit? 	<ul style="list-style-type: none"> • Spring 2012 classes begin • Send updated Academic Year Plan (AYP) for 2011/12 to AD • Final Academic Year Plan 2012-13 (AYP) to departments with all searches confirmed • Council of Chairs meeting 9:00 a.m. • Good Friday-Administrative and Academic holiday • Summer QAL contract requests due to the Dean's Office • Final review of PDF layout of 12/13 bulletin due to assistant dean • Summer 2012 registration appointment period • Summer 2012 Add/Drop Period • Summer Contracts due back from faculty • Honors and Awards list due to the Office of Student Life • Preliminary Full Year Schedule for 2012/2013 with days/times due to AD (fall 2012 through summer 2013) • Submit ads for searches for adjunct lecturers for Fall 2012 to AD 	<ul style="list-style-type: none"> • April 2 • April 3 • April 3 • April 4 • April 2 • April 6 • April 10 • April 16 • April 23-27 • Apr 28-June3 • April 30 • April 30 • April 30 • April 27

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MAY 2012		
Task	Event	Deadline
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 classes with low enrollments 4. Complete all tenure-track appointments for 12-13 5. Cycle evaluation letters due May 25 th 6. Prepare 2012-2013 Budget 7. Complete Adjunct Lecturer hires (and Lecturers if approved) for 2012-13 8. Post ads for Fall 2012 QAL's 9. Track budget at the end of the month 10. Is any action or activity needed with the state accreditation agency associated with your unit?	<ul style="list-style-type: none"> • Council of Chairs meeting 9 a.m. • Fall 2012 schedule due to the Director of Student Services • Budget for 2012-2013 due to Dean • Information Night at E&CP • Complete all paperwork for adjunct hires • Fall 2012 QAL position advertisements due to AD • Memorial Day Holiday 	<ul style="list-style-type: none"> • May 7 • May 4 • May 14 • May 18 • May 25 • May 25 • May 28

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JUNE 2012		
Task	Event	Deadline
<ol style="list-style-type: none"> 1. Fiscal year ends June 30, 2012 2. Complete all AYAL appointments for 12-13 3. Track budget at the end of the month and watch end of fiscal year deadlines as published on finance website 4. Is any action or activity needed with the state accreditation agency associated with your unit? 	<ul style="list-style-type: none"> • Faculty Cycle evaluation letters due (tenured and SRL) • Summer 2012 late Reg/Drop/Swap begins • Last Council of Chairs meeting for 2011/12 academic year 9 a.m. • Spring classes end • Update 2012-13 Academic Year Plan (AYP) to AD with all Fall changes • MPR draft due to Assoc Dean • R&T candidates provide dean and department chair/program director with materials for off-campus reviewers • Spring Final Exam week • Ensure departments notify the dean's office regarding status of all summer faculty: all either have QAL contracts or supplemental pay assignment letters issued • Grad Reception & Commencement • Pre-Session Classes begin for credential candidates • Deadline for "Petition to Graduate" for Summer 2012 • Classes begin for Educ, CPSY programs • Chairs to contact AD regarding Fall under-enrolled courses • End of the Fiscal Year 	<ul style="list-style-type: none"> • June 1 • June 4 • June 4 • June 8 • June 8 • June 8 • June 8 (tent) • June 11-14 • June 11 • June 15 • June 18 • June 22 • June 15 • June 29 • June 29
JULY & AUGUST 2012		
Task	Event	Deadline
<ol style="list-style-type: none"> 1. Watch deadlines for corrections to fiscal year 2012 (July) 2. Monitor summer enrollments and contracts 3. Complete all QAL hires for fall 2012(July) 4. Submit QAL spreadsheet for fall to dean's office(mid-July) 5. Work with assistant dean on any facilities improvements or faculty office moves or set-up. (July & August) 6. Is any action or activity needed with the state accreditation agency associated with your unit? 	<ul style="list-style-type: none"> • End of the Fiscal Year transfers 	<ul style="list-style-type: none"> • TBD