2012-13 DUE DATES

CHAIRS' RESPONSIBILITIES	DUE DATES
FALL SEMESTER	
Course Evaluation Summaries (Provost)	17-Aug
Start Tenure Track Hiring	AUGUST
Start Fall Pre- Review Meetings (Provost)	27-Aug
Start Curriculum Review (DCAE)	SEPTEMBER
I.S. Sectioning - 401, 451, 452 Advisers (Registrar & DFD)	14-Sep
Non-Tenure Track Position Requests (Provost)	20-Sep
Fall Assessment Report (Provost)	24-Sep
Spring Schedule Changes Due (Registrar)	24-Sep
Verify Faculty Workloads (DFD)	1-Oct
Spring Schedule Proofing Completed (Registrar)	1-Oct
Start Non-Tenure Track Hiring	OCTOBER
Recommendations for Reappointment (Provost)	29-Oct
FYS Commitments (DCAE)	1-Nov
Nominations for Promotion to Professor (Provost)	1-Dec
Proposals for Major Curriculum Revision (DCAE)	30-Nov
KEY:	
(XXX) means the item is due to that office	
Personnel / Provost	Red
Curriculum / DCAE	Blue
Workload / DFD	Green
Schedule, Adviser lists / Registrar	Black

CHAIRS' RESPONSIBILITIES	DUE DATES
SPRING SEMESTER	
Curriculum Review Self-Study (DCAE)	15-Jan
Start Spring Pre- Review Meetings (Provost)	14-Jan
Spring Assessment Report	28-Jan
New Course Proposals for 2013-14 (DCAE)	1-Feb
Start Fall Post- Review Meetings (Provost)	FEBRUARY
2013-14 Course Schedule (DCAE)	1-Feb
I.S Sectioning - 401, 451, 452 Advisers (Registrar & DFD)	1-Feb
Declaration of Majors (Registrar)	15-Feb
Verify Faculty Workloads (DFD)	1-Mar
Recommendations for Reappointment (Provost)	4-Mar
Recommendations for Promotions to Professor (Provost)	15-Mar
New Tenure Track Position Requests (Provost)	18-Mar
Proof Course Schedule (Registrar)	18-Mar
Graduation Prizes and Awards Nomination for Seniors	mid-April
Course Evaluation Summaries (Provost)	5-Apr
Finish Tenure Track Hiring	14-Apr
Evaluation of Salaried Department Support Staff (HR)	APRIL
Recommendations for Salary Determination (Provost)	22-Apr
Start Spring Post- Review Meetings (Provost)	APRIL
Department End-of-Year Notes for the Report for the Board	1-May
Senior I.S. Grades Due (Registrar)	3-May
End Curriculum Review-Summary due (DCAE)	1-Jun

8/14/2012
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