

GENERAL CALENDAR FOR CHAIRS & PROGRAM DIRECTORS

See also [2023-24 Academic Calendar](#) and [2023-24 Holiday Schedule](#)

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<p>*Onboarding of new faculty</p> <p>*Late in month: C/PD meeting</p>	<p>*Wk 1: Convocation; Classes begin</p> <p>*Notifications due of Intent to Stand for tenure, promotion (including NTT promotion)</p> <p>*Start building course schedule—schedule & descriptions due late in month</p> <p>*15th: CC proposals due (for Spring)</p>	<p>*~1st: Dept. letters for tenure cases due</p> <p>*Determine capital requests</p> <p>*15th: sabbatical requests due (full yr and enhancement apps)</p> <p>*Admissions Open House (Columbus Day)</p> <p>*Wk 4: Advising begins</p>	<p>*Registration</p> <p>*Admissions Open House (usually Veterans’ Day)</p> <p>*New Initiative Requests (Hiring) due 12/1</p> <p>*Receive Operating Budget worksheet</p>	<p>*Capital Budget and Non-hiring New Initiative Requests due</p> <p>*15th: CC proposals due (for Fall)</p> <p>*Operating Budget revisions due</p> <p>*Requests for NTT staffing due (or early January)</p>
JANUARY	FEBRUARY	MARCH	APRIL	MAY
<p>*Wk 1: Grades due</p> <p>*15th: one-semester sabbatical requests due; consensus letters for reappointments due; letters for NTT promotions due</p> <p>*~15th: Dept. letters for TT promotions due</p> <p>*Scribner Seminar proposals due</p> <p>*C/PD meeting</p>	<p>*Start building course schedule—schedule & descriptions due late in month</p> <p>*ExploreMore plans/dates due</p>	<p>*Spring Break</p> <p>*Wk 4: Advising begins</p>	<p>*Registration</p> <p>*SEE Beyond selections due</p> <p>*Department/program awardees selected</p> <p>*Accepted Candidates Days (3)</p> <p>*Request overloads as necessary</p>	<p>*Wk 1: Academic festival; Honors Convocation; Dept. honors eligibility</p> <p>*Wk 3: Sr. Week; Commencement</p> <p>*C/PD meeting</p> <p>*May 30th: Dept. budget CLOSED; staff performance reviews due</p>
JUNE		SUMMER		ONGOING
<p>*1st: Dept. Assessment report due</p> <p>*Triennial Report due if scheduled</p> <p>*30th: Annual Letters of Evaluation due; Watermark reports due</p>		<p>Facilities work; summer student-faculty research; evaluation of transfer credits; first year enrollment; onboarding new faculty</p>		<p>Departmental business; Overseeing staff/AA; Peer Observation visits; Recruitment & Hiring; Assessment activities; Faculty mentoring; Maintaining three-year plan; Tracking workloads; Maintaining dept/program records</p>