### GENERAL CALENDAR FOR CHAIRS & PROGRAM DIRECTORS

**See also** [**2024-25 Academic Calendar**](https://www.skidmore.edu/registrar/documents/academiccalendar2024.pdf) **and [2024-25 Holiday Schedule](https://www.skidmore.edu/hr/documents/Holiday-Schedule-2024-25.pdf)**

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| **AUGUST** | **SEPTEMBER** | **OCTOBER** | **NOVEMBER** | **DECEMBER** |
| \*Onboarding of new faculty  \*Late in month: C/PD meeting  \*31st: Tenure materials due | \*Wk 1: Convocation; Classes begin  \*Start building course schedule—schedule & descriptions due late in month  \*~11th: External letters for tenure cases due  \*15th: CC proposals due (for Spring)  \*30th: Promotion materials due; external letters for promotion due | \*~1st: Dept. letters for tenure cases due  \*Determine capital requests  \*15th: sabbatical requests due (full yr and enhancement apps)  \*Admissions Open House (Columbus Day)  \*Wk 4: Advising begins | \*Registration  \*Admissions Open House (usually Veterans’ Day)  \*New Initiative Requests (Hiring) due 12/1  \*Receive Operating Budget worksheet | \*Capital Budget and Non-hiring New Initiative Requests due  \*15th: CC proposals due (for Fall)  \*~20th: Dept. letters for TT promotion cases due  \*Operating Budget revisions due  \*Requests for NTT staffing due (or early January) |
| **JANUARY** | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** |
| \*Wk 1: Grades due  \*15th: one-semester sabbatical requests due; consensus letters for reappointments due; letters for NTT promotions due  \*Scribner Seminar proposals due  \*C/PD meeting | \*Start building course schedule—schedule & descriptions due late in month  \*ExploreMore plans/dates due | \*Spring Break  \*Wk 4: Advising begins | \*Registration  \*SEE Beyond selections due  \*Department/program awardees selected  \*Accepted Candidates Days (3)  \*Request overloads as necessary | \*Wk 1: Academic festival; Honors Convocation; Dept. honors eligibility  \*Wk 3: Sr. Week; Commencement  \*C/PD meeting  \*May 30th: Dept. budget CLOSED; staff performance reviews due  \*May 31st: Notifications due of Intent to Stand for promotion |
| **JUNE** |  | **SUMMER** |  | **ONGOING** |
| \*1st: Dept . Assessment report due  \*Mid-point Report due if scheduled  \*30th: Annual Letters of Evaluation due; Watermark reports due |  | Facilities work;  summer student-faculty research; evaluation of transfer credits; first year enrollment; onboarding new faculty |  | Departmental business;  Overseeing staff/AA;  Peer Observation visits;  Recruitment & Hiring;  Assessment activities;  Faculty mentoring;  Maintaining three-year plan;  Tracking workloads;  Maintaining dept/program records |