### 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 |