

Office for  
Faculty Excellence

**MONTCLAIR**  
STATE UNIVERSITY

# **Department Chair Tasks and Reminders (Tickler File)**

Provost's Office

Updated: June 10, 2025

**Month-to-Month Ticker File**

Month	Related to Students	Related to Faculty/Staff	Departmental Administration
<p align="center"><b>August</b></p>	<ul style="list-style-type: none"> <li>• Welcome and advise incoming first-year, transfer, and graduate students.</li> <li>• Plan/Review student activities for the fall semester.</li> <li>• Update student listservs.</li> <li>• Ensure all students have advisors assigned to them.</li> <li>• GRAD: Ensure graduate student applicants have been processed.</li> <li>• GRAD: Ensure students with assistantships are appropriately assigned.</li> <li>• Coordinate with <u>Environmental Health &amp; Safety</u> to arrange lab safety training for incoming student researchers.</li> <li>• Ensure each of your majors has a faculty advisor to begin the semester.</li> </ul>	<ul style="list-style-type: none"> <li>• Finish hiring adjuncts.</li> <li>• Ensure new adjuncts are entered into Workday, have Canvas access, and are informed of <a href="#">OFE</a> and <a href="#">ITDS</a> support. See <a href="#">Chair's Adjunct Guide</a>.</li> <li>• Ensure new faculty preparedness, including inclusion on appropriate listservs and Canvas sites, and access to campus resources.</li> <li>• Review and distribute department syllabus standards and guidance for faculty.</li> <li>• Remind faculty to have Canvas set up with syllabus and welcome. Share <a href="#">guidelines</a>.</li> <li>• Send a welcome message to faculty and introduce new faculty to the department.</li> <li>• Submit new faculty bios to the Provost's Office.</li> <li>• Remind faculty researchers to update lab information in Bioraft (including new chemicals &amp; lab membership) and to prepare for fall lab safety inspections.</li> <li>• Remind faculty to connect with Research Compliance for IRB, IACUC, and IBC needs.</li> <li>• First dept meeting: "state of the dept"; establish goals for the year; coverage for committees; distribute committee lists.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor schedule and cull courses by 2 weeks prior to semester start, informing any individuals who have been removed from the schedule (Dean has an exact deadline).</li> <li>• Plan kick-off department events.</li> <li>• Update bulletin boards and electronic slides where necessary.</li> <li>• Ensure curriculum guides &amp; websites are up to date.</li> <li>• Submit &amp; review period activity pay for all adjuncts for fall semester courses.</li> <li>• Advertise for and hire student workers.</li> <li>• Verify all faculty, especially new faculty, are accurately assigned to courses in NEST.</li> <li>• Arrange swipe card access to instructional and research spaces for faculty &amp; graduate assistants.</li> <li>• Purchase teaching supplies and lab materials.</li> <li>• Begin work on spring and summer teaching schedules.</li> <li>• Check on scheduled maintenance to departmental equipment &amp; software.</li> </ul>
<p align="center"><b>Sept- ember</b></p>	<ul style="list-style-type: none"> <li>• Send welcome messages to majors, minors, and grad students.</li> <li>• Prepare <b>important dates</b> reminder email to students (add/drop, WD, activities), copying faculty.</li> <li>• Ensure faculty coverage for fall Open Houses.</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule TT &amp; TF faculty to complete observations of adjuncts.</li> <li>• Remind relevant faculty of key dates for FSP, 5-year post-tenure review, sabbatical, promotion, and doctoral faculty applications.</li> <li>• Remind faculty about Navigate early progress report deadline.</li> <li>• Ensure that PACs are prepared to review reappointment, promotion, and tenure applications.</li> <li>• Submit emeritus/a resolutions for retired faculty for October BOT.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for academic program changes by deadlines established by the College/School.</li> <li>• Update 4 year plans/curriculum plans for following fall catalog.</li> <li>• Begin capital request discussions with the dean, if applicable.</li> <li>• SERC (if applicable): 1. Initiate work on Self-Study. 2. Submit committee member nominations to the Dean.</li> <li>• Remind faculty teaching courses with programmatic learning outcomes assessments to prepare for data collection.</li> </ul>

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<b>October</b>	<ul style="list-style-type: none"> <li>• Prepare faculty for advising season.</li> <li>• Recruit students for upcoming Open House events.</li> <li>• Review the adviser list and ensure all students, including new major changers, have advisers.</li> <li>• For programs with competitive admissions, begin reviewing undergrad applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete recommendations for candidates up for tenure.</li> <li>• Complete recommendations for 3<sup>rd</sup> and 4<sup>th</sup> year faculty reappointments.</li> <li>• Hire adjuncts for the spring semester.</li> <li>• Approve ISRs.</li> <li>• Remind faculty about Navigate midterm progress report deadline.</li> <li>• Remind new faculty teaching session B courses of <a href="#">Final grading steps &amp; deadlines</a>.</li> <li>• Submit course proposals effective for fall 2026 to the CIM workflow by October 10, 2025.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry forward indirect cost allocation funds if applicable.</li> <li>• Prepare for University College discovery programs to recruit new students.</li> <li>• Prepare for winter enrollment activities.</li> <li>• Review spring class schedule.</li> <li>• Cover winter courses, if necessary.</li> <li>• SERC (if applicable): Contact committee members; create visit agenda; complete self-study.</li> <li>• Obtain Dean's level approval for changes to existing curriculum requirements and new degree program proposals AND submit to the Provost's Office by Oct 31 for following fall start date (see <a href="#">Curriculum</a>).</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Recruit students for under-enrolled winter and spring classes.</li> <li>• Remind students to seek support and advising.</li> <li>• Message students for Graduation Audit.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete recommendations for 2nd-year faculty reappointments.</li> <li>• Plan fall schedule for following AY.</li> <li>• Remind new faculty of <a href="#">Final grading steps &amp; deadlines</a>.</li> <li>• Monitor sabbatical applications.</li> <li>• Ensure new adjuncts for the spring term are entered into Workday and informed of OFE, ITDS, and CTAI opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan summer sessions schedule.</li> <li>• Begin schedule planning for next AY fall-winter-spring.</li> <li>• Ensure committee readiness for review of sabbaticals.</li> <li>• Monitor searches for faculty if applicable.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Submit evaluations for graduate assistants.</li> <li>• Finalize plans for under-enrolled spring courses.</li> <li>• Reach out to prospective graduate students in Slate.</li> <li>• Cover TSO (transfer student) advising sessions.</li> <li>• Plan spring semester activities for students.</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule adjuncts for summer.</li> <li>• Add the spring semester "Other Assignments" for all faculty Instructional Service Reports.</li> <li>• Remind faculty that promotion applications are due for January.</li> <li>• Plan for office coverage over break.</li> <li>• Finish hiring adjuncts for newly created sections and replacements.</li> <li>• Remind faculty of grade submission due date.</li> <li>• Submit course proposals effective for winter 2027 to the CIM workflow by January 2, 2026</li> </ul>	<ul style="list-style-type: none"> <li>• Set summer schedule.</li> <li>• Collect and assess programmatic learning outcomes data.</li> <li>• Plan faculty coverage for winter commencement.</li> <li>• Plan holiday celebrations.</li> <li>• Monitor searches for faculty if applicable.</li> <li>• Monitor schedule and cull courses before break and at least 2 weeks prior to term's start, informing any individuals who have been removed from the schedule (Dean has exact deadline).</li> <li>• Assemble winter break workspace access list for University police.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Complete CWA PAR for calendar year, and initiate review for upcoming year (if relevant).</li> <li>• Obtain Dean's level approval for program alteration proposals for start in upcoming fall semester.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Cover TSO advising sessions</li> <li>• Review adviser list and ensure all students have advisers.</li> <li>• Welcome students back.</li> <li>• Reach out to majors who are not enrolled in the upcoming semester.</li> <li>• Coordinate lab safety training with <a href="#">Environmental Health &amp; Safety</a> for incoming student researchers.</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule observations of TT, TF and adjuncts for spring.</li> <li>• Prepare for 1st spring semester faculty meeting, including coverage for committees and tasks of faculty on leave.</li> <li>• Support new adjunct faculty and send support and reminder emails to all adjuncts</li> <li>• Review spring calendar deadlines.</li> <li>• Remind faculty researchers of spring lab safety inspections.</li> <li>• Submit course proposals effective for winter 2027 to the CIM workflow by January 2, 2026.</li> </ul>	<ul style="list-style-type: none"> <li>• Cover January commencement.</li> <li>• Monitor searches for faculty if applicable.</li> <li>• Submit and review period activity pay for all adjuncts for spring semester courses.</li> <li>• Continue preparation for next fall and winter schedules.</li> <li>• Deadline for previous fall student learning outcomes assessment data submission.</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Announce semester activities, including end-of-semester activities.</li> <li>• Secure departments reps for Admissions events.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and hold informal conversations with 1<sup>st</sup>-year faculty.</li> <li>• Review FSP interim/final reports and new applications.</li> <li>• Ensure that DPAC is proceeding with 5-year post-tenure review meetings.</li> <li>• Remind faculty about Navigate early progress report deadline.</li> <li>• Send reminders for internal awards competitions.</li> <li>• Remind new faculty teaching session B courses of <a href="#">Final grading steps &amp; deadlines</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Request GA positions.</li> <li>• Prepare for budget call.</li> <li>• Fall &amp; winter schedules due in CLSS.</li> <li>• SERC (if applicable): Send self-study to External Six-Year Review Committee members.</li> <li>• Remind faculty teaching courses with programmatic learning outcomes assessments to prepare for data collection.</li> <li>• Attend to budget issues: review spending and ensure you are prepared for remaining fixed costs and for upcoming budgetary deadlines.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Advise students of summer opportunities: classes, job fairs, internships.</li> <li>• Engage seniors with graduation preparedness.</li> <li>• Work with Foundation to award student scholarships for next academic year.</li> <li>• Review adviser list &amp; ensure all students have advisers.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit online overload forms with faculty ISRs.</li> <li>• Remind faculty about Navigate midterm progress report deadline.</li> <li>• Submit Emeritus/a resolutions for retired faculty for April BOT.</li> <li>• Remind faculty of Doctoral Faculty Status deadline.</li> <li>• Prepare for new TT/TF faculty requests from dean.</li> </ul>	<ul style="list-style-type: none"> <li>• Early March: Election of PAC(s) for following AY, send membership and chair name to Dean and Provost's Office.</li> <li>• Advise Admissions of new programs with expected approval for fall.</li> <li>• Submit department budget &amp; supplemental requests.</li> <li>• Plan for summer chair coverage.</li> <li>• Budget deadline for faculty searches.</li> </ul>

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		<ul style="list-style-type: none"> <li>Submit course proposals effective for spring 2027 to the CIM workflow by March 2, 2026.</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>Contact prospective graduate students listed in Recruiter.</li> <li>Recruit students to participate in Accepted Students days.</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Professionals Day.</li> <li>Remind new adjuncts and new faculty of <a href="#">Final grading steps &amp; deadlines</a>.</li> <li>Cover Accepted Students' Day.</li> </ul>	<ul style="list-style-type: none"> <li>Approve ISRs.</li> <li>Begin selecting GAs for following AY.</li> <li>Attend student showcase events!</li> <li>Summer Chairs plans due to Provost's Office by April 1st.</li> <li>SERC (if applicable): Remote Visit</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Execute end of year activities.</li> <li>Remind students of culminating activities.</li> </ul>	<ul style="list-style-type: none"> <li>Get coverage for release time jobs for following year.</li> <li>Call meeting to review assessed courses.</li> <li>Remind faculty of grading deadline.</li> <li>Recruit faculty to attend Commencement, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Plan spring schedule for next AY.</li> <li>Write annual report on department for your college.</li> <li>Review budget and finalize spending.</li> <li>Collect and assess programmatic learning outcomes data.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>Support summer students.</li> <li>Support new students and transfer students.</li> </ul>	<ul style="list-style-type: none"> <li>Make sure all adjuncts are in place for fall semester.</li> <li>Get coverage for faculty in release time jobs for following year.</li> <li>Complete midyear Performance Assessment Form (PAR) for support staff (if relevant).</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that annual Assessment report is filed.</li> <li>Submit spring student learning outcomes assessment data.</li> <li>Deadline to advise Admissions of new programs for material to recruit for following year.</li> <li>SERC (if applicable): Departmental Response to the Report due to the Dean.</li> <li>Plan for your own development: what skill or capacity would you like to develop?</li> <li>Delegate financial and HR approval authority to summer chairs, as needed.</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>Enroll incoming students.</li> <li>Update website.</li> <li>Arrange with the <a href="#">Center for Academic Success and Tutoring</a> for supplemental instruction or tutor support for upcoming AY.</li> </ul>	<ul style="list-style-type: none"> <li>Submit advertising materials to Provost's Office for full-time faculty and adjuncts/visiting specialist vacancies.</li> <li>Add the fall semester "Other Assignments" for all faculty Instructional Service Reports ISRs).</li> <li>Check in with all TF and TT faculty to ensure they are aware of deadlines and requirements for reappointment/tenure.</li> </ul>	<ul style="list-style-type: none"> <li>Review department budget(s) for the fiscal year and make necessary amendments or allocations for annual expenses.</li> <li>Work out a plan to deal with under-enrolled fall courses.</li> <li>Review and approve budget activities.</li> <li>Submit the Department's Annual Summary of Data Analysis and Utilization report.</li> </ul>

**Tasks that occur throughout the year**

<b>For the Service of Students</b>	<b>For the Service of Faculty/Staff</b>	<b>Departmental Administration/Other</b>
<ul style="list-style-type: none"> <li>• Adjudicate student grievances.</li> <li>• With graduate advisor, interview graduate candidates for admission.</li> <li>• Deal with student issues.</li> <li>• Handle issues of cheating, plagiarism, etc.</li> <li>• Distribute notices to students regarding professional/career development workshops, internships, research opportunities, jobs</li> <li>• Plan and implement enrollment management and student recruiting initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and supervise department staff (complete necessary assessment/reappointment documentation).</li> <li>• Write recommendations for faculty and staff.</li> <li>• Represent the department at disciplinary meetings.</li> <li>• Review and approve grant proposals in CAYUSE.</li> <li>• Remind faculty of required training modules (FERPA, cybersecurity, Title IX, etc.).</li> <li>• Remind faculty of required electronic forms (conflict of interest, outside activity reporting, etc).</li> </ul>	<ul style="list-style-type: none"> <li>• Advocate to the College/School and upper administration for department resources and support.</li> <li>• Attend leadership council meetings.</li> <li>• Update website.</li> <li>• Encourage TT and TF faculty attendance at Interfolio information sessions.</li> <li>• Lead program accreditation processes.</li> <li>• Review and approve course proposals and curriculum proposals.</li> <li>• Review and approve student forms (credit adjustment, change of major).</li> <li>• Participate in training/updates to maintain proficiency with University software systems (Workday, Navigate, Banner, Interfolio, CAYUSE, etc.).</li> <li>• Form ad hoc committees as needed.</li> <li>• Communicate changes in programming (new, terminated, altered) with admissions and VP Enrollment Management.</li> <li>• Oversee SERC.</li> <li>• Monitor assessment activities deadlines.</li> </ul>

**Extraordinary Jobs**

- job search and hiring
- Department Self-Study for SERC (every six years)

**Acronyms:**

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| <ul style="list-style-type: none"> <li>• PAC – Personnel Action Committee</li> <li>• AY – academic year, begins with Fall semester</li> <li>• ISR – Instructional Service Report</li> <li>• SERC - six-year external review committee</li> <li>• TSO – transfer student orientation</li> <li>• GA/DA – Graduate assistant/Doctoral Assistant</li> </ul> | <ul style="list-style-type: none"> <li>• TF - Teaching Faculty</li> <li>• TT - Tenure-stream Faculty</li> <li>• OFE - Office of Faculty Excellence</li> <li>• ITDS - Instructional Technology and Design Services</li> <li>• CTAI - Center for Teaching and Academic Innovation</li> </ul> |
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