Department Chair
Tasks and Reminders

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<table>
<thead>
<tr>
<th>Month</th>
<th>For the Service of Students</th>
<th>For the Service of Faculty/Staff</th>
<th>Departmental Administration</th>
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<tbody>
<tr>
<td>August</td>
<td>• Welcome and advise incoming first-year, transfer and graduate students</td>
<td>• Finish hiring adjuncts for newly created sections and replacements</td>
<td>• Monitor schedule and cull courses by 2 weeks prior to semester start.</td>
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<td>• Plan/Review student activities for fall semester.</td>
<td>• Ensure new adjuncts are entered into Workday, have Canvas access and are informed of OFA and ITDS support.</td>
<td>• Plan kick-off department events.</td>
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<td>• Update student listservs.</td>
<td>• Ensure new faculty preparedness, including inclusion on appropriate listservs and Canvas sites, access to campus resources and needed rooms</td>
<td>• Make sure class books and resources are ordered.</td>
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<td>• Plan leadership of student clubs or activities/honor societies etc.</td>
<td>• Review and distribute department syllabus standards and guidance for faculty</td>
<td>• Update bulletin boards and electronic slides where necessary.</td>
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<td>• Ensure all students have advisors assigned to them</td>
<td>• Remind faculty to have Canvas set up with syllabus and welcome</td>
<td>• Ensure curriculum guides, websites are up to date.</td>
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<td>• GRAD: Ensure graduate student applicants have been processed</td>
<td>• Send welcome message to faculty at end of month and introduce new faculty to department</td>
<td>• Submit and review period activity pay for all adjuncts for fall semester courses.</td>
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<td>• GRAD: Ensure students with assistantships are appropriately assigned</td>
<td>• Submit new faculty bios to Provost’s Office</td>
<td>• Advertise and hire work study and other students.</td>
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<td>• Coordinate with Environmental Health &amp; Safety to arrange lab safety training for incoming student researchers</td>
<td>• Remind faculty researchers of Fall lab safety inspections</td>
<td>• Verify all faculty, especially new faculty, are accurately assigned to courses for upcoming semester in NEST.</td>
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<td>• Purchase teaching supplies and lab materials</td>
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<td>• Begin work on spring and summer teaching schedules</td>
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<td>• Check on scheduled maintenance to departmental equipment &amp; software</td>
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<td>September</td>
<td>• Send welcome messages to majors, minors, grad students</td>
<td>• First dept meeting: coverage for department committees; distribute updated committee lists; establish goals for the year.</td>
<td>• Plan for academic program changes in accordance with submission deadlines</td>
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<td>• Prepare important dates reminder email to students (add/drop, WD, activities), copying faculty</td>
<td>• Schedule TT faculty to complete observations of adjuncts for fall</td>
<td>• Engage in faculty hiring and recruitment activities if applicable</td>
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<td>• Ensure faculty coverage for Fall Open Houses</td>
<td>• Remind faculty of key dates for FSP, 5-year post-tenure review, sabbatical, promotion, and doctoral faculty applications</td>
<td>• Begin capital request discussions with dean, if applicable</td>
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<td>• Execute student organization kickoff events.</td>
<td>• Remind faculty to complete attendance verification process</td>
<td>• SERC (if applicable): 1. Initiate work on Self-Study. 2. Submit committee member nominations to the Dean</td>
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<td>• Remind faculty to complete 3-week early alert in Navigate</td>
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| September | • Support and recruit for student groups/clubs activities  
           • Encourage and support student mentoring and advising  
           • Recruit current majors and grads for upcoming open house events (both undergraduate and graduate)  
           • For programs with competitive admissions, portfolio review, begin reviewing freshmen Undergraduate Admissions applications                                                                                    | • Check that DPAC is prepared to review reappointment and tenure applications  
           • Connect with adjuncts to ensure they are meeting classes and have addressed course issues  
           • Submit emeritus/a resolutions for retired faculty for October BOT | • Remind faculty teaching courses with programmatic learning outcomes assessments to prepare for data collection |
| October | • Support and recruit for student groups/clubs activities  
           • Encourage and support student mentoring and advising  
           • Recruit current majors and grads for upcoming open house events (both undergraduate and graduate)  
           • For programs with competitive admissions, portfolio review, begin reviewing freshmen Undergraduate Admissions applications  
           • Attend Chairs’ Council meeting  
           • Carry forward indirect cost allocation funds if applicable  
           • Prepare for University College discovery programs to recruit new students  
           • Prepare for Winter enrollment activities  
           • Review Spring class schedule  
           • Cover winter courses, if necessary  
           • Review curriculum submissions  
           • SERC (if applicable): 1.Contact committee members 2.Create visit agenda, and complete self-study.                                                                                           | • Complete recommendations to candidates up for tenure  
           • Complete recommendations for 3rd and 4th year faculty reappointments  
           • Hire adjuncts for Spring semester  
           • Approve ISRs  
           • Remind faculty to complete Navigate 8-week alert  
           • Monitor searches for faculty if applicable | • Attend Chairs’ Council meeting  
           • Carry forward indirect cost allocation funds if applicable  
           • Prepare for University College discovery programs to recruit new students  
           • Prepare for Winter enrollment activities  
           • Review Spring class schedule  
           • Cover winter courses, if necessary  
           • Review curriculum submissions  
           • SERC (if applicable): 1.Contact committee members 2.Create visit agenda, and complete self-study.                                                                                           |
| November | • Encourage students to enroll in under-enrolled winter and spring classes  
           • Monitor student group/club activities  
           • Encourage students to seek support and advising.  
           • Message students for Graduation Audit  
           • Plan summer sessions schedule  
           • Monitor winter and spring schedule of classes and drop and add where necessary  
           • Ensure committee readiness for review of sabbaticals  
           • Monitor searches for faculty if applicable  
           • Begin schedule planning for next AY Fall-Winter-Spring | • Complete recommendations for 2nd-year faculty reappointments  
           • Plan Fall schedule for following AY  
           • Make sure book orders are in for following semester  
           • Make new adjuncts aware of Web Grading  
           • Monitor sabbatical applications  
           • Ensure new adjuncts are entered into Workday and informed of OFA and ITDS training.                                                                                                           | • Plan summer sessions schedule  
           • Monitor winter and spring schedule of classes and drop and add where necessary  
           • Ensure committee readiness for review of sabbaticals  
           • Monitor searches for faculty if applicable  
           • Begin schedule planning for next AY Fall-Winter-Spring |
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| November   | • Submit evaluations for graduate assistants  
            • Work out a plan to deal with under-enrolled Spring courses  
            • Reach out to prospective graduate students in Slate  
            • Cover TSO (transfer student) advising sessions  
            • Post summer internship and job possibilities on website  
            • Plan spring semester activities for students          |                                                                                               | • Set summer schedule  
                                                                      • Ensure book orders are in for spring  
                                                                      • Collect and assess programmatic learning outcomes data  
                                                                      • Plan faculty coverage for winter commencement  
                                                                      • Plan holiday celebrations  
                                                                      • Monitor searches for faculty if applicable  
                                                                      • Monitor schedule and cull courses by 2 weeks prior to semester start.  
                                                                      • Assemble winter break workspace access list for University police  
                                                                      • Complete CWA PAR for calendar year, and initiate review for upcoming year |
| December   | • Schedule adjuncts for summer  
            • Add the Spring semester “Other Assignments” for all faculty  
            • Instructional Service Reports  
            • Remind faculty that promotion applications due for January  
            • Plan for office coverage over break  
            • Finish hiring adjuncts for newly created sections and replacements  
            • Remind faculty of grade submission due date.          |                                                                                               |                                                                                   |
| January    | • Cover TSO advising sessions  
            • Welcome students back  
            • Re-enrollment outreach to majors who have not yet enrolled in upcoming semester  
            • Coordinate lab safety training with Environmental Health & Safety for incoming student researchers  
            • Schedule observations of TT and adjuncts for spring  
            • Prepare for 1st faculty meeting, including coverage for committees and tasks for faculty on leave, and decision regarding possible TT line requests  
            • Ensure adjuncts are meeting classes and have addressed course issues  
            • Remind faculty to complete attendance verification process  
            • Review Spring Calendar deadlines  
            • Remind faculty researchers of spring lab safety inspections          | • Cover January commencement  
                                                                      • Monitor searches for faculty if applicable  
                                                                      • Submit and review period activity pay for all adjuncts for spring semester courses.  
                                                                      • Begin preparation for fall and winter schedules  
                                                                      • Purchase teaching and lab supplies.  
                                                                      • Deadline for fall student learning outcomes assessment data submission  |                                                                                   |
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| **February** | • Announce semester activities, including end-of-semester awards, receptions, or other activities  
• Secure departments reps for Accepted Student Days and Red Hawk Talks | • Complete review and informal conversation with 1st year faculty  
• Instructional/Clinical Specialist (IS/CS) renewal of contract request to Dean (for IS or CS in mid-contract)  
• New TT/Specialist faculty requests to Dean  
• Review FSP applications  
• Ensure that DPAC is proceeding with 5-year post-tenure review meetings  
• Remind faculty to complete 3-week early alert  
• Send reminders for internal grant competitions (SBR, SGDP, etc) | • Request Graduate Assistant positions  
• Prepare for budget call  
• Monitor searches for faculty if applicable and close out searches  
• Fall and winter schedules due in CLSS  
• SERC (if applicable): Send self-study to External Six-Year Review Committee members  
• Remind faculty teaching courses with programmatic learning outcomes assessments to prepare for data collection |
| **March** | • Remind students of summer opportunities: classes, job fairs, internships.  
• Engage seniors with graduation preparedness  
• Work with Foundation to award student scholarships for next academic year | • Submit Emeritus/a resolutions for retired faculty for April BOT  
• Submit online overload forms with faculty ISRs  
• Remind faculty of Doctoral Faculty Status deadline | • Early March: election of DPAC for following AY  
• Attend Chairs' Council meeting  
• Advise Admissions of any new programs with expected approval for Fall; print deadline for materials is June  
• Submit department budget & supplemental requests  
• Send DPAC membership and chair name to Dean's Office  
• Plan for summer chair coverage  
• Budget deadline for faculty searches  
• SERC (if applicable): Visit  
• Phase out adjuncts | |
| **April** | • Contact prospective graduate students listed in Recruiter  
• Recruit students to participate in Accepted Students days | • Administrative Professionals Day  
• Make new adjuncts aware of Web Grading  
• Cover Accepted Students' Day  
• Recruit faculty for upcoming Accepted Student days | • Approve ISRs  
• Make sure book orders are in for summer  
• Begin selecting Graduate Assistants for following AY  
• Attend student showcase events (research, performances, theses, etc)  
• Summer Chairs plans due to Provost's Office by April 1st |
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| May   | • Execute end of year activities  
       • Remind students of culminating activities | • Get coverage for release time jobs for following year  
       • Call meeting to review assessed courses and student products  
       • Remind faculty of grading deadline  
       • Recruit faculty to attend Grad and UG Commencements | • SERC (if applicable): Remote Visit  
       • Plan Spring schedule for next AY  
       • Put following Spring's schedule on website  
       • Write annual report on department for your college  
       • Submit summer sessions coverage schedule to Provost’s Office  
       • Review budget and finalize spending  
       • Collect and assess programmatic learning outcomes data |
| June  | • Support summer students  
       • Support new students and transfer students | • Make sure all adjuncts are in place for Fall semester  
       • Get coverage for faculty in release time jobs for following year  
       • Complete midyear Performance Assessment Form (PAR) for support staff | • Make sure book orders are in for following semester  
       • Ensure that annual Assessment report is filed  
       • Submit spring student learning outcomes assessment data  
       • Deadline to advise Admissions of new programs for printed material to recruit for following year  
       • SERC (if applicable): Departmental Response to the Report due to the Dean  
       • Plan for your own development: what skill or capacity would you like to develop? |
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<td>July</td>
<td>• Enroll incoming students</td>
<td>• Submit advertising materials to VPAA for full-time faculty and adjuncts/visiting specialist vacancies</td>
<td>• Review department budget(s) for the fiscal year and make necessary amendments or allocations for annual expenses.</td>
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<td>• Ensure website is up to date</td>
<td>• Add the Fall semester “Other Assignments” for all faculty Instructional Service Reports (ISRs)</td>
<td>• Work out a plan to deal with under-enrolled Fall courses</td>
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<td>• Update 4 year plans/curriculum plans</td>
<td>• Check in with all probationary faculty to ensure they are aware of due dates and requirements for reappointment/tenure.</td>
<td>• Review and approve budget activities</td>
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<td>• Arrange with the Center for Academic Success and Tutoring for supplemental instruction or tutor support</td>
<td>• Submit Department Annual Summary of Data Analysis and Utilization report.</td>
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### Tasks that occur throughout the year

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<td>- Adjudicate student grievances</td>
<td>- Manage and supervise department staff (complete necessary assessment/reappointment documentation)</td>
<td>- Advocate to the College/School and upper administration for department resources and support</td>
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<td>- With graduate advisor, interview graduate candidates for admission</td>
<td>- Write recommendations for faculty and staff</td>
<td>- Attend leadership council meetings</td>
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<td>- deal with student issues</td>
<td>- Represent the department at disciplinary meetings</td>
<td>- Update website</td>
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<td>- Handle issues of cheating, plagiarism, etc</td>
<td>- Review and approve grant proposals in CAYUSE</td>
<td>- Encourage attendance at Interfolio information sessions</td>
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<td>- Distribute notices to students regarding professional/career development workshops, internships, research opportunities, jobs</td>
<td>- Remind faculty of required training modules (FERPA, cybersecurity, Title IX, etc.)</td>
<td>- Lead program accreditation processes</td>
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<td>- Enrollment management and student recruiting initiatives</td>
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<td>- Review and approve course proposals and curriculum proposals</td>
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### Extraordinary Jobs
- job search and hiring
- put together Department Self-Study for SERC (every six years)
Acronyms:
- DPAC – Departmental Personnel Action Committee
- AY – academic year (from Sept. 1 to June 30)
- ISR – Instructional Service Report
- SERC - six-year external review committee
- TSO – transfer student orientation
- GA – graduate assistant
- IS – instructional specialist
- CS – clinical specialist