

A Chair's Annual Calendar: An Overview of the Year Ahead

Green = fiscal events

Blue = faculty & staff review events

Orange = scheduling events

Purple = other

July

Fiscal year begins July 1

Spring 'X2 proof #2 due (mid-month)

Reserve space for faculty fall retreat

August

BA1

Faculty retreat planning

New faculty orientations

Fall semester begins (mid-month)

Spring 'X2 proof #3 due (end of month)

September

Faculty P&T materials due to Chair for review, then on to Dept. committee w/ ext. letters (early)

Roll verification deadline (end of month)

Curriculum change requests

October

Spring 'X2 registration opens

Faculty P&T: Chair's letter due (mid-month); then on to Area Committee

November

BA2 (early)

Summer 'X2 proof #1 due (mid-month)

Spring newsletter (Chair's letter, review of draft)

Faculty P&T: candidate and chair receive Area Committee recommendation

December

Fall 'X2 proof #1 due (mid-month)

Fall semester ends; grades due (mid-month)

Faculty applying for P&T receive Dean's office recommendation

Spring newsletter

Donor holiday cards

*** *breathe . . .* ***

January

Spring semester begins (2nd week)

Summer proof #2 due (mid-month)

Faculty CVs due to Department Chair (~ 1/20)

Faculty annual reports due for me to review in Digital Measures (~1/27)

February

BA3

Midyear budget review for current year

Faculty annual reports due to COAS (1st week)

Pre-tenure materials due (2nd week)

Exec committee begins review of CVs, annual reports (2nd week)

Student award winners' info due to COAS (end of month, for Honors Night)

March

Budget build for upcoming fiscal year

Last day of legislative session (end of month; typically includes budget re raises, etc.)

Fall 'X1 registration opens (end of month)

Faculty ratings (first round) due to Dean's office (1st week); begin annual review letters

Area meetings to review faculty ratings (2nd week; this may not occur in the future)

Final faculty ratings due to Medlock (3rd week); compiled ratings due back to Chair from COAS

Faculty applying for P&T declare intent to apply & provide external reviewer names (mid-month)

Chair provides list of potential external reviewers for P&T applications

Catalog copy review due to John Medlock (mid-month)

April

GSUURC conference (early in month)

Student organization charter renewal

Commencement (spring) registration

Classes end (last week in April)

May

Grades due

Spring commencement

BA4

Spenddown for current fiscal year (typically mid-month)

Final opportunity for faculty to request reimbursement for PD activity out of current fiscal year \$

Alumni Board meeting/ Donor thank you cards

Spring 'X2 proof #1 requested; due in June

Annual review letters (with signed paperwork) due to COAS (end of month)

June

Spring "X2 proof #1 due (first week)

Summer session begins (first week)

P&T materials due from candidate to be submitted to external reviewers (mid-month)

**You'll do all of this along with crisis management, long-term & innovative program planning, AND your own research! 😊*