

DEPARTMENT CHAIR CALENDAR: IMPORTANT DATES

Monthly Items:

Budget Review
Approve Student Worker Time Cards (as applicable)
Reconcile Purchasing Card Invoices
Department Chair Meetings

August 5-8	New Faculty Orientation
September 1	Sabbatical Requests are due
September 12	Fall 2025 Course Syllabi and 4th Hour Compliance Forms Due
September 15	Spring department chair release requests due
September 25	Request sent for Spring 2025 courses
September 25	New course proposals for Spring are due (for courses needing APC approval)
October 9	Spring Course Offerings Due
October 15	Required SLO docs for Spring are due (for courses with SLOs needing APC approval)
October 20	Second year and tenure review student summaries due
October 21	Midterm Grades Due
October 23	Final Edits of Spring Courses
November 5	Department letter for second year and tenure reviews due
November 17	Updated List of Majors and Minors available
December 1	Promotion requests due to Dean of the College
Mid December	Review results announced
December 22	Fall Semester grades due
Early January	Review Senior Majors and Minors
	Begin Academic Bulletin edits
January 8-9, 12-13	Senior Comps (written)
January 14-16	Senior Comps (oral)
January 31	Promotion to Professor materials due
Late January	Biennial Faculty Salary Reviews due to Department Chairs
	Summer intern proposals due
Early February	Academic Staff Annual Review Materials Submitted to Supervisors
	Initiate first-year advisory review discussions with new tenure-track faculty
January 30	Spring 2026 Course Syllabi and 4th Hour Compliance Forms Due
February 1	Fall department chair course release requests due
February 12	Request for Fall Courses
February 12	New course proposals for Fall are due (for courses needing APC approval)
February 16	Senior Comp Grades Due
Mid February	Meet with Division Chairs about salary recommendations

	Biennial Department Assessment Meetings begin
Late February	Salary Review Recommendations to Div. Chair & Dean
	Copy Salary Recommendations to Individual Faculty
Early March	Academic Staff Review Materials & Conversation Summaries due
March 5	Fall Course Offerings Due
March 5	Required SLO docs for Fall are due (for courses with SLOs needing APC approval)
March 16	Fourth-year review student summaries due
March 17	Midterm Grades Due
March 19	Final Edits of Fall Courses
March 23	Macintosh Award Recommendations due
March 27	Names of Recipients for Awards Chapel due
March 30	Updated List of Majors and Minors available
Early April	Staff Salary Review Recommendations due
April 1	Department letter for fourth-year reviews due
April 6	Senior Comp Retake Grades Due
April 30	Awards Chapel
Early May	Academic Calendar Listings Due
May 1	Academic Bulletin edits due
May 11	Senior grades due
May 15	First-Year advisory review summary due to Dean of the College
Mid May	Review and Promotion Announcements
May 18	Underclassmen grades due
August 4-7	New Faculty Orientation (new faculty attendance required)