

**Annual Workflow Chart by Month
for Department Chairs and Program Directors**

<p align="center">JULY</p>	<p>Registrar:</p> <ul style="list-style-type: none"> ▪ Catalogue and Academic Handbook published (mid-July) ▪ Course placements for incoming students requested (mid-July through mid-Aug.) 	<p align="center">AUGUST</p>	<p>Academic Affairs:</p> <ul style="list-style-type: none"> ▪ CBB Chairs Institute training (late Aug.) ▪ First Fall Dept Chair/Program Director meeting; ADCs invited (late Aug.) ▪ New Faculty Orientation (late Aug.)* <p>Registrar:</p> <ul style="list-style-type: none"> ▪ Course placements for incoming students due (mid Aug.) ▪ Re-enrolled Student registration (mid Aug.)* ▪ First-year registration - adjustments to course offerings if needed and support for pre-major advisors across campus (late Aug.) <p>Other:</p> <ul style="list-style-type: none"> ▪ Academic Fair (Monday before classes start)
<p align="center">OCTOBER</p>	<p>Academic Affairs:</p> <ul style="list-style-type: none"> ▪ Academic budget requested (due Nov.) ▪ Tenure review letters (due mid-Oct.)* ▪ Full professor promotions: external reviewer list from review committee chair (due mid-Oct.)* <p>Registrar:</p> <ul style="list-style-type: none"> ▪ Spring course offerings worksheets (due early Oct.) ◊ ▪ Students who are second-semester sophomores in the fall declare majors (due early Oct.)* ▪ Degree candidate certifications sent and due for December completers (due late Oct.)* ▪ Polaris courses go live for spring term; course checks (late Oct., early Nov.) <p>Other:</p> <ul style="list-style-type: none"> ▪ Advising for Spring Registration ◊ 	<p align="center">NOVEMBER</p>	<p>Academic Affairs:</p> <ul style="list-style-type: none"> ▪ Academic budget (including new FTE, equipment, technology, and major maintenance requested (due Nov.)) ▪ CFD applicant short list shared with departments (feedback due Dec.)* <p>Registrar:</p> <ul style="list-style-type: none"> ▪ Registration rounds 1 and 2; adjustments to departmental course offerings (early-mid Nov.) * <p>Other:</p> <ul style="list-style-type: none"> ▪ Textbook adoptions due to library ◊ ▪ Advising for spring registration ◊
<p align="center">JANUARY</p>	<p>Academic Affairs:</p> <ul style="list-style-type: none"> ▪ Fall BCQ reports available for chair review ▪ First Spring Dept Chair/Program Director meeting ▪ Tenure-track reappointment letters due (mid-Jan.)* ▪ Senior lecturer "10-year" reappointment letter due (Jan. 15)* <p>Registrar:</p> <ul style="list-style-type: none"> ▪ Fall grades due - help in tracking down faculty (due early Jan.) ◊ ▪ Re-enrolled Student registration* (mid-Jan.) ▪ Degree candidate certifications (due mid-Jan.) ▪ Department Honor candidates requested from departments (due mid-Feb.) ▪ Add/Drop II (begins late Jan., ends early Feb.) ▪ Credit/D/Fail (begins late Jan., ends early March) 	<p align="center">FEBRUARY</p>	<p>Academic Affairs:</p> <ul style="list-style-type: none"> ▪ Promotion to Senior Lecturer review letters (due mid-Feb.)* ▪ Promotion to Full Professor review letters (due mid-Feb.)* ▪ Lab Instructor review documents sent to dept. chair. ▪ Faculty office space survey sent (due March) ◊ <p>Admissions:</p> <ul style="list-style-type: none"> ▪ Academic Open House information sent (RSVP due March)* <p>Information Technology:</p> <ul style="list-style-type: none"> ▪ CAP requests* <p>Registrar:</p> <ul style="list-style-type: none"> ▪ Department Honors candidates (due mid-Feb.) ▪ Major/minor declarations needing approval sent (due March) ▪ Off Campus Study Bowdoin application and course pre-approval form due ▪ Extended Drop (begins early Feb., ends mid-March)
<p align="center">APRIL</p>	<p>Academic Affairs:</p> <ul style="list-style-type: none"> ▪ Faculty office assignments are announced (late April) <p>Communications:</p> <ul style="list-style-type: none"> ▪ Honors Day names/prizes (due early April) <p>Registrar:</p> <ul style="list-style-type: none"> ▪ Registration rounds 1 and 2; adjustments to course offerings if needed* ▪ Advising Tip Sheets requested from depts/programs within Catalogue ▪ Edits of Catalogue and Academic Handbook due - pass 1 ▪ Fall classroom request forms (due early May) ◊ <p>Summer Fellowships:</p> <ul style="list-style-type: none"> ▪ Summer fellowships award letters and housing vouchers (due late April) <p>Other:</p> <ul style="list-style-type: none"> ▪ Textbook adoptions due to library ◊ ▪ Advising for Fall Registration ◊ ▪ Bearings in Brunswick for Admitted Students 	<p align="center">MAY</p>	<p>Academic Affairs:</p> <ul style="list-style-type: none"> ▪ Initial meeting of first-year Tenure-track faculty, chair, & assoc. dean (mid-Sept.)* ▪ DIFHM Training for Faculty Searches* ▪ Department Strategy meetings with Academic Affairs start (and continue through fall) <p>Registrar:</p> <ul style="list-style-type: none"> ▪ Spring course proposals due (Chair approval required; mid-Sept.) ▪ Add/Drop II (begins late Aug., ends mid-Sept.) ▪ Spring course offerings worksheets sent to faculty (due early Oct.) ▪ Credit/D/Fail (begins late Aug., ends mid-Oct.) ▪ Extended Drop (begins mid-Sept., ends mid-Oct.)
<p align="center">JUNE</p>	<p>Academic Affairs:</p> <ul style="list-style-type: none"> ▪ Renewal of Senior Lecturer appointment letters (due early March)* ▪ Lecturer reappointment review letters (due early March)* ▪ Faculty office space survey due ◊ ▪ Tenure reviews: meet w/dean to review tenure process for next year (late March)* ▪ PAFs due (late March) ◊ <p>Admissions:</p> <ul style="list-style-type: none"> ▪ Academic Open House RSVP due <p>Communications:</p> <ul style="list-style-type: none"> ▪ Honors Day prize information requested (due April) <p>Registrar:</p> <ul style="list-style-type: none"> ▪ Fall course offering worksheets (due early March) ◊ ▪ Major/minor declarations needing approval due ▪ Major/minor advisors assigned* 	<p align="center">SEPTEMBER</p>	<p>Academic Affairs:</p> <ul style="list-style-type: none"> ▪ First-year tenure-track letter (due mid-June)* <p>Registrar:</p> <ul style="list-style-type: none"> ▪ Re-assigning Advisors for Faculty on Sabbatic Leave (late June or early July) ▪ First year registration experience (starting June 2024) <p>Other:</p> <ul style="list-style-type: none"> ▪ Annual review of academic department coordinator

◊ denotes required of all faculty
* denotes cases where not all chairs' attention is required

Please refer to the faculty handbook and the college website for detail about the above duties.