### Academic Affairs:
- ▪ Academic budget requested (due Nov.)
- ▪ Academic budget (including new FTE, equipment, technology, and major maintenance requested (due Nov.)
- ▪ Course placements for incoming students requested (mid-July through mid-Aug.)
- ▪ Course placements for incoming students due (mid-Aug.)
- ▪ New Faculty Orientation (late 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.)
- ▪ Academic Fair (Monday before classes start)
- ▪ First-year tenure-track letter (due mid-June)*

### Registrar:
- ▪ Meet with First-year tenure-track faculty (late May/early June)*
- ▪ Re-assigning Advisors for Faculty on Sabbatic Leave (late June or early July)
- ▪ Present Awards at Honors Day
- ▪ Lecturer reappointment review letters (due early March)*
- ▪ Faculty office space survey due ◊

### Admissions:
- ▪ Annual review of academic department coordinator
- ▪ Spring classroom request forms due ◊
- ▪ Registration - Add/Drop I (early May)*
- ▪ 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
- ▪ 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/OnFail (begins late Aug., ends mid-Oct.)
- ▪ Credit/OnFail (begins late Aug., ends mid-Sept.)
- ▪ Extended Drop (begins mid-Sept., ends mid-Oct.)

### Information Technology:
- ▪ Spring BCQ reports available for chair review
- ▪ CFD applicant short list shared with departments (feedback due Dec.)*
- ▪ Tenure: external reviewer lists due from review committee chair (due mid-Oct.)*
- ▪ Renewal of Senior Lecturer appointment letters (due early March)*
- ▪ Tenure reviews: meet w/dean to review tenure process for next year (late March)*
- ▪ Add/Drop II (begins late Jan., ends early Feb.)*
- ▪ Degree candidate certifications (due mid-Jan.)
- ▪ Degree candidate certifications sent to depts/programs for May completers (due mid-Jan.)
- ▪ Undergrad and Senior Grades due - Chairs might need to help track down faculty (due late May) ◊
- ▪ Reading of Department Honors at May Faculty Meeting
- ▪ DIFHM Feedback on Faculty Searches*
- ▪ Degree candidate certifications sent to depts/programs for May completers (due mid-Jan.)

### Other:
- ▪ Departmental honors levels (due mid-May)
- ▪ Annual dept/program reports requested (due late May)
- ▪ Lab Instructor review documents sent to dept. chair.
- ▪ Summer fellowships award letters and housing vouchers (due late April)

### Communications:
- ▪ Major/minor declarations needing approval sent (due March)
- ▪ Extended Drop (begins mid-Sept., ends mid-Oct.)
- ▪ CBB Chairs Institute training (late Aug.)
- ▪ Promotion to Senior Lecturer review letters (due mid-Feb.)*
- ▪ Spring Open House RSVP due
- ▪ Reading of Department Honors at May Faculty Meeting
- ▪ DIFHM Feedback on Faculty Searches*
- ▪ Degree candidate certifications sent to depts/programs for May completers (due mid-Jan.)

### OCTOBER

### JANUARY

### FEBRUARY

### MARCH

### APRIL

### MAY

### JUNE