

Annual Workflow Chart by Month
for Department Chairs, Program Directors, and Academic Coordinators

JULY	Registrar: <ul style="list-style-type: none">Catalogue and Academic Handbook published (mid-July)Course placements for incoming students requested (mid-June through mid-July.)Course placements for incoming students due (mid-July)Re-enrolled Student registration (mid-July)*	AUGUST	Academic Affairs: <ul style="list-style-type: none">First Fall Dept Chair/Program Director meeting; ADCs invited (late Aug.)New Faculty Orientation (late Aug.)*	SEPTEMBER	Academic Affairs: <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) Registrar: <ul style="list-style-type: none">First-year registration - adjustments to course offerings if needed and support for pre-major advisors across campus (early Sept.)Spring course proposals due (Chair approval required; mid-Sept.)Add/Drop II (begins early Sept., ends mid-Sept.)Spring course offerings worksheets sent to faculty (due early Oct.)Credit/D/Fail (begins early Sept., ends mid-Oct.)Extended Drop (begins mid-Sept., ends mid-Oct.) Other: <ul style="list-style-type: none">Academic Fair (Monday before classes start)
OCTOBER	Academic Affairs: <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.)* Registrar: <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.) Other: <ul style="list-style-type: none">Advising for Spring Registration ◇	NOVEMBER	Academic Affairs: <ul style="list-style-type: none">Academic budget (including new FTE, equipment, technology, and major maintenance requested (due Nov.)) Registrar: <ul style="list-style-type: none">Registration rounds 1 and 2; adjustments to departmental course offerings (early-mid Nov.) * Other: <ul style="list-style-type: none">Textbook adoptions due to library ◇Advising for spring registration ◇	DECEMBER	Registrar: <ul style="list-style-type: none">Spring classroom request forms due ◇Registration - Add/Drop I (early Dec.)*Deadline to submit major/minor revisions and proposals to CIC, CEP and faculty (due early Dec.)*Degree candidate certifications sent to depts/programs for May completers (due mid-Jan.)
JANUARY	Academic Affairs: <ul style="list-style-type: none">Fall BCQ reports available for chair reviewFirst Spring Dept Chair/Program Director meetingTenure-track reappointment letters due (mid-Jan.)*Senior lecturer "10-year" reappointment letter due (Jan. 15)* Registrar: <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)	FEBRUARY	Academic Affairs: <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) ◇ Admissions: <ul style="list-style-type: none">Academic Open House information sent (RSVP due March)* Information Technology: <ul style="list-style-type: none">CAP requests* Registrar: <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 dueExtended Drop (begins early Feb., ends mid-March)	MARCH	Academic Affairs: <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) ◇ Admissions: <ul style="list-style-type: none">Academic Open House RSVP due Communications: <ul style="list-style-type: none">Honors Day prize information requested (due April) Registrar: <ul style="list-style-type: none">Fall course offering worksheets (due early March) ◇Major/minor declarations needing approval dueMajor/minor advisors assigned*
APRIL	Academic Affairs: <ul style="list-style-type: none">Faculty office assignments are announced (late April) Communications: <ul style="list-style-type: none">Honors Day names/prizes (due early April) Registrar: <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 CatalogueEdits of Catalogue and Academic Handbook due - pass 1Fall classroom request forms (due early May) ◇ Summer Fellowships: <ul style="list-style-type: none">Summer fellowships award letters and housing vouchers (due late April) Other: <ul style="list-style-type: none">Textbook adoptions due to library ◇Advising for Fall Registration ◇Bearings in Brunswick for Admitted Students	MAY	Academic Affairs: <ul style="list-style-type: none">Tenure: external reviewer lists due from review committee chair (due early May)*Reading of Department Honors at May Faculty MeetingAnnual dept/program reports requested (due late May)Meet with First-year tenure-track faculty (late May/early June)*DIFHM Feedback on Faculty Searches*Spring BCQ reports available for chair reviewPresent Awards at Honors Day Registrar: <ul style="list-style-type: none">Registration - Add/Drop I (early May)*Revise placement exams, placement contacts and placement levels*Departmental honors levels (due mid-May)Edits of the Catalogue and Academic Handbook Due - pass 2Undergrad and Senior Grades due - Chairs might need to help track down faculty (due late May) ◇	JUNE	Academic Affairs: <ul style="list-style-type: none">First-year tenure-track letter (due mid-June)* Registrar: <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) Other: <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.

Chairs Meetings 2024-2025
<ul style="list-style-type: none">Friday, August 30 from 1:00-3:00 p.m.: Incoming Chairs and their ADCs MeetingFriday, Sept. 20 from 2:20-3:30 p.m.: Dept./Prog. Chairs MeetingFriday, Oct. 4 from 2:20-3:30 p.m.: Dept./Prog. Chairs MeetingFriday, Nov. 8 from 2:20-3:30 p.m.: Dept./Prog. Chairs MeetingFriday, Jan. 24 from 2:20-3:30 p.m.: Dept./Prog. Chairs MeetingFriday, March 28 from 2:20-3:30 p.m.: Dept./Prog. Chairs MeetingFriday, April 18 from 2:20-3:30 p.m.: Dept./Prog. Chairs MeetingFriday, April 25 from 2:20-3:30 p.m.: Dept./Prog. Chairs Meeting