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

Registrar:

Catalogue and Academic Handbook published (mid-July) Colorse plasements for incoming stadequiserquested (mid-Junenthrouigh mid-July.)

 Academic Affairs:

 First Fall Dept Chair/Program Director meeting: ADCs invited (late Aug.)

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Registrar:

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:

Advising for Spring Registration

Academic Affairs:

Fall BCQ reports available for chair review First Spring Dept Chair/Program Director meeting Tenure-track reappointment letters due (mid-Jan.)*

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Textbook adoptions due to library Advising for spring registration

Academic Affairs:

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 assignments are announced (late April) Communicationst0

Tenure: external reviewer lists due from review committee chair (due early May)*

Academic Affairs: Initial meeting of first-year Tenure-track faculty, chair, & assoc. dean (mid-Sept.)* H Riegran

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Degree candidate certifications sent to depts/programs for May completers (due mid-Jan.)

Academic Affairs:

Renewal of Senior Lecturer appointment letters (due early March)* Lecturer reappointment review letters (due early March)* Faculty office space survey due

Admissions:

First-year tenure-track letter (due mid-June)*