

COLLEGE OF ARTS & SCIENCES
Annual Cycle of Department Chair Responsibilities
2007-2008

Available online at: <http://www.cas.sc.edu/dean/handbook/ChapterOne.html>

This calendar is a continuing work in progress. Please forward comments and suggested changes to Kris Finnigan at Finnigan@sc.edu.

AUGUST 2007

- August 1: If Dean has authorized a faculty search in your Department, activate website where faculty vacancy notices are posted
- August 1: G. Ridgely issues call for Summer credit hour shortfall justification, due 8/14/07
- Prior to August 6: Notify potential T&P candidates of eligibility, forward timetable for submission of files
- August 13: TFAC (non-state-slotted positions) paperwork for Fall 2007 due to S. Illingworth
- August 14: Provost's New Faculty Orientation, 8:00 AM-4:00 PM, Campus Rm in Capstone
- August 14: Summer credit hour shortfall justification due to G. Ridgely
- August 15: Mid-year or fall decision endowed chair/named professorship files (renewing) due to Dean
- August 16: Notify eligible 3rd Year Review candidates in writing to prepare files; distribute timetable
- By August 17: Send relevant sections of T&P file and a copy of T&P criteria to outside referees.
- By August 17: Notify all Department faculty in writing of Department meeting date on T&P
- August 19: A&S New Student Reception, 1:30 PM-3:30 PM, Russell House Ballroom
- August 20: New Chairs/Directors lunch meeting with Dean, 12:00 PM-2:00 PM, Gamb 430
- August 21: Plenary A&S Chairs & Directors retreat, 8:00 AM-12:00 PM, Lumpkin Aud
- August 21: Dean issues call for Unit Case Statements, due 10/1/07
- August 21: Dean issues call for Associate Professor Professional Development Award proposals, due 12/10/07
- August 22: Plenary A&S Budget/HR Managers retreat, 8:00 AM-12:00 PM, Lumpkin Aud
- August 24: Reception for Chairs, Directors & spouses, 6:00 PM-8:00 PM, Gambrell 428/9
- August 31: Forward to Dean a list of all faculty undergoing Third Year Review
- August 31: Chairs request that their new faculty attend next week's General Faculty mtg for introductions
- Finalize Spring 2008 class schedule

SEPTEMBER 2007

- September 4: Magellan Scholar Applicant Workshop, 4:00 PM, Russell House 304
- September 5: Magellan Scholar Applicant Workshop, 4:00 PM, Russell House 304
- September 5: New Faculty Reception hosted by Dean Fitzpatrick, 1:30 PM, Jones Physical Sciences Bldg. Room 108
- September 5: USC General Faculty Meeting, 2:00 PM, Law School Auditorium
- September 5: Ensure that T&P files are complete (including letters from referees) and ready for unit review
- September 6: Magellan Scholar Applicant Workshops, 12:00 PM & 5:00 PM, Russll Hse 304
- September 7: Assessment Training Clinic 2:00 PM-5:00 PM, location TBA
- By September 10: Submit Spring 2008 class schedule on DEPTSKED online
- September 11: College dinner honoring tenured/promoted faculty, 6:00 PM, Campus Room, Capstone
- September 14: Alumni Award nominations due to A. Cameron
- By September 14: Ensure that Department faculty have voted on mid-year T&P cases; notify candidates; notify faculty regarding candidates recommended

- Mid-September: Expect Provost notification that Endowed Chair review dossiers will be due late January 2008
- September 18: Confirm with Department T&P Chair that all faculty appealing negative mid-year T&P decisions have submitted their appeal, and appeals have been announced to faculty; notify Dean in writing immediately
- September 19: A&S Chairs-only meeting with Engineering chairs, 3:00 PM-5:00 PM, Lumpkin Aud
- September 20: Forward all mid-year T&P files to Dean
- September 21: S. Brown issues call for FY09 Graduate Assistantship Allocation requests, due 10/19/07
- September 21: (tentative) College Assistant Professor Workshop, time & location TBA
- September 24: Research Opportunity Prog Q&A session, 2:00-3:00 PM, Health Sci Rm 114
- September 24-26: Complete Department proofing of Registrar's Spring schedule
- September 27: Magellan Scholar Proposals due; must be approved by Chair and Dean
- September 28: Homecoming BBQ honoring retired faculty, 6:00 PM, Gambrell 3rd floor patio

OCTOBER 2007

- October 1: Unit case statements due to Dean
- By October 1: Ensure that Department faculty have voted on T&P cases
- October 5: Confirm with Department T&P Chair that all faculty appealing negative T&P decisions have submitted their appeal, and appeals have been announced to faculty; notify Dean in writing immediately
- By October 10: Forward all T&P files to Dean
- By October 15: Ensure that 3rd Year Review files are complete; invite unit faculty to review
- October 17: A&S Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium
- October 19: FY09 Graduate Assistantship Allocation requests/documentation due to Assistant Dean Sonya Brown
- October 22: Encourage Department faculty to attend A&S College Faculty meeting scheduled for 10/29/07
- October 26: G. Ridgely calls for Fall credit hour shortfall justification, due 11/9/07
- October 29: A&S College Faculty meeting, 3:30 PM-5:00 PM, Lumpkin Auditorium
- October 30: Research Oppty Prog Q&A session, 4:00-5:00 PM, SAM Conf Rm, Byrnes 513

NOVEMBER 2007

- By November 1: Completed Post-Tenure Review files should be submitted to Chairs for distribution to Department's PTR Committee
- By November 1: College Curriculum Committee responds to departments & programs on assessment plans submitted last May
- November 2: Sabbatical applications for subsequent semester/academic year due to Dean
- November 9: Fall credit hour shortfall justification due to G. Ridgely
- November 14: A&S Chairs-only meeting, 3:30 PM-5:00 PM, Gamb 428/COSM & 430/CLA
- November 15: Revised assessment documents for all degree programs in your unit must be submitted online using Assessment Plan Composer
- November 15: Deadline for 3rd Year Review files to have been reviewed by unit faculty
- November 16: Dean calls for calendar year 2007 Chair's Annual Activity Report, Outside Professional Activities Report, & statement of achievements, due 1/31/08
- November 16: K. Finnigan calls for Office of Research Compliance (ORC) Outside Professional Activities Unit Summary Reports for calendar year 2007, due 1/25/08
- November 16: FY09 graduate assistantship allocations finalized by Dean's office
- November 26: S. Brown calls for FY09 requests for 1) full-time non-tenure instructional & research appointment requests, due 1/4/08, and 2) TFAC allocations, due 1/11/08
- Expect Provost call for nominations for USC Educational Foundation Service Award, due early February

- Expect Provost call for nominations for Carolina Trustee Professorship Awards, due early February
- Expect Provost call for nominations for Russell Research Awards and USC Educational Foundation Research Awards, due early February

DECEMBER 2007

- By December 7: Forward TFAC (non-state-slotted positions) paperwork for Spring 2008 to S. Illingworth
- December 10: Third-Year Review files due to the Dean
- December 10: Associate Professor Professional Development Award proposals due to Dean
- By mid-December: Remind faculty of 1/28/08 deadline for submission of Research Opportunity Program grant applications
- By December 14: Gather & keep on file Fall 2007 assessment data on all degree programs
- Expect Provost call for nominations for Michael J. Mungo Undergraduate Teaching Award
- Expect Provost call for nominations to Mungo Distinguished Professor and Mungo Graduate Teaching Awards, due the end of January 2008

JANUARY 2008

- January 4: FY09 requests for full-time non-tenure track instructional & research appointment funding due to S. Brown
- January 7: K. Finnigan calls for list of 2007 academic press books by unit faculty, due 2/1/08
- January 7: Files of renewing holders or new nominees for named/distinguished professorships (endowed chairs, Carolina Distinguished Professorships) due to Dean
- January 11: FY09 requests for TFAC (non-state-slotted positions) funding due to S. Brown
- By January 14: Departmental Post-Tenure Review committee should have sent reports to faculty members undergoing PTR and to Department Chair
- January 16: Plenary A&S Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Aud
- January 18: Department faculty calendar year 2007 Annual Activity Reports & Outside Professional Activities Reports due to Chairs
- January 25: Office of Research Compliance/Outside Professional Activities Unit Summary Report for calendar year 2007 due to K. Finnigan
- January 25: FY09 allocations for TFAC and full-time non-tenure instructional & research appointments finalized by Dean's office
- January 28: Research Opportunity Program grant applications due
- January 28: Undergraduate Asst Deans issue call to Undergraduate Directors for departmental Rising Senior Award selections, due 3/3/08
- January 30: Submit 2008 May Session, Sum I & II class schedules on DEPTSKED online
- January 30: Undergraduate Directors send departmental Rising Senior Award selections to Undergraduate Assistant Deans
- January 31: Full-year schedule for AY 2008-2009 undergraduate and graduate course offerings due to Dean
- January 31: Chair's calendar year 2007 Annual Activities Report, Outside Professional Activities Report and statement of achievements due to Dean

FEBRUARY 2008

- February 1: FEI proposals due to be submitted via USCeRA
- February 1: List of 2007 academic press books by unit faculty due to K. Finnigan
- February 1: Nominations for Classified Staff Excellence Awards due to Dean
- February 8: Collect departmental Post-Tenure Review Development Committee Reports, and submit them with your Chair's recommendations to Dean
- February 13: A&S Chairs-only meeting, 3:30 PM-5:00 PM, Gamb 428/COSM & 430/CLA
- February 14: Magellan Scholar applications due

- February 15: College Undergraduate Scholarship application information posted on A&S webpage; Undergraduate Assistant Deans call for applications
- By February 18: Submit Fall 2008 class schedule on DEPTSKED online
- February 29: Dean issues call for program budget development data and lab fee account budget data, due 3/17/08
- February 29: S. Lynn calls for IT equipment funding requests, due 4/2/08

MARCH 2008

- March 7: Teaching workloads planning document for 2008-2009 due to S. Brown
- March 7: Ensure that unit faculty evaluation of Chair is in process, due 4/4/08 to K. Finnigan
- March 17: Program budget development data and lab fee account budget data due to Dean
- March 17: G. Ridgely calls for Spring 2008 credit hour shortfall justification, due 3/31/08
- March 19: A&S Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium
- March 24: Encourage faculty to attend 3/31/08 College Faculty Meeting
- By March 28: Unit should have voted on candidates for promotion to Senior Instructor; file due to Dean 4/7/08
- March 31: A&S College Faculty Meeting, 3:30-5:00 PM, Lumpkin Auditorium

APRIL 2008

- April 2: Completed departmental PTR Development Plans due to Dean
- April 2: Funding requests for IT equipment needs due to S. Lynn
- April 4: Department faculty evaluation of your performance as Chair due to K. Finnigan
- April 4: College scholarship applications due to Undergraduate Assistant Deans
- April 7: File on instructors recommended for promotion to Senior Instructor due to Dean
- April 7: Name of departmental T&P chair due to Dean; notify faculty in writing of Fall T&P option
- April 9: A&S Chairs-only meeting, 3:30 PM-5:00 PM, Gambrell 429/COSM & 430/CLA
- Mid-April: Dean calls for requests for major lab equipment and/or renovation projects to be funded from College-wide pool, due 4/25/08
- April 18: Submit Strategic Hiring Plans for 2008-2009 to Dean
- April 21: Encourage faculty to attend Spring USC General Faculty Meeting on April 28, at which Russell, USC Educational Foundation, Mungo Awards are announced
- April 25: Requests for major lab equipment and/or renovation projects due to Dean
- By April 25: College notifies programs/departments designated for program review in next academic year
- April 28: Spring USC General Faculty Meeting, 2:00 PM-3:00 PM, Law School Auditorium
- April 30: A&S Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium

MAY 2008

- May 1: Hiring cycle for 2008-2009 is closed
- May 1: Notify all eligible faculty in writing that Post-Tenure Review takes place next year
- May 1: Final FEI funding decisions announced
- May 2: Unclassified faculty/staff salary increase paperwork due to Dean
- May 9: K. Finnigan notifies Chairs of department's allocated number of Faculty Senators based on hires for 08-09; calls for department's Senator names, due 5/16/08
- May 15: Online submission of assessment reports for 2007-2008 & assessment plans for 2008-2009 for all degree programs in your unit, via Assessment Plan Composer, must be complete
- May 16: List of department's Faculty Senators due to K. Finnigan & Faculty Senate Office
- Mid- to late May: FY09 allocations finalized for major lab equipment and/or renovation projects

- May 28: Submit list of all faculty to be considered by the unit for T&P in 2008-09 to Dean; list must include action sought in each case (T, P, or T&P). State if mid-year decision, or if decision year

JUNE 2008

- June 1: College Dean reports to Provost on A&S assessment results for 2007-2008
- June 6: List of new 2008-09 faculty and their mentor's names due to Dean
- By June 12: Notify Dean of all faculty who will undergo Post-Tenure Review in coming academic year
- June 16: 2008 NSF CAREER proposals due to M. Mattison for internal USC review
- In June: Schedule 2008-09 departmental meetings

JULY 2008

- July 29: G. Ridgely calls for Summer 2008 credit hour shortfall justifications, due 8/14/08

COMING IN AUGUST 2008

- First week of August: Send T&P candidates the T&P timetable
- First week of August: Activate faculty vacancy website for search(es) authorized by Dean
- Second week of August: Fall 2008 TFAC paperwork (non-state-slotted positions) due to Dean
- August 14: Summer 2008 credit hour shortfall justifications due to G. Ridgely
- Second week of August: Send T&P materials to outside referees, set and announce date for unit T&P meeting
- Last week of August: List of faculty undergoing 3rd Year Review due to Dean
- Sunday before classes start: A&S New Student Reception, USC New Student Convocation
- Tuesday before classes start: A&S Chairs & Directors Retreat, 8:00 AM-12:00 noon
- Wednesday before classes start: A&S Budget/HR Managers Retreat, 8:00 AM-12:00 noon
- First Friday evening after classes start: A&S Chairs & Directors Reception, 6:00 PM-8:00PM

MEETING SCHEDULES IN 2008-2009

- A&S Chairs & Directors meetings: monthly, Wednesday, 3:00-5:00 PM, usually mid-month; half-day morning retreat the Tuesday before August classes begin
- A&S Budget & HR Managers retreat: once a year, a half-day morning retreat the Wednesday before August classes begin; special meetings called as needed
- Academic Planning Council meetings: weekly, every Tuesday, 3:30-5:00 PM
- A&S Plenary Faculty meetings: once a semester, a Monday 3:30-5:00 PM at the end of October and the end of March
- USC Faculty Senate meetings: monthly, the first Wednesday of each month, 3:00 PM