

## Annual Cycle of Department Chair Responsibilities 2008-2009

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@mailbox.sc.edu](mailto:FINNIGAN@mailbox.sc.edu).*

### AUGUST 2008

- 1 If Dean has authorized a faculty search in your Department, activate website where faculty vacancy notices are posted
  - 1 G. Ridgely issues call for summer credit hour shortfall justification, **due** 8/14/08
  - 4 **Deadline** to notify potential T&P candidates of eligibility, forward timetable for submission of files.
  - 13 TFAC (non-state-slotted positions) paperwork for Fall 2008 **due** to C. Daugherty
  - 13 Fall decision endowed Chair/named professorship (renewing) files **due** to Dean
  - 13 Provost's New Faculty Orientation, 8:00 AM-2:00 PM, Lumpkin Auditorium
  - 14 Provost's New Faculty Orientation, 8:00 AM-2:00 PM, Lumpkin Auditorium
  - 14 Summer credit hour shortfall justification **due** to G. Ridgely
  - 15 Fall Provost's meeting for Chairs, Directors and Deans, 8:45 AM-2:00 PM, RH Ballroom
  - 15 **Deadline** to notify eligible 3rd Year Review candidates in writing to prepare files; distribute timetable
  - 15 **Deadline** to send relevant sections of T&P file and a copy of T&P criteria to outside referees.
  - 15 **Deadline** to notify all Department faculty in writing of Department meeting date on T&P
  - 17 Arts & Sciences New Student Reception, 1:30 PM-3:30 PM, Russell House Ballroom
  - 18 New Chairs/Directors Orientation with Dean, 12:00 PM-4:00 PM, Gambrell 428/429
  - 19 Plenary A&S Chairs & Directors retreat, 8:00 AM-12:00 PM, Room A, 8th floor Business Bldg
  - 19 Reception for Chairs, Directors & spouses, 6:00 PM-8:00 PM, Gambrell 428/429
  - 19 A. Cameron calls for Alumni Award nominations, **due** 9/12/08
  - 19 Call issued for sabbatical applications, **due** to Dean by 10/31/08
  - 19 Dean calls for Associate Professor Professional Development Award proposals, **due** 12/10/08
  - 20 Plenary A&S Budget/HR Managers retreat, 8:00 AM-12:00 PM, Lumpkin Auditorium
  - 29 Forward to Dean a list of all faculty undergoing Third Year Review
  - 29 Chairs request that their new faculty attend September 3 General Faculty mtg for introductions
- End of August:** Finalize spring 2008 class schedule

### SEPTEMBER 2008

- 1 Deadline for all job ads for faculty vacancies to have been posted
- 2 College dinner honoring tenured/promoted faculty, 6:00 PM, Campus Room, Capstone
- 2 D. Hiller calls for freshman-only undergraduate scholarship applications, **due** 10/1/08
- 3 New Faculty Reception hosted by Dean Fitzpatrick, 1:00 PM, Jones Physical Sciences Bldg. Room 108
- 3 USC General Faculty Meeting, 2:00 PM, Law School Auditorium; New A&S faculty attend to be introduced
- 3 Ensure that T&P files are complete (including letters from referees) and ready for unit review
- 8 **Due** submission of Spring 2009 class schedule on DEPTSKED online
- 9 Magellan Scholar Applicant Workshop, 4:00 PM, Russell House 303
- 10 Magellan Scholar Applicant Workshop, 4:00 PM, Russell House 303
- 10 G. Ridgely calls for All-Funds Budgeting Report on how FY08 expenditures of Educational Foundation funds & E Funds supported the College's long-term goals in A&S Blueprint for Quality Enhancement, **due** 10/10/08
- 11 Magellan Scholar Applicant Workshop, 5:00 PM, Russell House 303

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- 12 Alumni Award nominations **due** to A. Cameron
- 12 **Deadline** to 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 **due** late January 2008
- 16 **Deadline** to 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
- 17 A&S Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428
- 18 All mid-year T&P files **due** to Dean
- 19 S. Brown calls for FY10 Graduate Assistantship Allocation requests, **due** 10/17/08
- 24 Complete Departmental proofing of Registrar's Spring schedule
- 24 Magellan Scholar Applicant Workshop, 5:30 PM, Russell House 303
- 29 Ensure that Department faculty have voted on T&P cases; notify candidates of decisions and faculty of candidates recommended for tenure and/or promotion

### OCTOBER 2008

- 1 Applications for freshman-only undergraduate scholarship **due** to D. Hiller
- 3 Confirm with Department T&P Chair that all faculty appealing negative T&P decisions have submitted appeal, & appeals have been announced to faculty; notify Dean in writing immediately
- 8 Forward all T&P files to Dean
- 10 **All-Funds Budgeting Report for FY08 due to G. Ridgely**
- 15 Ensure that 3<sup>rd</sup> Year Review files are complete; invite unit faculty to review
- 15 Magellan Scholar Proposals for Spring projects **due**; must be approved beforehand by Department Chair and Dean
- 15 A&S Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium
- 17 FY10 Graduate Assistantship Allocation requests/documentation **due** to S. Brown
- 24 G. Ridgely calls for Fall credit hour shortfall justification, **due** 11/07/08
- 31 Sabbatical applications for subsequent semester/academic year **due** to Dean

### NOVEMBER 2008

- 3 Completed Post-Tenure Review files **due** to Chairs for distribution to Department's PTR Committee
- 3 **Deadline** College Curriculum Committee responds to departments and programs on assessment reports/plans for 2008-2009
- 3 Encourage Department faculty to attend A&S College Faculty meeting on 11/10/08
- 6 Dean calls for calendar year 2008 Chair's Annual Activity Report, Outside Professional Activities Report, & statement of achievements **due** 1/30/09
- 6 **M.A. Byrnes** calls for Office of Research Compliance (ORC) Outside Professional Activities Unit Summary Reports for calendar year 2008 **due** 1/23/09
- 7 Fall credit hour shortfall justification **due** to G. Ridgely
- 7 Homecoming BBQ honoring retired faculty, 6:00 PM, Gambrell 3<sup>rd</sup> floor patio
- 12 A&S Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428
- 14 Revised assessment documents for all degree programs in your unit must be submitted online using Assessment Plan Composer
- 14 **Deadline** for 3<sup>rd</sup> Year Review files to have been reviewed by unit faculty
- 17 FY10 graduate assistantship allocations finalized by Dean's office
- 24 **A&S College Faculty meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium**
- 24 S. Brown calls for FY10 requests for 1) full-time non-tenure instructional & research appointments, **due** 1/7/09, and 2) TFAC allocations **due** 1/14/09
- 26 S. Brown calls for course offerings & teaching requests for May, Sum I & Sum II 2009 **due** 1/7/09

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**End of November:** Expect Provost call for nominations:

USC Educational Foundation Service Award **due** early February

Carolina Trustee Professorship Awards **due** early February

Russell Research Awards and USC Educational Foundation Research Awards **due** early February

### DECEMBER 2008

**5** **Deadline** to forward TFAC (non-state-slotted positions) paperwork for Spring 2009 to C. Daugherty

**10** Associate Professor Professional Development Award proposals **due** to Dean

**10** Third-Year Review files **due** to the Dean

**12** **Deadline** to gather and keep on file Fall 2008 assessment data on all degree programs

**By mid-December:** Remind faculty of tentative end of January 2009 deadline for submission of Research Opportunity Program grant applications

**By mid-December:** Expect Provost call for nominations:

Michael J. Mungo Undergraduate Teaching Award

Mungo Distinguished Professor and Mungo Graduate Teaching Awards **due** the end of January 2009

### JANUARY 2009

**5** M.A. Byrnes calls for list of 2008 academic press books by unit faculty, **due** 2/2/09

**6** Undergraduate Asst Deans issue call to Undergraduate Directors for departmental Rising Senior Award selections **due** 1/26/09

**7** FY10 requests for full-time non-tenure track instructional & research appointment funding **due** to S. Brown

**7** Course offerings & teaching requests for May, Sum I & Sum II 2009 **due** to S. Brown

**9** Files of renewing holders or new nominees for named/distinguished professorships (endowed chairs, Carolina Distinguished Professorships) **due** to Dean

**12** **Deadline** for College to notify programs/departments designated for program review in next academic year

**14** FY10 requests for TFAC funding **due** to S. Brown

**14** Plenary A&S Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium

**15** **Deadline** for Departmental Post-Tenure Review committee to send reports to faculty members undergoing PTR and to Department Chair

**16** FY10 allocations for May, Sum I & Sum II 2009 teaching needs finalized by Dean's office

**16** G. Ridgely issues budget credit hour targets for FY10

**16** **Deadline** for Chairs to collect calendar year 2008 Annual Activity Reports and individual Outside Professional Activity Reports from unit faculty

**23** Office of Research Compliance/Outside Professional Activities Unit Summary Report for calendar year 2008 **due** to M.A. Byrnes

**23** FY10 allocations for TFAC and full-time non-tenure instructional & research appointments finalized by Dean's office

**26** Undergraduate Directors send departmental Rising Senior Award selections to Undergraduate Assistant Deans

**28** Submit 2009 May Session, Summer I and II class schedules on DEPTSKED online (TENTATIVE)

**30** Chair's calendar year 2008 Annual Activities Report, Outside Professional Activities Report and statement of achievements **due** to Dean

**30** Teaching workload planning document & full-year course schedule for AY 2009-2010 undergraduate and graduate course offerings **due** to S. Brown

### FEBRUARY 2009

**2** List of 2008 academic press books by unit faculty **due** to M.A. Byrnes

**2** Nominations for Classified Staff Excellence Awards **due** to Dean

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- 9 Departmental Post-Tenure Review Development Committee Reports **due** with Chair's recommendations to Dean
- 11 A&S Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428
- 13 Magellan Scholar applications **due**
- 16 **Due** Fall 2009 class schedule on DEPTSKED online (TENTATIVE)
- 27 S. Lynn calls for IT equipment funding requests, **due** 4/2/09
- 27 **M.A. Byrnes** calls for unit faculty evaluation of Chair, **due** 4/2/09

### MARCH 2009

- 2 Undergraduate College Scholarship application information posted on A&S webpage; D. Hiller issues call for applications **due** 4/3/09
- 4 Dean issues call for A Fund program budget development to include lab fee and summer non-teaching needs, requests for major undergraduate lab equipment and/or renovation projects, and E-Fund Faculty Startup & Retention Resources Summary for science departments, **due** 3/27/09
- 16 G. Ridgely calls for Spring credit hour shortfall justification, **due** 3/31/09
- 19 A&S Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium
- 27 A Fund Program budget development data, major undergraduate lab equipment and/or renovation projects, and E Fund Faculty Startup & Retention Resources Summary **due** to Dean
- 27 Completed departmental PTR Development Plans **due** to Dean
- 27 Unit should have voted on candidates for promotion to Senior Instructor; files **due** to Dean 5/15/09
- 31 Spring credit hour shortfall justification **due** to G. Ridgely

### APRIL 2009

- 2 Funding requests for IT equipment needs **due** to S. Lynn
- 2 Department faculty evaluation of your performance as Chair **due** to **M.A. Byrnes**
- 3 Undergraduate College Scholarship applications **due** to D. Hiller
- 6 Name of departmental T&P chair **due** to Dean; notify faculty in writing of Fall T&P option
- 8 A&S Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428
- 17 Submit Strategic Hiring Plans for 2009-2010 to Dean
- 20 Encourage faculty to attend Spring USC General Faculty Meeting on April 28, at which Russell, USC Educational Foundation, Mungo Awards are announced
- 28 Spring USC General Faculty Meeting, 2:00 PM-3:00 PM, Law School Auditorium
- 30 **M.A. Byrnes** issues call for assessment reports on 2008-09 and plans for 2009-2010, **due** 5/15/09 on Assessment Plan Composer online

### MAY 2009

- 1 Hiring cycle for 2009-2010 is closed
- 1 Notify all eligible faculty in writing that Post-Tenure Review takes place next year
- 1 **M.A. Byrnes** notifies Chairs of department's allocated number of Faculty Senators based on hires for 09-10; calls for department's Senator names, **due** 5/15/08
- 4 English Fluency Reports **due** to Provost
- 15 Files on instructors recommended for promotion to Senior Instructor **due** to Dean
- 15 Online submission of assessment reports for 2008-2009 & assessment plans for 2009-2010 for all degree programs in your unit, via Assessment Plan Composer, must be complete
- 15 List of department's Faculty Senators **due** to **M.A. Byrnes**
- Mid to Late May:** Unclassified faculty/staff salary increase paperwork **due** to Dean if General Assembly & Board of Trustees have approved a salary increase package
- 27 Submit list of all faculty to be considered by the unit for T&P in 2009-10 to Dean; list must include action sought in each case (T, P, or T&P). State if mid-year decision, or if decision year

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### JUNE 2009

- 1 College Dean reports to Provost on A&S assessment results for 2008-2009
- 5 List of mentors assigned to new 2009-10 faculty **due** to Dean
- 15 **Deadline** to notify Dean of all faculty who will undergo Post-Tenure Review in coming academic year

**In June:** Schedule 2008-09 departmental meetings

### JULY 2009

### COMING IN AUGUST 2009

- 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 2009 TFAC paperwork (non-state-slotted positions) **due** to C. Daugherty
- August 17: Summer 2009 credit hour shortfall justifications **due** to G. Ridgely
- Second week of August: Send T&P materials to outside referees, set/announce date for unit T&P mtg
- Last week of August: List of faculty undergoing 3<sup>rd</sup> 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
- Tuesday before classes start: A&S Chairs & Directors Reception, 6:00 PM-8:00PM
- Wednesday before classes start: A&S Budget/HR Managers Retreat, 8:00 AM-12:00 noon

### MEETING SCHEDULES IN 2009-2010

- 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 Chairs, Directors & spouses reception: 6:00-8:00 PM same day as Tuesday retreat
- 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 year, a Monday 3:30-5:00 PM at the end of October or beginning of November
- USC Faculty Senate meetings: monthly, the first Wednesday of each month, 3:00 PM