

Annual Cycle of Department Chair Responsibilities 2010-2011

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

This calendar is a work in progress. Please forward comments and suggestions to Mary Ann Byrnes at byrnes@sc.edu

AUGUST 2010

- 2 If Dean has authorized a faculty search in your department, activate website where faculty vacancy notices are posted.
- 2 TFAC (non-state-slotted positions) paperwork for Fall 2010 **due** to C. Daugherty.
- 2 Registrar activates DEPTSKED Spring 2011 course entry.
- 2 **2010-2011 T & P Regular and Mid-Yr Cycle**
Deadline to notify potential T & P candidates of eligibility and forward timetable for submission of files; department T & P chairs verify that candidates have been notified.
- 3 S. Brown issues call for Summer credit hour shortfall justification, **due** 8/13/2010.
- 9 **2010-2011 T & P Regular and Mid-Yr Cycle**
Deadline to send relevant sections of T & P file and a copy of T & P criteria to outside referees.
- 9 **2010-2011 T & P Regular and Mid-Yr Cycle**
Deadline to notify all department faculty in writing of department T & P meeting date.
- 11 Provost's New Faculty Orientation.
- 12 Provost's New Faculty Orientation.
- 13 Provost's New Faculty Orientation.
- 13 Provost's Fall Retreat, 8:00 AM-12:00 PM.
- 13 Summer credit hour shortfall justification **due** to S. Brown.
- 13 **Deadline** to notify eligible Third Year Review candidates in writing to prepare files; distribute timetable.
- 15 Arts & Sciences New Student Reception, 1:30 PM-3:30 PM.
- 15 University New Student Convocation, 4:00 PM.
- 16 Arts & Sciences New Chairs/Directors Orientation with Dean, 12:00 PM-4:00 PM, Gambrell 429.
- 16 Transfer Orientation.
- 17 Arts & Sciences Chairs & Directors Retreat, 8:00 AM-12:00 PM, Room A, Daniel Management Center.
- 17 Freshman Orientation.
- 17 Dean calls for Associate Professor Professional Development Award proposals, **due** 12/10/2010.
- 17 Dean calls for sabbatical applications; full-year applications **due** to Dean by 10/15/2010; half-year applications **due** to Dean by 11/1/2010.
- 17 A. Cameron calls for Alumni Award nominations, **due** 9/15/2010.
- 18 Arts & Sciences Budget Managers retreat, 8:00 AM-12:00 PM, Room A, Daniel Management Center.
- 18 Transfer Orientation.
- 26 Department Chairs request that new faculty attend September 1 General Faculty meeting for introductions and Dean's reception prior to meeting, 1:00 PM, Graduate Science Research Center, Room 101.
- 27 List of all faculty undergoing Third Year Review **due** to Dean.
- 31 **Deadline** for all job ads for faculty vacancies to be posted.

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SEPTEMBER 2010

- 1 New Faculty Reception hosted by Dean Fitzpatrick, 1:00 PM, Graduate Science Research Center, Room 101
- 1 Fall USC General Faculty Meeting, 2:00 PM, Law School Auditorium; new Arts & Sciences faculty attend to be introduced.
- 1 Faculty Senate, 3:10 PM, Law School Auditorium.
- 1 **2010-2011 T & P Regular and Mid-Yr Cycle**
Ensure that T & P files are complete (including letters from referees) and ready for department review.
- 3 Dialogue with the Dean, 10:00 AM-11:00 AM, Gambrell 429.
- 8 **Deadline** to complete submission of Spring 2011 course schedule on DEPTSKED online.
- 10 S. Brown calls for All-Funds Budgeting Report, **due** 10/8/2010.
- 10 **2010-2011 T & P Mid-Yr Cycle**
Deadline to ensure that department faculty have voted on mid-year T & P cases; notify candidates; notify faculty regarding candidates recommended.
- 14 T & P Dinner honoring tenured/promoted faculty, 6:00 PM, Gambrell 429.
- 14 **2010-2011 T & P Mid-Yr Cycle**
Deadline to confirm with department T & P chair that all faculty appealing negative mid-year T & P decisions have submitted appeal, and appeals have been announced to faculty; notify Dean in writing immediately.
- 15 Arts & Sciences Department Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428.
- 15 Begin placing orders for Spring textbooks.
- 16 **2010-2011 T & P Mid-Yr Cycle**
All mid-year T & P files **due** to Dean.
- 22 Complete departmental proofing of Registrar's Spring 2011 schedule.
- 23 Dialogue with the Dean, 4:00 PM-5:00 PM, Gambrell 429.
- 24 S. Brown calls for FY12 Graduate Assistantship Allocation requests, **due** 10/22/2010.
- 27 **2010-2011 T & P Regular Cycle**
Ensure that department faculty have voted on T & P cases; notify candidates of decisions and faculty of candidates recommended for tenure and/or promotion.

Mid-September

Expect Provost notification that Endowed Chair review dossiers **due** to Dean January 7, 2011.

Expect Provost call for nominations for honorary degrees **due** December 2010. ▼

▼ indicates tentative date

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OCTOBER 2010

- 1 **2010-2011 T & P Regular Cycle**
Confirm with department T & P chair that all faculty appealing negative T & P decisions have submitted appeal, and appeals have been announced to faculty; notify Dean in writing immediately.
- 6 **2010-2011 T & P Regular Cycle**
All T & P files **due** to Dean.
- 6 Faculty Senate, 3:00 PM, Law School Auditorium.
- 7 **2011-2012 T & P Mid-Yr Cycle and Promotion Only**
Department Chairs notify faculty in writing of T & P, promotion only, or tenure only options.
- 8 All-Funds Budgeting Report for FY10 **due** to S. Brown.
- 13 Arts & Sciences Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium.
- 15 Textbook orders for Spring 2011 **due**.
- 15 Ensure that Third Year Review files are complete; invite department faculty to review.
- 15 Full-year sabbatical proposals **due** to Dean.
- 18 **2011-2012 T & P Mid-Yr Cycle and Promotion Only**
Faculty indicate whether they request T & P, promotion only, or tenure only review, **due** to Department Chairs.
- 22 FY12 Graduate Assistantship Allocation requests/documentation **due** to S. Brown.
- 22 Dialogue with the Dean, 10:00 AM-11:00 AM, Gambrell 429.
- 22 Alumni Award nominations **due** to A. Cameron.

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NOVEMBER 2010

- 1 Completed Post-Tenure Review files **due** to Department Chairs for distribution to department's Post-Tenure Review Committee.
- 1 **2011-2012 T & P Mid-Yr Cycle and Promotion Only**
Department T & P chairs verify candidates have been notified of eligibility.
- 1 One-semester sabbatical proposals **due** to Dean.
- 2 **2011-2012 T & P Mid-Yr Cycle and Promotion Only**
Deadline to notify potential T & P candidates of eligibility and forward timetable for submission of files.
- 3 Faculty Senate, 3:00 PM, Law School Auditorium.
- 5 M. A. Byrnes calls for calendar year 2010 Department Chair's Annual Activity Report, Outside Professional Activities Report, and statement of achievements **due** 1/28/2011.
- 5 M.A. Byrnes calls for Office of Research Compliance (ORC) Outside Professional Activities Unit Summary Reports for calendar year 2010 **due** 1/28/2011.
- 5 S. Brown calls for Fall credit hour shortfall justification, **due** 11/19/2010.
- 5 Homecoming BBQ honoring retired faculty, 6:00 PM, Gambrell 3rd floor patio.
- 10 **2011-2012 T & P Mid-Yr Cycle and Promotion Only**
List of T & P candidates **due** to Dean.
- 12 **Deadline** for Third Year Review files to have been reviewed by department faculty.
- 15 **2011-2012 T & P Mid-Yr Cycle and Promotion Only**
Deadline to send relevant sections of T & P file and a copy of T & P criteria to outside referees.
- 15 **2011-2012 T & P Mid-Yr Cycle and Promotion Only**
Deadline to notify all department faculty in writing of department T & P meeting date.
- 15 College Curriculum Committee responds to departments and programs on assessment reports/plans for 2010-2011; revisions due 12/15/2010.
- 17 Arts & Sciences Department Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428.
- 17 FY12 graduate assistantship allocations finalized by Dean's office.
- 19 Fall credit hour shortfall justification **due** to S. Brown.
- 19 Transfer Orientation.
- 24 S. Brown calls for curricular plan and instructional funding requests for May, Sum I & Sum II 2011 **due** 1/7/2011.
- 29 Registrar activates DEPTSKED Summer/Fall course entry. ▼
- 30 S. Brown calls for FY12 requests for 1) full-time non-tenure instructional & research appointments, **due** 1/12/2011, and 2) TFAC allocations **due** 1/14/2011.

Mid-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 ▼
- Michael J. Mungo Undergraduate Teaching Award **due** early December ▼
- Michael J. Mungo Graduate Teaching Award **due** early December ▼
- Mungo Distinguished Professor Award **due** mid-February ▼
- Ada B. Thomas Outstanding Faculty/Staff Advisor Award **due** early February. ▼

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DECEMBER 2010

- 1 Faculty Senate, 3:00 PM, Law School Auditorium.
- 3 **Deadline** to forward TFAC (non-state-slotted positions) paperwork for Spring 2011 to C. Daugherty.
- 3 S. Brown calls for Non-Tenure Track Teaching Award nominations, **due** 3/18/2011.
- 3 Dialogue with the Dean, 10:00 AM-11:00 AM, Gambrell 429.
- 7 S. Brown calls for Teaching Workload Planning Document and full-year course schedule for 2011-2012, due 1/28/2011.
- 8 Arts & Sciences Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium.
- 10 Third Year Review files **due** to the Dean.
- 10 Associate Professor Development Award proposals **due** to Dean.
- 15 **Deadline** for revised assessment plans for 2010-2011 for all degree programs to be submitted online using Assessment Plan Composer.

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JANUARY 2011

- 4 M.A. Byrnes calls for list of 2010 academic press books by department faculty, **due** 2/1/2011.
- 5 Freshman Orientation.
- 6 Transfer Orientation.
- 6 Provost's New Faculty Orientation. ▼
- 7 Transfer Orientation.
- 7 Provost's Spring Retreat. ▼
- 7 Curricular plan and instructional funding requests for May, Sum I & Sum II 2011 **due** to S. Brown.
- 7 Files of renewing holders or new nominees for named/distinguished professorships **due** to Dean.
- 12 Arts & Sciences Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium.
- 12 FY12 requests for full-time non-tenure track instructional & research appointment funding **due** to S. Brown.
- 14 **Deadline** for Department Chairs to collect calendar year 2010 Annual Activity Reports and individual Outside Professional Activity Reports from department faculty.
- 14 FY12 requests for TFAC funding **due** to S. Brown.
- 14 **Deadline** for department Post-Tenure Review Committee to send reports to faculty members undergoing Post-Tenure Review and to Department Chair.
- 14 May Session forms **due** to Registrar. ▼
- 14 Allocations for May, Sum I & Sum II 2010 instructional funding finalized by Dean's office.
- 19 S. Brown issues budget credit hour targets for FY12.
- 20 L. Knapp calls to Undergraduate Directors for departmental Rising Senior Award selections **due** 3/1/2011.
- 26 FY12 allocations for TFAC and full-time non-tenure instructional & research appointments finalized by Dean's office.
- 28 Office of Research Compliance/Outside Professional Activities Unit Summary Report for calendar year 2010 **due** to M.A. Byrnes.
- 28 Department Chair's calendar year 2010 Annual Activities Report, individual Outside Professional Activities Report and statement of achievements **due** to M. A. Byrnes.
- 28 Teaching Workload Planning Document & full-year course schedule for 2011-2012 undergraduate and graduate course offerings **due** to S. Brown.
- 31 **Deadline** to submit 2011 May Session, Summer I and II class schedules on DEPTSKED online. ▼
- 31 Begin placing orders for May, Summer, and Fall textbooks.

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FEBRUARY 2011

- 1 List of 2010 academic press books by department faculty **due** to M.A. Byrnes.
- 1 **2011-2012 T & P Mid-Yr Cycle and Promotion Only**
T & P files should be complete and ready for department review.
- 2 Faculty Senate, 3:00 PM, Law School Auditorium.
- 4 Dialogue with the Dean, 10:00 AM-11:00 AM, Gambrell 429.
- 7 Nominations for Classified Staff Excellence Awards **due** to Dean.
- 8 **Deadline** to complete submission of Fall 2011 course schedule on DEPTSKED online. ▼
- 9 Arts & Sciences Department Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428.
- 11 Department Post-Tenure Review Development Committee reports **due** with Department Chair's recommendations to Dean.
- 18 **2011-2012 T & P Mid-Yr Cycle and Promotion Only**
Deadline to ensure that department faculty have voted on T & P cases; notify candidates; notify faculty regarding candidates recommended.
- 22 **2011-2012 T & P Mid-Yr Cycle and Promotion Only**
Confirm with department T & P chair that all faculty appealing negative T & P decisions have submitted appeal, and appeals have been announced to faculty; notify Dean in writing immediately.
- 25 M.A. Byrnes calls for department faculty evaluation of Department Chair, **due** 4/1/2011.
- 28 Undergraduate College Scholarship application information posted on Arts & Sciences webpage; D. Hiller issues call for applications **due** 4/15/2011. ▼

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MARCH 2011

- 1 Textbook orders for May/Summer 2011 **due**.
- 1 Departmental Rising Senior Award selections **due** to L. Knapp.
- 2 Faculty Senate, 3:00 PM, Law School Auditorium.
- 2 S. Brown calls 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** 3/25/2011.
- 8 **2011-2012 T & P Mid-Yr Cycle and Promotion Only**
All T & P files **due** to Dean.
- 15 Textbook orders for Fall 2011 **due**.
- 16 Arts & Sciences Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium.
- 16 S. Brown calls for Spring credit hour shortfall justification, **due** 3/30/2011.
- 18 M.A. Byrnes notifies Department Chairs of department's allocated number of Faculty Senators based on hires for 2011-2012; calls for department's Senator names, **due** 4/15/2011.
- 18 Nominations for Non-Tenure Track Teaching Award **due** to S. Brown.
- 18 Dialogue with the Dean, 10:00 AM-11:00 AM, Gambrell 429.
- 25 A Fund Program budget development data, major undergraduate lab equipment and/or renovation projects, and E Fund Faculty Startup & Retention Resources Summary **due** to S. Brown.
- 25 Post-Tenure Review development plans **due** to Dean.
- 25 Department should have voted on candidates for promotion to Senior Instructor; files **due** to Dean 5/13/2011.
- 30 Spring credit hour shortfall justification **due** to S. Brown.

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APRIL 2011

- 1 Department faculty evaluation of Department Chair's performance **due** to M.A. Byrnes.
- 1 M.A. Byrnes calls for assessment reports on 2010-2011 and plans for 2011-2012, **due** 5/16/2011 on Assessment Plan Composer online.
- 7 **2011-2012 T & P Regular and Mid-Yr Cycle**
Name of department T & P chair **due** to Dean; notify faculty in writing of Fall T & P option.
- 8 Dialogue with the Dean, 10:00 AM-11:00 AM, Gambrell 429.
- 11 **2011-2012 T & P Regular Cycle**
Deadline for faculty to notify Department Chair indicating whether they request T & P or tenure only.
- 13 Arts & Sciences Department Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428.
- 15 Strategic Hiring Plans for 2011-2014 **due** to Dean.
- 15 Undergraduate College Scholarship applications **due** to D. Hiller. ▼
- 15 List of department's Faculty Senators **due** to M.A. Byrnes and Faculty Senate Office. ▼
- 26 Spring USC General Faculty Meeting, 2:00 PM-3:00 PM, Law School Auditorium.
- 26 Faculty Senate, 3:10 PM, Law School Auditorium.
- 26 **2011-2012 T & P Regular and Mid-Yr Cycle**
T & P Workshop
- 29 **Deadline** to notify in writing all faculty eligible for Post-Tenure Review in 2011-2012.

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MAY 2011

- 2 **2011-2012 T & P Regular Cycle**
Deadline to notify potential T & P candidates of eligibility and forward timetable for submission of files; department T & P chairs verify that candidates have been notified.
- 10 **2011-2012 T & P Regular Cycle**
List of faculty to be considered for T & P in 2011-2012 **due** to Dean.
- 11 Arts & Sciences Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium.
- 13 Files on instructors recommended for promotion to Senior Instructor **due** to Dean.
- 16 **Deadline** for online submission of assessment reports for 2010-2011 and assessment plans for 2011-2012 for all degree programs on Assessment Plan Composer.
- 31 **Deadline** for eligible faculty to notify Dean of intent to do Post-Tenure Review or retire within three years. ▼

Mid to Late May: Faculty/unclassified staff salary increase paperwork **due** to Dean if General Assembly and Board of Trustees have approved a salary increase package. ▼

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JUNE 2011

- 1 Dean reports to Provost on Arts & Sciences assessment results for 2010-2011.
- 3 List of mentors assigned to new 2011-2012 faculty **due** to Dean.
- 3 Dialogue with the Dean, 10:00 AM-11:00 AM, Gambrell 429.
- 8 Arts & Sciences Department Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428.
- 15 **Deadline** to notify Dean of all faculty who will undergo Post-Tenure Review in 2011-2012.
- 15 Faculty Senate, 3:00 PM, Law School Auditorium.

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REGULAR MEETING SCHEDULES IN 2011-2012

- Arts & Sciences Chairs & Directors meetings: months of October, December, January, March, May, mid-month Wednesdays, 3:00-5:00 PM, half-day morning retreat the Tuesday before August classes begin.
- Arts & Sciences Department Chairs only meetings: months of September, November, February, April, June, mid-month Wednesdays, 3:30-5:00 PM, half-day morning retreat the Tuesday before August classes begin.
- Arts & Sciences Budget Managers retreat: half-day morning retreat the Wednesday before August classes begin; special meetings called as needed.
- Academic Planning Council meetings: weekly, Tuesdays, 3:30-5:00 PM.
- USC Faculty Senate meetings: monthly, the first Wednesday of each month, 3:00 PM.

Last updated September 24, 2010