

Annual Cycle of Department Chair Responsibilities 2011-2012

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 2011

- 1 If Dean has authorized a faculty search in your department, activate website where faculty vacancy notices are posted.
- 1 TFAC (non-state-slotted positions) paperwork for Fall 2011 **due** to A & S HR.
- 1 Registrar activates DEPTSKED Spring 2012 course entry.
- 2 G. Nickles Osborne calls for Summer credit hour shortfall justification, **due** 8/12/2011.
- 2 G. Nickles Osborne calls for curricular plan and instructional funding requests for May, Sum I & Sum II 2012, **due** 9/23/2011.
- 8 **2011-2012 T & P Regular Cycle**
Deadline to send relevant sections of T & P file and copy of T & P criteria to outside referees.
- 8 **2011-2012 T & P Regular Cycle**
Deadline to notify all department faculty in writing of department T & P meeting date.
- 10 Provost's New Faculty Orientation.
- 11 Provost's New Faculty Orientation.
- 12 Provost's New Faculty Orientation.
- 12 Provost's Fall Retreat, 8:00 AM-12:30 PM.
- 12 Summer credit hour shortfall justification **due** to G. Nickles Osborne.
- 12 **Deadline** to notify eligible Third Year Review candidates in writing to prepare files; distribute timetable.
- 14 Arts & Sciences New Student Welcome Program, 1:30 PM-3:30 PM.
- 14 University New Student Convocation, 4:00 PM.
- 15 Arts & Sciences New Chairs/Directors Orientation with Dean, 12:00 PM-5:00 PM, Gambrell 429.
- 15 Transfer Orientation.
- 16 Arts & Sciences Chairs & Directors Retreat, 8:00 AM-12:00 PM, Lumpkin Auditorium, Daniel Management Center.
- 16 Freshman Orientation.
- 16 Dean calls for Associate Professor Professional Development Award proposals, **due** 12/9/2011.
- 16 Dean calls for sabbatical applications; full-year applications **due** to Dean by 10/14/2011; half-year applications **due** to Dean by 10/31/2011.
- 16 Dean calls for Strategic Hiring Plans, **due** 4/13/2012.
- 17 A. Cameron calls for Alumni Award nominations, **due** 9/22/2011.
- 17 Arts & Sciences Budget & HR Managers retreat, 8:00 AM-12:00 PM, Lumpkin Auditorium, Daniel Management Center.
- 17 Transfer Orientation.
- 26 List of all faculty undergoing Third Year Review **due** to Dean.
- 30 **Deadline** for all job ads for faculty vacancies to be posted.
- 31 Department Chairs request that new faculty attend September 7 General Faculty meeting for introductions and Dean's reception prior to meeting, 1:00 PM, Graduate Science Research Center, Room 101.

Annual Cycle of Department Chair Responsibilities 2011-2012

Page 2 of 10

SEPTEMBER 2011

- 7 New Faculty Reception hosted by Dean Fitzpatrick, 1:00 PM, Graduate Science Research Center, Room 101.
- 7 Fall USC General Faculty Meeting, 2:00 PM, Law School Auditorium; new Arts & Sciences faculty attend to be introduced.
- 7 Faculty Senate, 3:10 PM, Law School Auditorium.
- 7 **2011-2012 T & P Regular Cycle**
Ensure that T & P files are complete (including letters from referees) and ready for department review.
- 7 **Deadline** to complete submission of Spring 2012 course schedule on DEPTSKED online.
- 9 Registrar activates DEPTSKED May/Summer 2012 course entry.
- 14 Arts & Sciences Department Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428.
- 14 Arts & Sciences Directors of Graduate Studies meeting, 3:30 PM-5:00 PM, Gambrell 430.
- 15 Begin placing orders for Spring/May/Summer textbooks.
- 21 Complete departmental proofing of Registrar's Spring 2012 schedule.
- 22 Alumni Award nominations **due** to A. Cameron.
- 23 Curricular plan and instructional funding requests for May, Sum I & Sum II 2012 **due** to G. Nickles Osborne.
- 23 G. Nickles Osborne calls for FY13 Graduate Assistantship Allocation requests, **due** 10/21/2011.
- 23 L. Mabry calls for All-Funds Budgeting Report, **due** 10/14/2011.
- 23 Barbeque honoring retired faculty, 6:00 PM, Gambrell 3rd floor patio.
- 26 **2011-2012 T & P Regular Cycle**
Deadline to ensure that department faculty have voted on T & P cases; notify candidates; notify faculty regarding candidates.

Mid-September

Expect Provost notification that Named and Distinguished Professorship files are **due** to Dean January 6, 2012.

Expect Provost call for nominations for honorary degrees **due** December 2011. ▼

▼ indicates tentative date

Annual Cycle of Department Chair Responsibilities 2011-2012

Page 3 of 10

OCTOBER 2011

- 3** **2011-2012 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.
- 3** May session forms **due** to Registrar.
- 5** Faculty Senate, 3:00 PM, Law School Auditorium.
- 5** **2011-2012 T & P Regular Cycle**
All T & P files **due** to Dean.
- 7** **Deadline** to submit 2012 May Session, Summer I and II class schedules on DEPTSKED online.
- 7** **2012-2013 T & P Mid-Yr Cycle and Promotion Only**
Department Chairs notify faculty in writing of T & P, promotion only, or tenure only options.
- 12** Arts & Sciences Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium.
- 13** Complete departmental proofing of Registrar's May/Summer 2012 schedule.
- 14** Textbook orders for Spring/May/Summer 2012 **due**.
- 14** Ensure that Third Year Review files are complete; invite department faculty to review.
- 14** Full-year sabbatical proposals **due** to Dean.
- 14** All-Funds Budgeting Report for FY11 **due** to L. Mabry.
- 17** **2012-2013 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.
- 21** FY13 Graduate Assistantship Allocation requests/documentation **due** to G. Nickles Osborne.
- 31** One-semester sabbatical proposals **due** to Dean.

▼ indicates tentative date

Annual Cycle of Department Chair Responsibilities 2011-2012

Page 4 of 10

NOVEMBER 2011

- 1 Completed Post-Tenure Review files **due** to Department Chairs for distribution to department's Post-Tenure Review Committee.
- 1 **2012-2013 T & P Mid-Yr Cycle and Promotion Only**
Department T & P chairs verify candidates have been notified of eligibility.
- 1 Registrar activates DEPTSKED Fall 2012 course entry. ▼
- 2 **2012-2013 T & P Mid-Yr Cycle and Promotion Only**
Deadline to notify potential T & P candidates of eligibility and forward timetable for submission of files.
- 2 Faculty Senate, 3:00 PM, Law School Auditorium.
- 4 M. A. Byrnes calls for calendar year 2011 Department Chair's Annual Activity Report, Outside Professional Activities Report, and statement of achievements **due** 1/27/2012.
- 4 M.A. Byrnes calls for Office of Research Compliance (ORC) Outside Professional Activities Unit Summary Reports for calendar year 2011 **due** 1/27/2012.
- 4 G. Nickles Osborne calls for Fall credit hour shortfall justification, **due** 11/18/2011.
- 9 **2012-2013 T & P Mid-Yr Cycle and Promotion Only**
List of T & P candidates **due** to Dean.
- 11 **Deadline** for Third Year Review files to have been reviewed by department faculty.
- 14 **2012-2013 T & P Mid-Yr Cycle and Promotion Only**
Deadline to send relevant sections of T & P file and copy of T & P criteria to outside referees.
- 14 **2012-2013 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 2011-2012; revisions due 12/15/2011.
- 16 Arts & Sciences Department Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428.
- 16 Arts & Sciences Directors of Graduate Studies meeting, 3:30 PM-5:00 PM, Gambrell 430.
- 18 Transfer Orientation.
- 18 FY13 graduate assistantship allocations finalized by Dean's office.
- 18 Fall credit hour shortfall justification **due** to G. Nickles Osborne.
- 23 G. Nickles Osborne calls for FY13 requests for a) full-time non-tenure instructional & research appointments, **due** 1/6/2012, and b) TFAC allocations **due** 1/13/2012.

Mid-November

Expect Provost call for nominations:

- USC Educational Foundation Service Award **due** late January/early February ▼
- Carolina Trustee Professorship Awards **due** late January/early February ▼
- Russell Research Awards and USC Educational Foundation Research Awards **due** late January/early February (Letter of intent to nominate **due** early January) ▼
- Michael J. Mungo Undergraduate Teaching Award **due** late January/early February ▼
- Michael J. Mungo Graduate Teaching Award **due** late January/early February ▼
- Mungo Distinguished Professor Award **due** mid-February ▼
- Ada B. Thomas Outstanding Faculty/Staff Advisor Award **due** mid-December ▼

▼ indicates tentative date

Annual Cycle of Department Chair Responsibilities 2011-2012

Page 5 of 10

DECEMBER 2011

- 2** **Deadline** to forward TFAC (non-state-slotted positions) paperwork for Spring 2012 to A & S HR.
- 2** G. Nickles Osborne calls for Non-Tenure Track Teaching Award nominations, **due** 3/16/2012.
- 5** G. Nickles Osborne calls for Teaching Workload Planning Document and full-year course schedule for 2012-2013, due 1/27/2012.
- 7** Faculty Senate, 3:00 PM, Law School Auditorium.
- 9** Associate Professor Development Award proposals **due** to Dean.
- 12** Third Year Review files **due** to the Dean.
- 15** **Deadline** for revised assessment plans for 2011-2012 for all degree programs to be submitted online using Assessment Plan Composer.

▼ indicates tentative date

Annual Cycle of Department Chair Responsibilities 2011-2012

Page 6 of 10

JANUARY 2012

- 3 M.A. Byrnes calls for list of 2011 academic press books by department faculty, **due** 1/31/2012.
- 4 Freshman Orientation.
- 5 Transfer Orientation.
- 5 Provost's New Faculty Orientation. ▼
- 6 Transfer Orientation.
- 6 Provost's Spring Retreat. ▼
- 6 Files of renewing holders or new nominees for named/distinguished professorships **due** to Dean.
- 6 FY13 requests for full-time non-tenure track instructional & research appointment funding **due** to G. Nickles Osborne.
- 11 Arts & Sciences Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium.
- 13 **Deadline** for Department Chairs to collect calendar year 2011 Annual Activity Reports and individual Outside Professional Activity Reports from department faculty.
- 13 FY13 requests for TFAC funding **due** to G. Nickles Oosborne.
- 13 **Deadline** for department Post-Tenure Review Committee to send reports to faculty members undergoing Post-Tenure Review, Department Chair, and Dean.
- 19 L. Knapp calls to Undergraduate Directors for departmental Rising Senior Award selections **due** 3/1/2012.
- 20 G. Nickles Osborne issues budget credit hour targets for FY13.
- 27 FY13 allocations for TFAC and full-time non-tenure instructional & research appointments finalized by Dean's office.
- 27 Office of Research Compliance/Outside Professional Activities Unit Summary Report for calendar year 2011 **due** to M.A. Byrnes.
- 27 Department Chair's calendar year 2011 Annual Activities Report, individual Outside Professional Activities Report and statement of achievements **due** to M. A. Byrnes.
- 27 Teaching Workload Planning Document & full-year course schedule for 2012-2013 undergraduate and graduate course offerings **due** to G. Nickles Osborne.
- 31 Begin placing orders for Fall textbooks.
- 31 List of 2011 academic press books by department faculty **due** to M.A. Byrnes.

▼ indicates tentative date

Annual Cycle of Department Chair Responsibilities 2011-2012

Page 7 of 10

FEBRUARY 2012

- 1 Faculty Senate, 3:00 PM, Law School Auditorium.
- 1 **2012-2013 T & P Mid-Yr Cycle and Promotion Only**
T & P files should be complete and ready for department review.
- 6 Nominations for Classified Staff Excellence Awards **due** to Dean.
- 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.
- 8 Arts & Sciences Directors of Graduate Studies meeting, 3:30 PM-5:00 PM, Gambrell 430.
- 10 Department Post-Tenure Review Development Committee reports **due** with Department Chair's recommendations to Dean.
- 17 **2012-2013 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.
- 21 **2012-2013 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.
- 24 M.A. Byrnes calls for department faculty evaluation of Department Chair, **due** 4/6/2012.
- 27 Undergraduate College Scholarship application information posted on Arts & Sciences webpage; D. Hiller issues call for applications **due** 4/30/2012. ▼

▼ indicates tentative date

Annual Cycle of Department Chair Responsibilities 2011-2012

Page 8 of 10

MARCH 2012

- 1 Departmental Rising Senior Award selections **due** to L. Knapp.
- 6 **2012-2013 T & P Mid-Yr Cycle and Promotion Only**
All T & P files **due** to Dean.
- 14 Faculty Senate, 3:00 PM, Law School Auditorium.
- 14 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** 4/6/2012.
- 15 Textbook orders for Fall 2012 **due**.
- 16 M.A. Byrnes notifies Department Chairs of department's allocated number of Faculty Senators based on hires for 2012-2013; calls for department's Senator names, **due** 4/13/2012.
- 16 Nominations for Non-Tenure Track Teaching Award **due** to G. Nickles Osborne.
- 16 G. Nickles Osborne calls for Spring credit hour shortfall justification, **due** 3/30/2012.
- 21 Arts & Sciences Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium.
- 26 Post-Tenure Review development plans **due** to Dean.
- 30 Spring credit hour shortfall justification **due** to G. Nickles Osborne.
- 30 Department should have voted on candidates for promotion to Senior Instructor; files **due** to Dean 5/15/2012.

▼ indicates tentative date

Annual Cycle of Department Chair Responsibilities 2011-2012

Page 9 of 10

APRIL 2012

- 2 M.A. Byrnes calls for assessment reports on 2011-2012 and plans for 2012-2013, **due** 5/15/2012 on Assessment Plan Composer online.
- 2 **2012-2013 T & P Regular Cycle**
Notify eligible faculty in writing of Fall T & P option.
- 2 **2012-2013 T & P ALL CYCLES**
Departments select T & P chairs.
- 6 **2012-2013 T & P ALL CYCLES**
Name of department T & P chair **due** to Dean.
- 6 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.
- 6 Department faculty evaluation of Department Chair's performance **due** to M.A. Byrnes.
- 13 List of department's Faculty Senators **due** to M.A. Byrnes and Faculty Senate Office. ▼
- 13 Strategic Hiring Plans for 2012-2015 **due** to Dean.
- 16 **2012-2013 T & P Regular Cycle**
Deadline for faculty to notify Department Chair indicating whether they request T & P or tenure only.
- 18 Arts & Sciences Department Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428.
- 18 Arts & Sciences Directors of Graduate Studies meeting, 3:30 PM-5:00 PM, Gambrell 430
- 24 **2012-2013 T & P ALL CYCLES**
T & P Workshop.
- 24 Spring USC General Faculty Meeting, 2:00 PM-3:00 PM, Law School Auditorium.
- 24 Faculty Senate, 3:10 PM, Law School Auditorium.
- 27 **Deadline** to notify in writing all faculty eligible for Post-Tenure Review in 2012-2013. ▼
- 30 Undergraduate College Scholarship applications **due** to D. Hiller. ▼
- 30 **2012-2013 T & P Regular Cycle**
Deadline for department T & P chairs to verify that candidates have been notified.

▼ indicates tentative date

Annual Cycle of Department Chair Responsibilities 2011-2012

Page 10 of 10

MAY 2012

- 4 **2012-2013 T & P Regular Cycle**
Deadline to notify potential T & P candidates of eligibility and forward timetable for submission of files.
- 8 **2012-2013 T & P Regular Cycle**
List of faculty to be considered for T & P in 2012-2013 **due** to Dean.
- 9 Arts & Sciences Chairs & Directors meeting, 3:00 PM-5:00 PM, Lumpkin Auditorium.
- 15 Files on instructors recommended for promotion to Senior Instructor **due** to Dean.
- 15 **Deadline** for online submission of assessment reports for 2011-2012 and assessment plans for 2012-2013 for all degree programs on Assessment Plan Composer.
- 30 **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. ▼

▼ indicates tentative date

JUNE 2012

- 1 List of mentors assigned to new 2012-2013 faculty **due** to Dean.
- 6 Arts & Sciences Department Chairs-only meetings, 3:30 PM-5:00 PM, Liberal Arts chairs in Gambrell 429, Natural Science chairs in Gambrell 428.
- 13 **Deadline** to notify Dean of all faculty who will undergo Post-Tenure Review in 2012-2013.
▼
- 13 Faculty Senate, 3:00 PM, Law School Auditorium.

▼ indicates tentative date

Last updated June 28, 2011