

# Chair Responsibilities – Monthly Tasks and Approximate Deadlines

(with links to the “Chair’s Handbook” for advice and additional information)

NB: Transitions to new chairs take place over the summer, typically on July 1, but sometimes earlier or later to accommodate needs of the chairs and department. New chairs should be aware that some ongoing responsibilities begin in the summer once they become the chair (e.g., approving staff hours in workday or signing off on p-cards).

July-August	
Ongoing	Check email regularly for correspondence with transfer advisees about course selection, evaluate transfer courses that may satisfy departmental requirements.
Early July	Conduct <a href="#">annual reviews of exempt staff</a> (collect information from others, write evaluations, and meet with staff members to discuss development plan)
Mid-July	Reassign faculty advisors for colleagues scheduled to be overseas or on sabbatical for the coming year and send information to the College Advising Center before August 1.
September	
Early	Submit SP26 schedule review documents to Director Feickert.
Early to Mid	FY27 <a href="#">capital budget requests</a> (> \$10,000) due to Director Feickert
Mid to Late	Seniors may ask you to <a href="#">review their completion of departmental requirements</a> as part of their application for spring graduation.
Late	If members of your faculty have applied to be off-campus program leaders in 27-28, you will need to verify that this is feasible within the department’s four year staffing plan
variable	If members of your faculty are up for tenure and promotion, <a href="#">department letters</a> are due within one month of receiving notification from Associate Dean Goldsmith that the candidate file is complete.
October	
Early	Begin preparing 26-27 course schedule. Registrar sends template and instructions in late September, due to Director Feikert in mid-October.
Early	Submit four-year staffing and course plans to Director Feickert
November	
Early	If members of your faculty are applying for sabbatical in 26-27, applications will require chair approval that it has been accounted for in the four-year plan.
Early to mid	Monitor course enrollments during registration for Spring.
Late	Submit FA25 Honors Recipients to the Registrar's Office for winter graduates.
December	
Early	If members of your faculty have a developmental review in spring, complete consultations with Associate Dean Goldsmith about committee membership and attend meeting about best practices.
Early	Last day for Courseleaf submissions of proposals for new major/minor or substantial changes to major/minor requirements.
January	
Early	<a href="#">Look over FA25 evaluations</a> for all departmental faculty and follow up as needed.
Early	Review/revise 26-27 schedules. Registrar returns them in mid-January and they are due to Director Feickert for approval a week or so later.
Late	If members of your faculty are up for developmental review, their files will come to you in late January.
February	
Mid	FOSA Nominations Deadline (remind faculty)
Late	Deadline to submit <a href="#">developmental review letters</a> to candidate and Associate Dean Goldsmith.
March	
Early	Faculty submit triennial review files to Chair – begin writing letters
Mid	Deadline to submit <a href="#">new courses or revised course proposals</a>

Late	Deadline for turning in <a href="#">non-exempt staff performance evaluations</a> to HR (collect information from others, write evaluations, and meet with staff members to discuss development plan)
Late	Submit SP25 Honors Recipients to the Registrar's Office for spring graduates.
<b>April</b>	
Early	Deadline to submit “small changes” to department program.
Early	Deadline to submit revised <a href="#">departmental catalog copy</a> - text changes only. (Changes to majors/minors or to courses had earlier deadlines)
Early	Chair’s letter due for triennial reviews
Mid	Monitor course enrollments during registration for FA26.
Mid	FOSA. All classes are canceled so that students can attend and participate in the day-long event.
Mid	Names of honors and department award recipients due to Debbie Richman for Honors Convocation printed program.
<b>May</b>	
Early	<a href="#">Look over SP26 course evaluations</a> for all departmental faculty and follow up as needed.
Mid	<a href="#">Contract Requests</a> for Adjunct and Visiting faculty to Director Feickert.
Mid to end	New Chair’s Orientation
<b>June</b>	
Mid	Correspond by email with transfer advisees about course selection, evaluate transfer courses that may satisfy departmental requirements. This task will continue through the remainder of the summer; transfer registration is the first week of August so the days leading up to that deadline may see more traffic.
<b>Ongoing</b>	
	Participate in <a href="#">Annual Departmental Planning</a> process
	Some chairs sign off in Workday on hours for some staff
	Collaborate with faculty and staff colleagues and Dean’s Office to address student complaints or <a href="#">conflicts</a>
	Monitor expenditures; work with Dean’s Office to update or realign operating budget expenses
	Represent your department (e.g., at Academic Fairs, Admissions events, Honors Convocation)
	Create community connections (e.g., help organize and attend department traditions and events)
	Advise the Dean (e.g., chairs meetings)
	Advocate for your department while also aligning department with needs of the campus at large (e.g., annual departmental planning processes)
	Mentor faculty to junior to you to be successful in scholarship/creative work, teaching, and service
	Be mindful of equity in department workloads (e.g., teaching schedules, advising loads, formal and informal service)
	Collaborate with the Dean’s Office to <a href="#">address conflicts</a> or difficulties with faculty and/or staff
	Coordinate nominations for Festival of Scholars and Artists

NOTE: Items on this list are those that predictably recur and have deadlines. For a list that includes ongoing, unpredictable, and once-in-awhile responsibilities, there is a companion document called [Chair’s Responsibilities – by category](#).