

Calendar for Chairs, Coordinators, and Administrative Assistants
(not all inclusive)

MONTH	CHAIR or COORDINATOR	ADMINISTRATIVE ASSISTANT
SUMMER	<p>Verify Bionic. Contact the Registrar's Office with additions or deletions, based on summer hiring.</p> <p>Be sure to remove "Staff" designations from Course Catalog listing and replace with names of the appropriate faculty member.</p> <p>Notify Registrar which courses should block student enrollment if the proper pre-requisites have not been completed.</p>	
	<p>Prepare information for the First Year Student Academic Teas.</p>	<p>Assist with preparation of information for Academic Teas.</p>
AUGUST	<p>Meet with new faculty members. Answer any questions and introduce them to colleagues and the dept. administrative assistant.</p>	<p>Contact new faculty and ask if they have RSVP'd for New Faculty Orientation.</p>
	<p>Prepare brief biographies for new faculty members and teaching support staff. These will be included in the materials at the first faculty meeting.</p>	<p>Remind new faculty to place orders with the Bookstore.</p> <p>Assist new faculty with logistical and practical matters, directing them to New Faculty Orientation materials and appropriate colleagues for matters such as computers, Moodle, copying and scanning, computer needs, supplies, etc.</p>
	<p>During Orientation Week, collect results of Placement Exams, then post for students and faculty advisors.</p>	<p>Check that new tenure-track faculty are signed up for the Teaching and Learning Initiative (TLI) with Alison Cook Sather.</p> <p>Assist with Placement Exams.</p>
	<p>Check the department/program website. Is all information for the academic year current and correct? Report errors to Associate Provost.</p>	

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	<p>Communicate with counterparts at BMC and/or Swarthmore, (as appropriate) concerning ways to collaborate around curriculum or co-curricular programming.</p>	
	<p>If your department has a Senior Seminar or other designated capstone course, ensure that the syllabus has dates and important deadlines for the academic year including deadlines for thesis drafts, the final thesis, presentations, orals, etc.</p>	<p>Assist Chair with Senior Seminar dates and deadlines.</p>
	<p>Identify reliable student assistants (with help of departmental colleagues) to work as tutors, graders, laboratory or classroom assistants in your program.</p>	

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SEPTEMBER	<p>Budget check (with Administrative Assistant)</p>	<p>Obtain a copy of the departmental budget from Marta Bartholomew in the Provost's Office. Provide current information about balances available to chair. Agree on simple system for tracking current expenses (with Excel document, for instance).</p>
	<p>Discuss general plans and projects for the year with colleagues.</p> <p>Ask colleagues to help with departmental responsibilities for events, speakers, work with related programs, etc. Coordinate with colleagues to submit proposals to the Distinguished Visitors' Office.</p> <p>Proposals for new courses in the spring semester will be due to EPC by early October. Remind colleagues of the deadline, and Chairs must approve new proposals before they are submitted to EPC.</p> <p>If you or your colleagues are considering changes to departmental requirements (for major, minor, or concentration) these will be due in the Spring semester, but are welcome at any time.</p>	
	<p>Submit New Course Proposals to EPC by early October. As Chair, you must review and summarize departmental discussion concerning each new course.</p> <p>Verify academic course for spring semester (new courses for spring will be approved during the October Faculty meeting).</p>	

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OCTOBER	<p>Staffing and Sabbaticals. Initiate discussions about staffing needs for the next academic year. Find out which department colleagues will be on leave in the next two academic years. The Provost's Office will provide a list of faculty eligible for leaves in your department. This could help with the hiring of visitors. In some cases, the interim position is more attractive if there is a possibility of renewal for a second year.</p> <p>Plan for next academic year, or ideally the next two academic years with leave patterns in mind. Be as specific as possible about courses that will be taught by permanent members of the department and those taught by visiting/adjunct faculty. Think about the operating budget (for materials and events) and personnel support (lab assistants, work-study, needs). Discuss curriculum, staffing with counterpart at Bryn Mawr and Swarthmore, if applicable.</p> <p>Faculty and Academic Support Staffing Worksheets (for departments, concentrations and minors), plus Operating and Work Study Budget Requests will be sent to Chairs from the Provost's Office.</p> <p>Personnel Cases. Chairs should receive from the Provost's Office a list of dept. colleagues standing for reappointment, tenure, promotion, along with the names of the presenters and glossators.</p>	
	<p>Visit classes of junior colleagues and interims (or delegate another senior colleague to do so). You will need notes from these visits as part of annual evaluation of junior faculty and visitors.</p>	

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	Seniors and Life Beyond Haverford. Arrange a meeting or luncheon with seniors about graduate school, professional school, other post graduation plans. Encourage majors to work with CCPA.	
NOVEMBER	Budget and Staffing Requests are due (via electronic form) to the Provost's Office.	
	Hire Spring Semester Interim Faculty (if required). Send CV of candidate to Associate Provost for Curricular Planning along with course number(s) and titles of courses they will be teaching. An offer will be made to the candidate and once accepted, inform the Registrar's Office of changes to the Course Guide for spring semester.	
	Advising period begins for spring semester. Coordinate with colleagues to inform students about offerings and priorities.	
	Visit classes taught by visiting faculty (or ask a colleague to visit those classes). Notes will be needed as part of evaluation process for visitors.	The Chair might request copies of student course evaluations for all interim and junior faculty they may be evaluating. Obtain these from the faculty in question.
	Student registrations approved for spring semester. As Chair you should remind your colleagues to check on progress of majors, minors, and concentrators towards degree requirements.	
DECEMBER	Notification of Sabbatical Leaves approved by the Provost will arrive this month.	
	Remind individual faculty of designated courses to submit Assessment of General Education Courses , using links and templates provided by Registrar and Associate Provost.	

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DECEMBER	Update Bionic (via Registrar). Send revisions, additions, and deletions of spring courses to Registrar. Remove "Staff" from Course Catalog listing and replace with names of the appropriate faculty member.	Request that all department faculty (interim and permanent) submit student course evaluations. Scan these, and submit electronic copies to the Provost's Office. Return the originals to the faculty member.
JANUARY	Prepare brief biographies for new visiting faculty members for introduction at first faculty meeting of the spring semester.	Remind tenure-track faculty to submit applications for Student Research Assistants and Faculty Research Grants.
	Chair's evaluation of any Fall only visiting/interim faculty are due.	
	Plan Academic Tea for Majors, Minors, and Concentrators. Update planning guides or lists of upcoming courses.	Assist with collection and preparation of documents for Major's teas and meetings.
	Inquire with new visiting faculty: might they need some help?	Check in with new faculty, answer any questions or provide assistance.
	Budget Check (with Administrative Assistant)	Check Departmental Budgets and provide current information about balances available to chair.
	Course and Curriculum Proposals for the following year will be due to EPC by mid-February. Remind colleagues of the deadline, and Chairs must approve new proposals before they are submitted to EPC.	Remind department about deadline for new course proposals.
	Review Department Learning Goals, and revise or update. Also review Senior Thesis Learning Goals for update or revision. Revisions will need to be reported to the Associate Provost for inclusion in the College Catalog and related materials.	
Review Assessment Plans for General Education and Senior Capstone Projects. Information about selection of criteria will come from the Provost's Office.		

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	<p>Succession Planning. If your term as Chair is ending this year, begin discussion with the Provost about possible colleagues who will serve as the next Chair. Assemble an archive of important documents, minutes, and other resources that will be of use to your successor.</p>	<p>Assist Chair in building archive of electronic documents (minutes, budgets, plans) of use to next chair.</p>
FEBRUARY	<p>Course Schedule for Next Year. Assemble the course schedule for the upcoming academic year; use electronic template from Registrar. Consult with counterpart at BMC department and colleagues in the TriCo, where appropriate.</p>	<p>Meet with the Chair to assist with use of electronic template from Registrar, including course number, faculty name, credit, semester offered.</p>
	<p>Search for Interim Faculty. Based on staffing allocations, work with Associate Provost for Curricular Planning to identify and hire visitors. For procedures on hiring interim faculty, see Chair Handbook.</p>	
	<p>Visit classes of junior colleagues and interims (or delegate another senior colleague to do so). You will need notes from these visits as part of annual evaluation of junior faculty and visitors.</p> <p>Contact students and colleagues for feedback on junior faculty, interim faculty, and academic support staff.</p> <p>If a visitor's appointment(s) will not be renewed, please communicate with that colleague promptly and early in order to give them time to think about next steps in their career.</p>	
	<p>Evaluate Administrative Assistant. Discuss among departmental colleagues the performance of the administrative assistant.</p>	
	<p>Course and Curriculum Proposals for the following year due to EPC</p>	
	<p>New Tenure-Line or Continuing Appointment. Requests will be due in March.</p>	

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	Finalize Academic Tea for Majors, Minors, and Concentrators. Update planning guides or lists of upcoming courses.	Assist with collection and preparation of documents for Major's teas and meetings. Book room; arrange catering. Spread the Word.

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MARCH	<p>Writing Center Staff will be in touch concerning your suggestions for possible student tutors.</p>	
	<p>Plan Senior Presentations (as applicable, with help of Administrative Assistant)</p>	<p>Reserve rooms for thesis presentations. Help set up schedule for seniors.</p>
	<p>Finalize Course Schedule for the upcoming academic year via Registrar template.</p>	
	<p>New Tenure-Line or Continuing Appointment requests due to EPC</p>	
	<p>Evaluation of Administrative Assistant. Online evaluation for faculty administrative assistants due to the Provost's Office.</p>	
	<p>Succession Planning: If you are in your last year as Chair, recommendation of your successor is due now (to the Provost's office).</p>	
	<p>Faculty and Academic Support Staff Evaluations. The Provost's Office will solicit feedback on all full-time visiting faculty, spring only visiting faculty, and all junior faculty, as well as academic support staff, if applicable.</p>	
	<p>Admitted Students Day in mid-April. Find colleagues and student majors to represent department/program. Please coordinate with your colleagues to maintain a strong faculty showing at this event.</p>	<p>Organize departmental end of the year party/barbecue.</p>
	<p>Evaluations for returning interim/visiting faculty due. Evaluations for returning visitors must be completed before new appointment letter can be prepared.</p>	<p>Contact seniors to remind them to submit an electronic copy of the thesis for the library archives.</p>

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APRIL	New Major Declarations will be due from rising Juniors. Be sure to coordinate with your colleagues to gather plans for completing majors, minors, and concentrations.	
	Approve Student Summer Course requests (Deadline is usually May 1).	
	<p>Search for Interim Faculty. Based on staffing allocations, work with Associate Provost for Curricular Planning to identify and hire visitors. For procedures on hiring interim faculty, see Chair Handbook.</p> <p>Temporary Courses for Interims can be submitted to the Provost for approval.</p>	Coordinate Interim Searches and Visits (for instance, meals, lodging, meetings with students).
MAY	Verify Seniors as having satisfied requirements for the degree (via Registrar request).	
	Senior Thesis Presentation (as appropriate). Make sure you colleagues attend these and that they are appropriately publicized for rising seniors to attend.	Remind seniors to submit electronic copy of thesis for the library archives.
	Assessment of General Education and Senior Capstone Projects due, as designated earlier in the year. Submit via Registrar Assessment template.	Assist with Data Entry for Assessment.
	As part of Grading Process, make decisions about Honors/Awards/Prizes , then report to Registrar and Provost's Office. Deadline for this information will be extremely tight, since it is needed for Commencement Program.	Request that all department faculty (interim and permanent) submit course evaluations. Scan these, and submit electronic copies to the Provost's Office. The Chair will receive copies of junior faculty members' and visiting faculty members' for use in evaluation letters.
	End of year celebration/barbecue.	Assist Chair with Event Planning.
		Collect keys (where appropriate) from students

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	Junior faculty evaluations due.	Collect office keys from interim faculty members who are not returning.