

College of Liberal Arts and Sciences

Chairs' Calendar

This is an overview of important events and action items needing the attention of the departmental Chair over the course of a year. The list is not exhaustive, and the timing, which may vary from year to year, is approximate. The calendar can serve as a guide for planning and for anticipating deadlines and the requests that will be coming from the College and the University. If no specific contact person is designated, contact your department's assigned Associate Dean with questions.

January

Winter term begins. (See [Academic Year Calendar](#))

Winter term census date for enrollments (tenth day of classes)

Part-Time Instructor Appointments and Class Cancelations/Reassignments

- Try to cancel or reassign classes earlier than within 2 weeks of the beginning of the semester for PTF 3 to avoid a penalty of 15% of the part-timer's salary if no replacement assignment is available. (See article XIV.C.3.c.)
- Try to cancel or reassign classes earlier than within 1 week of the beginning of the semester for PTF 2 and PTF 3 to avoid a penalty of 15% of the part-timer's salary if no replacement assignment is available. (See article XIV.C.3.b.)
- Cancel or reassign classes by the first day of class to avoid a penalty of 25% of part-time instructor's salary. (See article XIV.C.3.a.)
- Notify any part-time instructor whose workload is reduced because of cancelations or reassignments. The notifications should follow the requirements described in article XIV.C.4 of the contract.
- If adding new sections to the schedule of classes at this time and hiring part-time instructors to staff them, consult article XIV.D of the contract for the requirements pertaining to offering these new assignments.
- Make sure you are complying with the contract's requirements concerning Employee Rights described in article VII of the contract.
- See [WSU/Union of Part-Time Faculty Contract](#).

Lecturer Non-Renewals

- Send CLAS Lecturer Non-Renewal Notices for each Lecturer who has a contract expiring in May of this year.

- Contact: Carmen Albert.
- See [WSU/AAUP-AFT Contract, XX.D.](#)

Consulting Reports

- Collect faculty consulting reports for previous calendar year and return to CLAS.

Educational Development Grant Award Program

- Submit faculty applications to CLAS for signature by mid-January.
- See [Educational Development Grant Award Program.](#)

February

Early Academic Assessment (EAA)

- EAA grading by faculty via Pipeline (3rd-7th weeks of class)
- See [Early Academic Assessment Program Information.](#)
- Contact: Joe Rankin

Course Scheduling

- Corrected page proof of fall term schedule due in early February.

Global Grant Competition

- Submit applications by faculty and academic staff to CLAS for signature by mid-February.

Omnibus Fund

- Requests due in CLAS by mid-February
- Contact: David Njus.

March

Selective Salary Process

- Departments receive instructions from CLAS.

- Collect updated Professional Records [CVs], 3-year window information, and SETS from faculty.
- Convene departmental salary committee.

Promotion and Tenure Process

- Solicit external evaluators for P&T candidates. (Recommended timing for this phase so that evaluators can be lined up before the summer, provided with candidates' materials, and given sufficient time to provide timely evaluations.)
- See [Promotion and Tenure Procedures and Factors for Faculty](#).
- See [External Evaluator Template](#).
- See [Guidelines for Promotion and Tenure Packets](#).
- Contact: Don Haase

CLAS Elections

- Nominations due.

April

Part-Time Instructor Appointments

- By April 1, notify 70% of part-time instructors of reappointment, reduced appointment, or non-reappointment for spring-summer term.
- By April 30, notify 70% of part-time instructors of reappointment, reduced appointment, or non-reappointment for fall term.
- Try to cancel or reassign classes earlier than within 2 weeks of the beginning of the spring-summer term for PTF 3 to avoid a penalty of 15% of the part-timer's salary if no replacement assignment is available. (See article XIV.C.3.c.)
- Try to cancel or reassign classes earlier than within 1 week of the beginning of the spring-summer term for PTF 2 to avoid a penalty of 15% of the part-timer's salary if no replacement assignment is available. (See article XIV.C.3.b.)
- Cancel or reassign spring-summer term classes by the first day of class to avoid a penalty of 25% of part-time instructor's salary. (See article XIV.C.3.a.)
- Notify any part-time instructor whose workload is reduced because of cancellations or reassignments. The notifications should follow the requirements described in article XIV.C.4 of the contract.
- If adding new sections to the schedule of spring-summer term classes at this time and hiring part-time instructors to staff them, consult article XIV.D

of the contract for the requirements pertaining to offering these new assignments.

- Make sure you are complying with the contract's requirements concerning Employee Rights described in article VII of the contract.
- See [WSU/Union of Part-Time Faculty Contract](#).

Student Evaluation of Teaching (SET)

- SET forms for each course available for pick-up from [Testing, Evaluation and Research Services](#)
- Distribute SET forms to teaching staff.
- See [WSU/AAUP-AFT Contract, XXIX](#).

CLAS Teaching Awards

- Nominations due in mid-April.
- See [Teaching Award Policy](#).
- Contact: Dave Njus

CLAS Elections

CLAS Faculty Assembly

Selective Salary Process

- Submit department's salary materials and scores to CLAS by announced deadline.

Annual Reviews

- Conduct annual reviews for all represented faculty on term appointments. (This process is separate from the Selective Salary Process.)
- See [WSU/AAUP-AFT Contract, XX.B](#).
- Contact: Your department's assigned Associate Dean

Tenure-Track Renewals

- Send renewal packets to CLAS for tenure-track faculty whose term contracts expire in May.
- Contact: Carmen Albert

Lecturer Renewals

- Send requests for lecturer renewals to CLAS.
- Contact: Carmen Albert

Tenure-Track Non-Renewals

- Notify CLAS of non-renewals of tenure-track faculty—i.e., of intent not to renew tenure-track faculty on term appointments expiring between May and August of the NEXT academic year.
- See [WSU/AAUP-AFT Contract, XX.D.](#)
- Contact Carmen Albert

Promotion and Tenure Process

- Send candidate's P&T materials to external evaluators. (Recommended timing for this phase so evaluators have sufficient time to submit their reports punctually.)
- See [External Evaluator Template.](#)

Final Exams (Winter Term)

- See [Academic Year Calendar](#)
- See [Final Exam Schedule.](#)

May

Commencement (see [Academic Year Calendar](#))

Spring/Summer Term begins (see [Academic Year Calendar](#))

- Spring Session classes begin (early May)
- Spring-Summer Session classes begin (early May)

University Year appointments end (see [Academic Year Calendar](#))

Annual Performance Review Process

- CLAS requests Annual Performance Reviews for Staff Association, P & A, Research Assistants, Post-Doc and Non-represented employees.
- CLAS requests narrative on Chair's accomplishments for Chair's Annual Performance Evaluation.
- Contact: Carmen Albert

Budget Planning

- CLAS requests budget information from Chairs for next fiscal year (supply budget, lecturers, part-time funding, student assistants, and one-time special requests).
- Contact: Joe Kieleszewski

June

Summer Session classes begin in early June (see [Academic Year Calendar](#))

Student Evaluation of Teaching (SET)

- SET forms for each course available for pick-up from [Testing, Evaluation and Research Services](#)
- Distribute SET forms to teaching staff.
- See [WSU/AAUP-AFT Contract, XXIX](#).

Course Scheduling

- Revised rollover schedule for next winter term due in early June.

Final Exams

- Late June: Spring session exams
- See [Academic Year Calendar](#)
- See [Final Exam Schedule](#).

Bulletin Copy

- Course Records sends departments instructions for preparing copy for update of Graduate or Undergraduate Bulletin (alternating years).
- Copy for revisions arrives in June or July for submission via CLAS in early September.

July

Department budget hearings in CLAS

Budget Management

- University announces deadlines for purchase requisitions and other transactions for the current fiscal year ending Sept. 30.

- Review budget balance(s), outstanding commitments, and plan for year-end expenditures.
- Contact: Joe Kieleszewski

August

Final Exams

- Early August: Spring-Summer session exams
- Late August: Summer session exams
- See [Academic Year Calendar](#).
- See [Final Exam Schedule](#).

Course Scheduling

- Corrected page proof of winter term schedule due in early August.

Low Productivity Degree Program Review

- Responses due to CLAS in early August.

University Year appointments begin ([Academic Year Calendar](#))

Fall term begins (see [Academic Year Calendar](#))

Part-Time Instructor Appointments and Class Cancellations/Reassignments

- Try to cancel or reassign classes earlier than within 2 weeks of the beginning of the semester for PTF 3 to avoid a penalty of 15% of the part-timer's salary if no replacement assignment is available. (See article XIV.C.3.c.)
- Try to cancel or reassign classes earlier than within 1 week of the beginning of the semester for PTF 2 and PTF 3 to avoid a penalty of 15% of the part-timer's salary if no replacement assignment is available. (See article XIV.C.3.b.)
- Cancel or reassign classes by the first day of class to avoid a penalty of 25% of part-time instructor's salary. (See article XIV.C.3.a.)
- Notify any part-time instructor whose workload is reduced because of cancellations or reassignments. The notifications should follow the requirements described in article XIV.C.4 of the contract.
- If adding new sections to the schedule of classes at this time and hiring part-time instructors to staff them, consult article XIV.D of the contract for the requirements pertaining to offering these new assignments.

- Make sure you are complying with the contract's requirements concerning Employee Rights described in article VII of the contract.
- See [WSU/Union of Part-Time Faculty Contract](#).

September

Fall term census date for enrollments (tenth day of classes)

Fiscal year ends Sept. 30

Bulletin Copy

- Revised department Bulletin copy for Graduate or Undergraduate Bulletin (in alternate years) due to CLAS in early-September.
- Send to CLAS, as indicated in the instructions received during the summer.

Early Academic Assessment (EAA)

- EAA grading by faculty via Pipeline (3rd-7th weeks of class)
- See [Early Academic Assessment Program Information](#).
- Contact: Joe Rankin

Course Scheduling

- Revised rollover schedule for next spring-summer term due in mid-September.

Promotion & Tenure

- Advise tenure-track faculty coming up for tenure or promotion in the **NEXT** academic year about timelines for preparing and submitting their P&T materials to the department. (CV and publications, for instance, should be prepared in time for them to be sent to external evaluators in spring-early summer.)
- Contact: Don Haase

Article XXX Committees

- Nominations due to CLAS

October

New fiscal year begins Oct. 1.

President's Award for Excellence in Teaching

- Nominations due October 15.
- See [President's Award for Excellence in Teaching](#).

November

Course Scheduling

- Corrected page proof of spring-summer term schedule due in early November.

Promotion & Tenure Process

- Applications with all required materials due to CLAS by November 15.
- See [Promotion and Tenure Procedures](#).
- Contact: Don Haase

Sabbatical Applications

- Applications due to CLAS in mid-November.
- See [Sabbatical Leave of Absence](#).
- Contact: Joe Rankin

Academic Staff Professional Development Release Time Applications

- Applications due to CLAS in mid-November.
- See [Academic Staff Professional Development Release Time](#).
- Contact: Your department's assigned Associate Dean

Career Development Chair Nominations

- Nominations due In CLAS in mid-November.
- See [Career Development Chair](#).

Distinguished Faculty Fellowship Nominations

- Nominations due in CLAS in mid-November.
- See [Distinguished Faculty Fellowships](#).

University Research Grant Applications

- Submit faculty applications to CLAS for signature by mid-November.
- See [University Research Grant Program](#).

Student Evaluation of Teaching (SET)

- SET forms for each course available for pick-up from [Testing, Evaluation and Research Services](#)
- Distribute SET forms to teaching staff.
- See [WSU/AAUP-AFT Contract, XXIX](#).

December

Academic Program Review

- Self-Study from departments undergoing Academic Program Review due Dec. 1 in CLAS (7-year review cycle).

Commencement

Part-Time Instructor Appointments for Winter Semester

- By December 5, notify at least 70% of part-time instructors of reappointment, reduced appointment, or non-reappointment for winter term.
- Try to cancel or reassign classes earlier than within 2 weeks of the beginning of the winter semester for PTF 3 to avoid a penalty of 15% of the part-timer's salary if no replacement assignment is available. (See article XIV.C.3.c.)
- Try to cancel or reassign classes earlier than within 1 week of the beginning of the winter semester for PTF 2 and PTF 3 to avoid a penalty of 15% of the part-timer's salary if no replacement assignment is available. (See article XIV.C.3.b.)
- Cancel or reassign winter-semester classes by the first day of class to avoid a penalty of 25% of part-time instructor's salary. (See article XIV.C.3.a.)
- Notify any part-time instructor whose workload is reduced because of cancellations or reassignments. The notifications should follow the requirements described in article XIV.C.4 of the contract.
- If adding new sections to the schedule of winter classes at this time and hiring part-time instructors to staff them, consult article XIV.D of the

contract for the requirements pertaining to offering these new assignments.

- Make sure you are complying with the contract's requirements concerning Employee Rights described in article VII of the contract.
- See [WSU/Union of Part-Time Faculty Contract](#).

Course Scheduling

- Revised rollover schedule for next fall term due in early December.

Employment Security Status (ESS) and Promotion of Academic Staff

- Applications with all required materials due to CLAS (early December).
- See [Promotion and Tenure Procedures](#).
- Contact: Joe Rankin

CLAS Faculty Assembly

Final Exams

- See [Academic Year Calendar](#).
- See [Final Exam Schedule](#).

Selected Resources for Chairs

Academic Personnel Templates and Instructions
<http://provost.wayne.edu/academic-templates.php>

Academic Year Calendar
<http://sdcl.wayne.edu/RegistrarWeb/Calendars/academic>

Accreditation and Academic Program Review
<http://www.gradschool.wayne.edu/apr/>

Administrative Policies and Procedures Manual (aka APPM)
<http://www.wayne.edu/fisops/APPM99s.pdf>

Awards Honors and Grants
<http://provost.wayne.edu/awards.php>

College of Liberal Arts and Sciences (CLAS)
<http://www.clas.wayne.edu>

CLAS Bylaws

<http://www.clas.wayne.edu/deansoffice/FCbylaws012308.pdf>

CLAS Grant Resources

<http://www.clas.wayne.edu/unit-inner.asp?WebPageID=116>

CLAS Policies and Procedures

<http://www.clas.wayne.edu/unit-inner.asp?WebPageID=1228>

Commencement

<http://commencements.wayne.edu/facultyregalia/>

Counseling and Psychological Services

<http://www.caps.wayne.edu/>

Directory → WSU Online People Search

<http://www.ucomm.wayne.edu/~fsd/index.html>

Early Academic Assessment

<http://faculty.wayne.edu/EAA/EAAProgram.htm>

Final Exam Schedule and Principles Governing Final Exam Schedule

<http://sdcl.wayne.edu/RegistrarWeb/Calendars/finals>

Grade Appeals Procedures

http://www.clas.wayne.edu/clas_files/Grade_Appeal_process.pdf

Instructional Process (Grades, Office Hours, Exam Schedule, Commencement)

<http://www.bulletins.wayne.edu/fib/fibd.html#18804>

New Course and Program Proposal Forms

<http://www.gradschool.wayne.edu/GradFaculty/newprogram.html>

<http://www.bulletins.wayne.edu/circlist/circlist-index.html>

Office of International Students and Scholars

<http://www.wsuoiss.wayne.edu/>

Ombuds Office

<http://www.ombudsman.wayne.edu/>

President's Award for Excellence in Teaching

http://provost.wayne.edu/awards/call_for_nom_2008.doc

Promotion and Tenure Procedures

<http://provost.wayne.edu/tenure.php>

Teaching Policies

<http://www.otl.wayne.edu/WSUteach.html>

Registrar

<http://sdcl.wayne.edu/RegistrarWeb/Registrar/Reghome>

Registration Calendar

<http://sdcl.wayne.edu/RegistrarWeb/Calendars/registration>

Sexual Assault Policy

<http://www.doso.wayne.edu/images/pdf/sexual-assault.pdf>

STARS (Student Tracking Advising Retention System)

<https://www.stars.wayne.edu/default.asp>

Student Code of Conduct

<http://www.doso.wayne.edu/codeofconduct.pdf>

Student Evaluation of Teaching

<http://www.otl.wayne.edu/evaluation.html>

<http://www.otl.wayne.edu/set.html>

Student Judicial Services

<http://www.doso.wayne.edu/judicial/index.htm>

Study Abroad and Global Programs

<http://studyabroad.wayne.edu/>

University Policies and Manuals

<http://provost.wayne.edu/policies-manuals.php>

Workplace Violence Policy

<http://www.doso.wayne.edu/images/pdf/workplace-violence.pdf>

WSU/AAUP-AFT Contract

<http://provost.wayne.edu/aaup.php#>

WSU Faculty and Academic Staff Bulletin

<http://www.bulletins.wayne.edu/fib/index.html>

WSU/Union of Part-Time Faculty Contract

<http://www.provost.wayne.edu/others/ptfagreementfinal.pdf>