**Academic Affairs deadlines/reminders for Department Chairs 2018-2019\***

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| **OCTOBER** | * **1sr** - SOSA applications due
* **5th** – Documentation from the initial meeting regarding PAR evaluation due to HR.
* **5th** – Last day for student to submit change of major form to departments
* **7th**– Sabbatical Applications due
* **30th**–Overload reports for the Fall semester due
* Following add/drop, departments and deans determine capacity for internal transfers
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| **NOVEMBER** | * **2nd** – Faculty line requests due from Deans to Academic Affairs
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| **JANUARY** | * **18th** – Copies of documentation from interim PAR evaluation meetings due to HR
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| **FEBRUARY** | * **1st** – PRCs elected
* **4th** –Department sections of Undergraduate Bulletin sent to Chairs and Assistant Deans for revision
* **15th** – Candidates tentatively intending for apply for promotion notify the Department PRC
* Following add/drop, departments and deans determine capacity for internal transfers
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| **MARCH** | * **1st** – Last day for students to submit change of major form to departments
* **1st** - Chairs return department nominations for Phi Kappa Phi
* **15th -** Undergraduate bulletin revisions returned to assistant deans and to Academic Affairs
* **30th -** Overload reports for the Spring semester due
* **30th -**Deadline for student registrations for Celebration of Student Achievement
* Department commencement ceremony locations are announced. Academic Affairs coordinates site visits
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| **APRIL** | * **4st** – FPAF forms are due from faculty to Department Chairs who then forward them to Deans
* **19th** Assistant deans review revisions and notify chair and Academic Affairs when Undergraduate Bulletin is approved
* Honor society inductions
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| **MAY**  | * **8th** - Celebration of Student Achievement
* **17th** Final revisions to undergraduate bulletin are shared with departments and Records and Registration
* **23-24** - Commencement
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| **JUNE** | * **early June** Undergraduate Bulletin becomes available online
* **TBD** New Chairs orientation
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| **JULY** | * **19th** - final PAR evaluations due at HR
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\*Dates are approximate and subject to change. For reappointment, promotion, and 5 Year Review, please consult the timelines in the Reappointment and Promotions Document and MOA#99.