**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 |
| **NOVEMBER** | * **2nd** – Faculty line requests due from Deans to Academic Affairs |
| **JANUARY** | * **18th** – Copies of documentation from interim PAR evaluation meetings due to HR |
| **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 |
| **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 |
| **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 |
| **MAY** | * **8th** - Celebration of Student Achievement * **17th** Final revisions to undergraduate bulletin are shared with departments and Records and Registration * **23-24** - Commencement |
| **JUNE** | * **early June** Undergraduate Bulletin becomes available online * **TBD** New Chairs orientation |
| **JULY** | * **19th** - final PAR evaluations due at HR |

\*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.