

Office of the Dean of the College

Department Heads Monthly Reminder List

This list may include items that don't apply to all departments in a given year. Please send suggestions for updates or changes to the Dean's office.

Please consult Administrative Deadlines (Provost's Office website), Registrar Deadlines and C&D memo for dates and deadlines for the current academic year.

Search timelines may vary by discipline – the reminders on this list are not hard deadlines.

July

Faculty

Check in with Assistant Dean on office assignments and equipment for new and visiting faculty.

Assist new and visiting faculty arriving on campus and remind them to complete all Human Resources paperwork.

Budget

Review previous fiscal year operating budget, identify savings and problem areas to monitor.

Review spending from discretionary (12) accounts and plan for new fiscal year.

August

Faculty

Remind new and visiting faculty about Faculty Orientation, New Hire Orientation and Fall Academy (see Fall Academy website).

Remind department faculty about Fall Academy and encourage attendance.

Identify faculty staffing needs for the following academic year (based on anticipated sabbatical leaves, searches, and retirements) and consult with the Dean for approvals to proceed with searches.

Searches: Begin planning for authorized upcoming searches; compose ad, plan advertising and share with the Dean.

T & P: Final notice to the Dean regarding faculty to be recommended for promotion and tenure is due in early September.

Registration and Courses

Work with University Registrar and the Dean's Office to address last minute classroom and other registration issues.

Monitor course section enrollments and course enrollments for first-year students.

Students

Check in with Assistant Dean on placement exams and academic accommodations.

September

Faculty

Remind senior colleagues planning to enter phased retirement that a letter is due to the Dean by the end of the month.

Remind faculty about conference travel procedures and pre-approvals.

Searches: Convene faculty to finalize hiring plans, if appropriate. Place ads, identify search committee, and establish deadlines. (The Dean will convene all department heads with searches in September to review procedures.)

T & P: Review Promotion and Tenure timeline on Provost's Office website. Schedule meetings with junior colleagues up for pre-tenure review or tenure to discuss timeline and overall plan. (The Dean will convene all department heads with tenure and promotion cases, and first or second pre-tenure reviews in September to discuss process and timeline.)

Notify the Dean of any additions or changes to the promotion and tenure cases for the coming year.

Organize tenure and promotion committees in consultation with the Dean, if necessary.

Leaves: Remind tenured faculty returning from sabbatical leave that they should submit a leave report to the Dean with a copy to the Provost by the end of the month as well as a five-year plan to both you and the Dean.

Registration and Courses

Undergraduate winter course offerings due to C&D for approval.

Undergraduate winter course offerings requested by Registrar.

Inform the Dean and Registrar of full list of planned spring term courses.

Look ahead to departmental study abroad courses for spring term of the following year; check the International Education website for process and submission deadlines.

Students

Staff tables for the Academic Fair in Stemmons Plaza.

Check in with senior thesis or honors students to verify their plans and to encourage early contact with their advisers.

Staff

If not already done, complete online Mid-Year Performance Evaluation by end of the month.

Discuss Winter Holiday plans with staff and finalize schedule. CTO must be used by staff if department is closed on days not designated as official holidays.

October

Faculty

Leaves: Remind faculty that summer Lenfest grant reports are due to the Provost with a copy to the Dean (see Provost's Office website for deadline).

Remind faculty of sabbatical leave application deadline in early November.

Budget

Submit capital budget requests for next fiscal year. Look for an announcement with procedures and deadlines. The Assistant Dean and Dean will work with departments on requests.

Registration and Courses

New undergraduate spring course offerings due to C&D for approval.

Undergraduate spring course offerings requested by and due to Registrar (see Registrar deadlines).

Undergraduate winter course offerings due to Registrar (see Registrar deadlines).

Meet with department faculty to review course offerings (for fall, winter or spring) and to prepare any C&D submissions. (The Dean will send out a memo with all C&D deadlines for the year.)

Work on any changes to the major or minor – major changes should be approved by the February faculty meeting. (See C&D memo)

Students

Approve applications for students studying abroad in winter term (see International Education website for deadline).

November

Faculty

Submit for approval all faculty staffing requests for next academic year. Review possible replacement faculty needs for next year.

Searches: Review applications and begin to narrow pool.

Registration and Courses

Registration for winter term opens

Submit fall term scheduled exam times and days to University Registrar – see Registrar deadlines.

Staff

Window for completion of Annual Year-End Performance Evaluation opens. Please remember that staff evaluations and supervisor preliminary reviews must be completed PRIOR to the Dean's Office review and calibration in January. Ratings and conversations with staff should take place after consultation with the Dean's Office. Although the Year-End evaluation window closes on January 31 – preliminary reviews should be completed and submitted to the Dean's Office by mid-January. Please carefully review the Performance Evaluation memo from the Dean's Office before completing the annual performance evaluation with staff.

December

Faculty

Submit reappointment/non-reappointment letters and files to the Dean for first pre-tenure reviews by the established deadline (see Administrative Deadlines). The December deadline applies to faculty whose appointment expires in June and who have less than two years of service on the faculty.

Remind faculty to submit their completed Faculty Activities Reports (FARs) to you and the Dean by the January deadline.

Remind faculty that Lenfest Grant Applications are due in January.

Searches: Interview semi-finalists for new hires and begin planning for finalist visits to campus.

T & P: Tenure and promotion files should be complete and submitted to the department head by December 1.

Leaves: Faculty with leave applications will be notified by the Provost. Review replacement faculty plans in light of results.

Assessment

Make sure collection of data for assessment of appropriate fall term FDR courses is complete at this point (Foundational courses only).

January

Faculty

Faculty Activities Reports (FARs) due to the Dean with a copy to you.

Begin to set up individual meetings with faculty members to review evaluations.

Searches: Begin to bring finalists to campus and make recommendation for hiring to the Dean. Please check on the Dean's availability to meet with finalists. (The hiring season can run from January through March.)

T & P: Tenure and promotion files are reviewed by committee members. The committees meet and vote. The committee letter is written and reviewed by the committee. The candidate has the right to respond.

Budget

Begin working on operating budget for next fiscal year and set up a meeting with the Assistant Dean if necessary.

Registration and Courses

Begin work on any changes to catalog copy distributed by Scott Dittman. Submit requests to C&D for catalog changes, if necessary.

New undergraduate fall term courses due to C&D for approval.

Registration for spring term opens

Students

Ask faculty to identify sophomores and juniors who should apply for Goldwater, Boren, Truman, and Udall fellowships. Contact the Associate Dean with names.

Remind faculty that R.E. Lee grant applications are due toward the end of the month (see Provost's Office website for deadline).

Approve student applications for spring study abroad (see International Education website for deadline).

February

Faculty

Write FAR reviews and set appointment to discuss with the Dean.

Finalize short-term faculty needs for next academic year (e.g. number of adjuncts and/or visitors needed), and work with the Dean to begin searches.

T & P: Complete promotion and tenure reviews and submit to the Dean (check Provost's Office website for deadlines).

Budget

Operating budget requests for next fiscal year due. Look for an announcement with procedures and deadlines.

Capital budget approvals will be announced this month.

Registration and Courses

Submit to University Registrar changes for catalog copy (check deadline on Registrar's website).

Undergraduate fall course offerings requested by Registrar.

Students

Schedule honors thesis defenses.

Approve student applications for summer study abroad (see International Education website for deadline).

Begin planning for any commencement-season events and notify Scott Dittman to add to Commencement schedule.

Schedule Baccalaureate and Commencement day activities, including caterers, locations and times.

Staff

Remind staff to begin drafting annual goals and to submit goals online for your review.

March

Faculty

Remind retiring faculty that they should contact Deborah Stoner in HR to review benefits after retirement.

Registration and Courses

Spring term study abroad proposals for next year due to International Ed Committee (see Provost's Office website for deadline)

Registration for fall term opens

Submit winter term scheduled exam times and days to University Registrar – see Registrar deadlines.

Students

Approve students' applications for fall-term and full-year study abroad (see International Education website for deadline).

April

Faculty

T & P: Faculty up for tenure and/or promotion notified this month. Be prepared to assist if there are follow-up actions necessary.

Leaves: Work with faculty who will be on leave in the next year to transfer responsibility and files of their advisees.

Registration and Courses

Spring term study abroad proposals for next year due to C&D (see Provost's Office website for deadline).

Students

Ask faculty to help identify juniors in department who might qualify for Rhodes, Marshall, Gates, Fulbright, or Mitchell grants, or other graduate fellowships. Contact the Associate Dean with names.

Assessment

Make sure collection of data for assessment of appropriate winter term FDR courses is complete at this point (Foundational courses only).

May

Faculty

Report to the Dean on any new personnel changes for the rest of the academic year or beyond.

Notify the Assistant Dean of anticipated new and visiting faculty space needs.

Consult with Dean regarding self-study or external review of department if due in coming year.

Encourage participation at Baccalaureate and Commencement and department events.

Budget

Review current operating budget status for the academic/fiscal year. Plan spending for the remainder of the fiscal year. Notify the Assistant Dean of any anticipated deficits.

Registration and Courses

Submit spring term scheduled exam times and days to University Registrar – see Registrar deadlines.

Students

Submit to University Registrar names and grades of honors students/thesis writers/theses titles. (Check deadline)

Designate students for honorary awards and citations. Notify the Registrar.

Assessment

Collect all data for assessment of graduating cohort of major or minor students.

June

Faculty

Submit reappointment/non-appointment letters and files to the Dean for second pre-tenure reviews. The early June deadline applies to faculty whose appointment expires in June and who have served two or more years on the faculty.

Complete annual evaluation letters for non-tenured faculty not undergoing second pre-tenure review. Meet with faculty at your discretion. Submit letter to the Dean.

Salary letters are mailed by HR in early June, increases are effective July 1.

Remind faculty that all travel reimbursement paperwork for fiscal year must be submitted to the Dean's Office by the end of the month.

Budget

Review final operating budget for end of fiscal year.

Assessment

Complete analysis of departmental assessment instruments and submit report to the Dean's Office and the Institutional Research Office by July 1 (FDR and department courses).