Annual Workflow Chart by Month
for Department Chairs, Program Directors, and Academic Coordinators

Registrar:
Catalogue and Academic Handbook published (mid-July)
Course plans & merits for incoming students requested (mid-June through mid-July)

Academic Affairs:
First Fall Dept Chair/Program Director meeting: ADCs invited (late Aug.)

Academic Affairs:
Initial meeting of first-year Tenure-track faculty, chair, & assoc. dean (mid-Sept.)*

Registrar:

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Spring course offerings worksheets (due early Oct.)
Students who are second-semester sophomores in the fall declare majors (due early Oct.)*
Degree candidate certifications sent and due for December completers (due late Oct.)*
Polaris courses go live for spring term: course checks (late Oct., early Nov.)
Other:
Advising for Spring Registration

Other:
Textbook adoptions due to library
Advising for spring registration

Dec.)*
Degree candidate certifications sent to depts/programs for May completers (due mid-Jan.)

Academic Affairs:
Fall BCQ reports available for chair review
First Spring Dept Chair/Program Director meeting
Tenure-track reappointment letters due (mid-Jan.)*

Academic Affairs:
Promotion to Senior Lecturer review letters (due mid-Feb.)*
Promotion to Full Professor review letters (due mid-Feb.)*
Lab Instructor review documents sent to dept. chair.

Academic Affairs:
Renewal of Senior Lecturer appointment letters (due early March)*
Lecturer reappointment review letters (due early March)*
Faculty office space survey due

Admissions:

Faculty office assignments are announced (late April)
Communications

Tenure: external reviewer lists due from review committee chair (due early May)*

First-year tenure-track letter (due mid-June)*