



College of Fine, Performing and Communication Arts
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College of Fine, Performing and Communication Arts
Chairs' Calendar
2017-2018

This is an overview of events and action items that require the attention of department Chairs during the course of the academic year.
Please use this as a guide for planning and anticipating deadlines.

AUGUST			
Due Dates	Events	Recommended Activities	Contacts
8/10/2017	Submit changes in list of courses open for Visitor Status Registration	See <u>Visitor Program, Outreach (Non-Credit)</u>	<u>Loraleigh Keashly</u>
8/17/2017	University Year Appointments Begin/End		
8/7–8/11/2017	Part-Time Faculty timeline review	Review details of PTF College timelines for monthly action	Joan Ferguson <u>Robin Collins</u>
8/7–8/11/2017	Course Scheduling	Corrected page proofs for winter term	<u>David McGrann</u>
8/7–8/11/2017	Low Productivity Degree Program Review responses due to College		<u>Loraleigh Keashly</u>
8/28–9/1/2017	Promotion and Tenure Process	Applicants' Promotion and Tenure files due to Chair	
8/30/2017	Classes begin		
-TBD	Fall semester enrollment meeting		<u>Robin Collins</u>
-TBD	Academic Staff promotion process commences		<u>Robin Collins</u>
-TBD	Faculty Council Election		<u>Loraleigh Keashly</u>

SEPTEMBER

Due Dates	Events	Recommended Activities	Contacts
9/4/2017	Holiday – University closed		
9/5–9/8/2017	Part-Time Faculty timeline review	Review details of PTF College timelines for monthly action	<u>Joan Ferguson</u> <u>Robin Collins</u>
9/5–9/8/2017	Bulletin Copy	Revised Bulletin copy due to Assoc. Dean	<u>Loraleigh Keashly</u>
9/11/2017	Fall Term Courses/Census Date		<u>Karin Abel</u> <u>Joan Ferguson</u>
9/11–9/15/2017	Promotion and Tenure Process	Promotion and Tenure files available for Department Committee review	
9/13–10/17/2017	Early Academic Assessment (EAA)	EAA grading by faculty via WSU Academica. See <u>Early Academic Assessment FAQs</u>	<u>Loraleigh Keashly</u>
9/14/2017	Fall Faculty Assembly	Schaver Music Recital Hall, 3:00-4:30	<u>Lezlie Hart</u>
9/15/2017	Undergraduate bulletin revision due.		<u>Loraleigh Keashly</u>
-TBD	Article XXX Committee Nominations		<u>James Thomas</u> <u>Robin Collins</u>
-TBD	Fall College Elections	Promotion and Tenure, Faculty Salary, Hearing Panel	<u>James Thomas</u> <u>Robin Collins</u>
-TBD	Promotion and Tenure Process	After finalized election results: Associate Dean schedules upcoming meetings of the College Committee (mid-November to mid-December)	<u>James Thomas</u> <u>Robin Collins</u>
-TBD	Faculty course buy-outs for Winter semester due.		<u>Joan Ferguson</u> <u>Robin Collins</u>

OCTOBER

Due Dates	Events	Recommended Activities	Contacts
10/2/2017	Kanter Travel Scholarships for winter semester travel	Due to Assoc. Dir. Student Services	<u>Lezlie Hart</u>
10/2–10/6/2017	Part-Time Faculty timeline review	Review details of PTF College timelines for monthly action	<u>Joan Ferguson</u> <u>Robin Collins</u>
10/2–10/6/2017	Promotion and Tenure Process	Department Promotion and Tenure Committee files due to Chair	
-TBD	Peer Evaluation of Teaching		<u>James Thomas</u>

NOVEMBER

Due Dates	Events	Recommended Activities	Contacts
11/6–11/10/2017	Part-Time Faculty timeline review	Review details of PTF College timelines for monthly action	<u>Joan Ferguson</u> <u>Robin Collins</u>
11/6–11/10/2017	Promotion and Tenure Process	Applications with all required materials due to Associate Dean from Chairs. See <u>WSU Promotion and Tenure Procedures</u> and <u>CFPCA Promotion and Tenure Documents</u>	<u>James Thomas</u>
11/13–11/2017	Promotion and Tenure Process	Promotion and Tenure files available for review by College Committee. Associate Dean to notify College Committee.	<u>James Thomas</u> <u>Robin Collins</u>
11/15–11/21/2017	Sabbatical Applications	Due to Chairs	<u>Loraleigh Keashly</u> <u>Robin Collins</u>
11/22–11/25/2017	Thanksgiving Holiday		
-TBD	Courses & Course Materials Fees for 2018-2019	Due to Assoc. Dean	<u>Loraleigh Keashly</u>
-TBD	Student Evaluation of Teaching (SET)	SET forms for each course available for from Testing, Evaluation and Research Services. Distribute SET forms to teaching staff. See XIX, <u>WSU/AAUP-AFT Contract</u>	<u>Loraleigh Keashly</u>

DECEMBER

Due Dates	Events	Recommended Activities	Contacts
12/1/2017	Sabbatical Applications	Due from Chairs to Assoc. Dean.	<u>Loraleigh Keashly</u> <u>Robin Collins</u>
12/4/2017	Academic Program Review Self-Study	Self-Study from departments undergoing Academic Program Review due to College (7-year review cycle).	<u>Loraleigh Keashly</u>
12/4–12/8/2017	Part-Time Faculty timeline review	Review details of PTF College timelines for monthly action	<u>Joan Ferguson</u> <u>Robin Collins</u>
12/11/2017	Classes End		
12/11–12/15/2017	Promotion and Tenure Process	College Committee recommendations due to Dean	<u>James Thomas</u> <u>Robin Collins</u>
12/18–12/22/2017	Promotion and Tenure Process	Dean's recommendation due	
12/12/2017	Study Day		
12/13–12/19/2017	Final Exams		
12/25/2017–1/1/2018	Holiday - University Closed		
-TBD	Winter semester enrollment meetings		<u>Joan Ferguson</u> <u>Robin Collins</u>

JANUARY

Due Dates	Events	Recommended Activities	Contacts
1/8/2018	Classes Begin		
1/8–1/12/2018	Part-Time Faculty timeline review	Review details of PTF College timelines for monthly action	Joan Ferguson Robin Collins
1/15/2018	MLK Holiday–University Closed		
1/15/2018	Consulting Reports	Due from Chairs to Associate Dean	James Thomas
1/15–1/16/2018	Promotion and Tenure Process	College Promotion and Tenure materials due to Provost's Office.	James Thomas Robin Collins
1/23/2018	Winter Term Courses/Census Date		Karin Abel Joan Ferguson
1/22–2/26/2018	Early Academic Assessment (EAA)	EAA grading by faculty via WSU Academica required for all courses ≤ 3000 level.	Loraleigh Keashly
-TBD	Annual meeting to discuss faculty and academic staff renewals and non-renewals.		Joan Ferguson
-TBD	Annual review for Academic Staff who are on the ESS track begins for the upcoming calendar year.		Robin Collins
-TBD	Consulting Reports	Collect faculty Consulting Reports for previous calendar year and submit to College.	James Thomas
-TBD	Faculty course buy-outs for Spring/Summer term due to College		Joan Ferguson
-TBD	Annual Conflict of Interest Forms	Forms completed, signed and forwarded to Provost's Office.	Robin Collins

FEBRUARY

Due Dates	Events	Recommended Activities	Contacts
2/1/2018	Miller, ICFAD, LGBT, Moore, Kanter, Bilaitis, & Made in Detroit Scholarships	Due to Assoc. Dir. Student Services	Lezlie Hart
2/5–2/9/2018	Part-Time Faculty	Review details of PTF College timelines for monthly action	Joan Ferguson Robin Collins
2/12/2018	Send out Lecturer non-renewal letters.		Robin Collins
2/12/2018	Faculty Creative Research Grant Applications	Due to Assoc. Dean	Loraleigh Keashly
2/5–2/9/2018	GTA/GSA Position Postings	Follow-up with Departments regarding this requirement.	Joan Ferguson Robin Collins
2/15–2/19/2018	Faculty Creative/Research Grant	See Announcement	Loraleigh Keashly
-TBD	Promotion and Tenure Process	Promotion and Tenure Orientation Workshop	James Thomas Robin Collins
-TBD	CFPCA Promotion and Tenure Orientation Workshop for Tenure and/or Promotion	Introductory meeting	James Thomas Robin Collins
-TBD	Selective Salary Process	Explain the Selective Salary policies and procedures at a faculty meeting. See 2016 Guidelines for Selective Salary Evaluation of Faculty. Evaluation and Salary Adjustment Program for Represented Faculty. WSU/AAUP-AFT Contract	James Thomas Robin Collins

MARCH

Due Dates	Events	Recommended Activities	Contacts
3/5–3/9/2018	Part-Time Faculty	Review details of PTF College timelines for monthly action	Joan Ferguson Robin Collins
3/5–3/9/2018	Promotion and Tenure Process (Faculty and Academic Staff)	Candidate submits Notification of Intent to Apply to Chair	
3/13–3/2018	Spring Break		
3/19–3/23/2018	Promotion and Tenure Process (Faculty and Academic Staff)	Chairs submit Notifications of Intent to Apply to Association Dean	James Thomas Robin Collins
3/19–3/23/2018	Omnibus Fund	Requests due to CFPCA	Joan Ferguson
3/25–3/29/2018	Promotion and Tenure Process	Chairs submit Notifications of Intent to Apply to Association Dean	Joan Ferguson Robin Collins
3/19/2018	CFPCA Service to Students Award nominations	Due to Assoc. Dean	Loraleigh Keashly
-TBD	Selective Salary Process	Departments receive instructions from CFPCA. Collect updated Professional Records, 3-year window information, and SETs from faculty. Conduct merit reviews for all represented faculty and academic staff. Convene departmental salary committee.	James Thomas Robin Collins
-TBD	Promotion and Tenure Process	Solicit external evaluators for Promotion and Tenure candidates. See Promotion and Tenure Procedures and Factors for Faculty and Guidelines for Promotion and Tenure Packets	James Thomas
-TBD	CFPCA Winter Elections		James Thomas Robin Collins
-TBD	Non-Represented annual evaluations completed		Joan Ferguson
-TBD	Begin Graduate Assistant assignment processing for next academic year		Robin Collins

APRIL

Due Dates	Events	Recommended Activities	Contacts
4/2–4/6/2018	Part-Time Faculty	Review details of PTF College timelines for monthly action	Joan Ferguson Robin Collins
4/9–4/13/2018	Thomas C. Rumble Fellowship Competition for MFA, MMus	See Announcement and Guidelines	Loraleigh Keashly
4/24/2018	Spring Faculty Assembly Study Day		Lezlie Hart
4/25–5/1/2018	Final Exams		
-TBD	University Budget Hearing with President		Joan Ferguson
-TBD	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 Section XXIX, WSU/AAUP-AFT Contract	Loraleigh Keashly
-TBD	Selective Salary Process	Submit department's salary materials and scores to College by announced deadline.	Joan Ferguson Robin Collins
-TBD	Tenure-Track Renewals	Send renewal packets to CFPCA for tenure-track faculty whose contracts expire in current calendar year.	Robin Collins

MAY

Due Dates	Events	Recommended Activities	Contacts
5/1/2018	Promotion and Tenure Process	Candidate supplies materials to Chairs for External Evaluators' reviews.	
5/2–5/6/2018	Part-Time Faculty	Review details of PTF College timelines for monthly action	<u>Joan Ferguson</u> <u>Robin Collins</u>
5/2–5/6/2018	Promotion and Tenure Process	Candidate and Chair discuss list of External Evaluators. Final list determined by Chair in consultation with Promotion and Tenure Committee.	
5/2–5/6/2018	Promotion and Tenure Process	Send candidate's Promotion and Tenure materials to external evaluators. (Recommended timing for this phase so that evaluators have sufficient time to submit their reports punctually.) See <u>External Evaluator Template</u>	
-TBD	Annual Performance Review Process for Represented Employees	CFPCA requests Annual Performance Reviews for Staff Association and P&A employees.	<u>Joan Ferguson</u>
-TBD	Tenure Track Faculty Searches	Requests due for next fiscal year searches	<u>Joan Ferguson</u>

JUNE

Due Dates	Events	Recommended Activities	Contacts
-TBD	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 <u>WSU/AAUP-AFT Contract, XXIX</u> .	<u>Loraleigh Keashly</u>
-TBD	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 CFPCA in early September.	<u>Loraleigh Keashly</u>

JULY

Due Dates	Events	Recommended Activities	Contacts
-TBD	Budget Review	University announces deadlines for purchase requisitions and other transactions for the current fiscal year ending Sept. 30.	<u>Joan Ferguson</u> <u>Robin Collins</u>