2021-2022 Chairs’ Calendar:
Meetings & Deadlines

Draft - final version to be distributed to all chairs after July

These meetings and deadlines will also be added to the Google Chairs Calendar, which will be updated with more information throughout the year.

Note: The optional chairs’ workshops (in italics) will each be offered twice in order to accommodate different schedules. Those workshops will be held at the Williams Inn, and will include lunch (or snacks at the 3pm workshop).

**Summer 2021**

- **Wednesday, June 2, 11:30-1pm (zoom)**
  - New Chairs Orientation: The work of the chair

- **Friday, June 11, 1:00-3pm (zoom)**
  - Hiring workshop for tenure line positions

- **Thursday, July 1**
  - Due to Chairs: Tenure materials from assistant professors being considered for tenure in the fall

- **Early August**
  - Chairs of units hiring tenure line positions submit final job announcements for composite advertisement

- **Thursday, August 5**
  - Due to Chairs: Reappointment materials from assistant professors being considered for reappointment

- **Monday, August 16**
  - Chairs notify Dean of Faculty’s Office of their interest in participating in Bolin Fellowship search process

**Fall 2021**

- **Wednesday, September 1**
  - Due to Chairs: AP leave report from assistant professors

- **Thursday, September 2, 3:00-4:30pm**
  - Optional workshop: Fall Staffing Reports
- **Friday, September 3, 12:00-1:30pm**
  - Optional workshop: Fall Staffing Reports

- **Wednesday, September 15**
  - **CAP Deadline**: reports on assistant professors for whom no decision is pending; unit evaluation procedures

- **Wednesday, September 22, 4:00pm**
  - Faculty Meeting

- **Thursday, September 30, 11:30am-1:00pm**
  - Optional workshop: Evaluating & Mentoring
- **Friday, October 1, 11:30am-1:00pm**
  - Optional workshop: Evaluating & Mentoring

- **Friday, October 1:**
  - **CAP Deadline**: Staffing Report, Part II: Reports and recommendations on reappointment decisions for assistant professors; reports and recommendations on renewal of appointments for lecturers

- **Friday, October 15, 12:00-1pm**
  - Chairs’ Lunch with Maud (option A)
Friday, October 15: CAP Deadline: Staffing Report, Part II: Reports and recommendations on promotion/tenure decisions; reports on promotion or reappointment to 5-year contracts of Assistant Professors of Physical Education

Monday, October 18, 12pm-1:00pm Chairs’ lunch with Maud (option B)

Tuesday, October 19, 12pm-1:00pm Chairs; lunch with Maud (option C)

Wednesday, October 20, 4:00pm Faculty Meeting

Saturday, October 30: Due to chairs: CV and self-evaluation from associate professors regarding promotion to full professor report.

Thursday, November 4, 11:30am-1:00pm Optional workshop: Managing the budget
Friday, November 5, 11:30am-1:00pm Optional workshop: Managing the budget

Wednesday, November 10, 4:00-5:30pm All Chairs Meeting

Wednesday, November 17, 4:00pm Faculty Meeting

Thursday, December 2, 11:30am-1:00pm Optional workshop: Interpersonal and unit dynamics
Friday, December 3, 11:30am-1:00pm Optional workshop: Interpersonal and unit dynamics

Wednesday, December 8, 4:00pm Faculty Meeting

Mid-December Due: Budget requests for 2022-2023

Winter Study 2022

Thursday, January 13, 11:30am-1:00pm Optional workshop: Curricular Planning (course package)
Friday, January 14, 11:30am-1:00pm Optional workshop: Curricular Planning (course package)

Saturday, January 15 CAP Deadline: Associate Professor 4th year interim reports; Promotion to Full Professor reports and recommendations (6th year)

Spring Semester 2022

Thursday, February 10, 11:30am-1:00pm Optional workshop: Staffing Requests
Friday, February 11, 11:30am-1:00pm Optional workshop: Staffing Requests

Wednesday, February 16, 4:00pm Faculty Meeting

Wednesday, February 23, 4:00-5:00pm All Chairs Meeting

Tuesday, March 1 CAP Deadline: Staffing Report, Part I: Tenure Line Requests

Early March Due to CEA & Registrar: Program changes, course
Wednesday, March 16, 4:00pm  
Faculty Meeting

Friday, April 1  
Due to Winter Study Committee: Winter Study course offerings

*Thursday, April 7, 11:30am-1:00pm*
Optional workshop: Planning for Self Study or External Review

*Friday, April 8, 11:30am-1:00pm*
Optional workshop: Planning for Self Study or External Review

Wednesday, April 13, 4:00pm  
Faculty Meeting

Friday, April 15  
**CAP Deadline:** Staffing Report I: Visiting requests, staffing projections, etc.

Wednesday, April 20, 4:00pm-5:30pm  
All Chairs’ Meeting

Wednesday, May 11, 4:00pm  
Faculty Meeting

Friday, May 20, 11:30am-1:00pm  
End-of-year Lunch: Looking ahead