

**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
<i>Thursday, September 2, 3:00-4:30pm</i>	<i>Optional workshop: Fall Staffing Reports</i>
<i>Friday, September 3, 12:00-1:30pm</i>	<i>Optional workshop: Fall Staffing Reports</i>
Wednesday, September 15	<b>CAP Deadline:</b> reports on assistant professors for whom no decision is pending; unit evaluation procedures
Wednesday, September 22, 4:00pm	Faculty Meeting
<i>Thursday, September 30, 11:30am-1:00pm</i>	<i>Optional workshop: Evaluating &amp; Mentoring</i>
<i>Friday, October 1, 11:30am-1:00pm</i>	<i>Optional workshop: Evaluating &amp; Mentoring</i>
Friday, October 1:	<b>CAP Deadline:</b> 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:	<b>CAP Deadline:</b> 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.
<i>Thursday, November 4, 11:30am-1:00pm</i>	<i>Optional workshop: Managing the budget</i>
<i>Friday, November 5, 11:30am-1:00pm</i>	<i>Optional workshop: Managing the budget</i>
Wednesday, November 10, 4:00-5:30pm	All Chairs Meeting
Wednesday, November 17, 4:00pm	Faculty Meeting
<i>Thursday, December 2, 11:30am-1:00pm</i>	<i>Optional workshop: Interpersonal and unit dynamics</i>
<i>Friday, December 3, 11:30am-1:00pm</i>	<i>Optional workshop: Interpersonal and unit dynamics</i>
Wednesday, December 8, 4:00pm	Faculty Meeting
Mid-December	Due: Budget requests for 2022-2023
<b>Winter Study 2022</b>	
<i>Thursday, January 13, 11:30am-1:00pm</i>	<i>Optional workshop: Curricular Planning (course package)</i>
<i>Friday, January 14, 11:30am-1:00pm</i>	<i>Optional workshop: Curricular Planning (course package)</i>
Saturday, January 15	<b>CAP Deadline:</b> Associate Professor 4th year interim reports; Promotion to Full Professor reports and recommendations (6th year)
<b>Spring Semester 2022</b>	
<i>Thursday, February 10, 11:30am-1:00pm</i>	<i>Optional workshop: Staffing Requests</i>
<i>Friday, February 11, 11:30am-1:00pm</i>	<i>Optional workshop: Staffing Requests</i>
Wednesday, February 16, 4:00pm	Faculty Meeting
Wednesday, February 23, 4:00-5:00pm	All Chairs Meeting
Tuesday, March 1	<b>CAP Deadline:</b> Staffing Report, Part I: Tenure Line Requests
Early March	Due to CEA & Registrar: Program changes, course

	descriptions, and course schedule due
Wednesday, March 16, 4:00pm	Faculty Meeting
Friday, April 1	Due to Winter Study Committee: Winter Study course offerings
<i>Thursday, April 7, 11:30am-1:00pm</i>	<i>Optional workshop: Planning for Self Study or External Review</i>
<i>Friday, April 8, 11:30am-1:00pm</i>	<i>Optional workshop: Planning for Self Study or External Review</i>
Wednesday, April 13, 4:00pm	Faculty Meeting
Friday, April 15	<b>CAP Deadline:</b> 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

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