2022-2023 Chairs Calendar: Meetings & Deadlines

These meetings and deadlines are also on the Google Chairs Calendar. That calendar will be updated with the most up-to-date and complete information throughout the year.

For more details and guidelines on annual tasks, see the Chairs’ Handbook and Annual and Long-Term Tasks

### Summer 2022

- **Tuesday, June 7, 2022, 12-1:30**
  - New Chairs Orientation: The work of the chair (Mabie Room)
- **Monday, June 13, 1:00-3pm**
  - Hiring Workshop I: Recruiting a diverse faculty (Zoom). For more on hiring, see: Faculty Recruiting and Hiring Guidelines.
- **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 to John Gerry, Chris Goh, and Jennifer Ceolinski.
- **Friday, August 5**
  - Due to Chairs: Reappointment materials from assistant professors being considered for reappointment
- **Monday, August 8**
  - Chairs notify Dean of Faculty’s Office of their interest in participating in Bolin Fellowship search process

### Fall 2022

- **Tuesday, August 30**
  - New Faculty Orientation (just fyi; nothing required from chairs)
- **Wednesday, September 7**
  - Due to Chairs: AP leave report from assistant professors
- **Thursday, September 8 OR Friday, September 9**
  - Optional chairs’ lunch discussion on Staffing Reports, 12pm-1pm, Faculty House (come to one)
- **Wednesday, September 15**
  - **CAP Deadline:** reports on assistant professors for whom no decision is pending; unit evaluation procedures
- **Friday, September 30, 1pm-4pm**
  - Hiring Workshop II: Reviewing Applications & Preparing for the Campus Visit
- **Wednesday, September 21, 4:00pm**
  - Faculty Meeting
- **Saturday, 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
- **Thursday, October 6**
  - Optional chairs’ lunch discussion on mentoring and evaluation, 12pm-1pm, Faculty House
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 17, 12-1pm
Tuesday, October 18, 12-1pm
Thursday, October 20, 12-1pm

Wednesday, October 19, 4:00pm

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

Tuesday, November 1: **Bolin Applications Deadline**

Thursday, November 3

Monday, November 7, 4-5:30pm
Wednesday, November 9, 4-5:30pm

Wednesday, November 16, 4:00pm

Thursday, December 1

Wednesday, December 7, 4:00pm

Mid-December

**Winter Study 2022**

Thursday, January 5

Sunday, January 15

Optional chairs’ lunch discussion: open topic

**Spring Semester 2022**

Thursday, February 9 OR
Friday, February 10

Wednesday, February 15, 4:00pm

Monday, February 20, 4:00-5:30pm
Wednesday, February 22, 4:00-5:30pm

Wednesday, March 1

**CAP Deadline**: Associate Professor 4th year interim reports; Promotion to Full Professor reports and recommendations (6th year)

Optional chairs’ lunch discussion on tenure-line staffing requests, 12-1pm, Faculty House (come to one)

Faculty Meeting

All Chairs’ Meetings (come to one)

**CAP Deadline**: Staffing Report, Part I: Tenure Line Requests
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Early March</td>
<td>Due to CEA &amp; Registrar: Program changes, course descriptions, and course schedule due</td>
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<tr>
<td>Thursday, March 2</td>
<td>Optional chairs' lunch discussion on unit dynamics, 12-1pm, Faculty House</td>
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<td>Wednesday, March 15, 4:00pm</td>
<td>Faculty Meeting</td>
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<tr>
<td>Saturday, April 1</td>
<td>Due to Winter Study Committee: Winter Study course offerings</td>
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<td>Thursday, April 6</td>
<td>Optional chairs' discussion on unit governance and practices, 12-1pm, Faculty House</td>
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<td>Wednesday, April 12, 4:00pm</td>
<td>Faculty Meeting</td>
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<tr>
<td>Saturday, April 15</td>
<td><strong>CAP Deadline</strong>: Staffing Report I: Visiting requests, staffing projections, etc.</td>
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<td>Monday, April 17, 12-1pm</td>
<td>Chairs' Lunches (come to one)</td>
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<td>Tuesday, April 18, 12-1pm</td>
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<td>Wednesday, April 19, 12-1pm</td>
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<td>Early May, date TBD</td>
<td>Final Chairs’ Meeting; Reception hosted by Maud</td>
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<tr>
<td>Wednesday, May 10, 4:00pm</td>
<td>Faculty Meeting</td>
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<td>Late May, date tbd</td>
<td>Hiring Workshop III: Hiring Results and Retention/Mentoring Plans. Check Google <a href="#">Chairs’ Calendar</a> later in the year for final date.</td>
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