

GETTYSBURG COLLEGE

Office of the Provost

CALENDAR OF DATES IMPORTANT TO DEPARTMENT CHAIRPERSONS, 2016-17

AUGUST

24 Materials from the tenure candidate due to his/her department
(posted to Moodle Site)

SEPTEMBER

Early Sept-operating budget information distributed to
departments and programs

2 Pre-tenure leave applications due to Faculty Development
Committee via Associate Provost for Faculty Development Julia
Hendon

5 Meeting of Department Chairs, and Departmental Assistants in
departments authorized to recruit during the 2016/17 academic
year for full-time faculty to be hired for the 2017-18 academic year
(details provided by Vice Provost Jack Ryan) – Penn Hall Lyceum,
4:00 p.m. –

7 Materials and letters for tenure reviews due to Faculty Personnel
Committee via Provost's Office for posting to Moodle Site (request
sent last February)

7 First workshop for new Department Chairs - Pennsylvania Hall
Boardroom, 4:00 - 5:00pm, (details provided by Associate Provost
Julia Hendon)

16 Nominations for Fall Honors Day awards due to Associate Provost
for Faculty Development Julia Hendon

16 Johnson Center for Creative Teaching and Learning, Workshop
Follow-up grant applications due to pbaer@gettysburg.edu

22 Department Chairs meeting, 4:00 pm - Pennsylvania Hall, Large
Boardroom

30 Operating budget requests due to Provost's Office (request sent
early September)

OCTOBER

- 7 Update of spring semester courses for first-year students' pre-registration due to Brian Reese, Registrar; review of spring semester, Announcement of Courses
- 14 Annual reports for non-tenured, tenure-track faculty due for evaluation in fall of 2016 due to the Provost and Department Chair. Materials in support of annual review due to Department Chair for forwarding to Provost with evaluation
- 14 Quadrennial reports for tenured faculty scheduled for evaluation in fall of 2016 due to the Provost and Department Chair. Materials in support of quadrennial review due to Department Chair for forwarding to Provost with evaluation
- 14 First round of proposals for grants from the Research and Professional Development fund due to Associate Provost for Faculty Development Julia Hendon - decisions to be announced by **December 9**
- 15 Johnson Center Creative Technology Assistance Program, applications due to pbaer@gettysburg.edu
- 20 Johnson Center for Creative Teaching and Learning - Johnson Teaching Grant, applications due to pbaer@gettysburg.edu
- 21 Letters due from Department Chairs in support of Research and Professional Development grants
- 27 Department Chairs meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 28 Materials from the pre-tenure candidate due to his/her department (posted to Moodle Site)
- 28 Deadline for Field Trip requests for the fall semester

NOVEMBER

- 4 Nominations of candidates for promotion due to Faculty Personnel Committee via Provost's Office
- 10 Department Chairs meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 11 Materials and letters for pre-tenure reviews due to Faculty Personnel Committee via Provost's Office for posting to Moodle Site (request sent last February)

- 21 Johnson Center for Creative Teaching and Learning, Johnson Information Literacy Grant applications due to pbaer@gettysburg.edu
- 29 Requests for part-time positions due to Provost's Office for 2017-18 (request sent in October)

DECEMBER

- 2 Personnel evaluations from Department/Program Chairs due to Provost for non-tenured, tenure-track faculty due for evaluation in fall 2016
- 2 Personnel evaluations from Department/Program Chairs due to Provost for tenured faculty due for quadrennial review in fall of 2016
- 2 Catalogue revisions due to Brian Reese, Registrar
- 8 Department Chairs meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 9 Letter sent to the Chair and members of the Department (of those faculty nominated for promotion) calling attention to the *Tenure and Promotion Policy* as stated in the *Faculty Handbook* with special attention to the *Task of Departmental Colleagues* and to the *Task of the Chairperson*

JANUARY

- 9 Materials for spring semester registration supplement due to Brian Reese, Registrar, by noon
- 15 Johnson Center Creative Technology Assistance Program, applications due to pbaer@gettysburg.edu
- 20 Letter sent to the Chair and members of the Department (of those faculty in final year of tenure probation and those faculty in third year of tenure probation scheduled for review in 2016-17) calling attention to the *Tenure and Promotion Policy* as stated in the *Faculty Handbook* with special attention to the *Task of Departmental Colleagues* and to the *Task of the Chairperson* (including memo on *Classroom Observations and Guidelines for External Evaluations*)
- 23 Classes begin; Drop/add begins for Spring 2017
- 26 Department Chairs meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom

27 Sabbatical leave proposals due to Faculty Development Committee via Associate Provost for Faculty Development Julia Hendon

FEBRUARY

3 Letters due from Department Chairs in support of sabbatical leave proposals

8 2ND workshop for new Department Chairs - 4:00pm, Pennsylvania Hall Boardroom (details provided by Associate Provost Julia Hendon)

10 Schedule of courses due to Brian Reese, Registrar, for 2017-18
Announcement of Courses

13 Materials from the candidate for promotion due to his/her department

20 Johnson Center for Creative Teaching and Learning - Johnson Teaching Grant, applications due to pbaer@gettysburg.edu

23 Department Chairs meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom

24 Second round of proposals from Research and Professional Development fund due to Associate Provost for Faculty Development Julia Hendon - decisions to be announced by **May 5**

24 Deadline for Field Trip requests for the spring semester

24 Letters and materials for promotion candidates due to Faculty Personnel Committee via Provost's Office (request sent early December)

24 Johnson Center for Creative Teaching and Learning Summer Fellowship Applications due to pbaer@gettysburg.edu

MARCH

1 List of potential external reviewers for tenure candidates using external reviewers due to Provost

2 (Reminder Notice) - put call on digest for Gettysburg College "Distinguished Teaching Award"

3 Letters due from Department Chairs in support of Research and Professional Development grants

- 15 Johnson Center Creative Technology Assistance Program, applications due to pbaer@gettysburg.edu
- 29 Requests for full-time positions for 2018/19 due to Provost's Office (request sent mid February)
- 30 Department Chairs meeting, 4:00 p.m. - Large Boardroom, Pennsylvania Hall
- 31 Johnson Center for Creative Teaching and Learning, Department/Program Funding applications due to pbaer@gettysburg.edu

APRIL

- 6 Nominations for Spring Honors Day awards due to Associate Provost for Faculty Development Julia Hendon
- 7 Nominations for Gettysburg College Award for Distinguished Teaching due to Faculty Development Committee via Associate Provost for Faculty Development Julia Hendon (reminder sent in March)
- 27 Department Chairs meeting, 4:00 p.m. - Large Boardroom, Pennsylvania Hall
- 28 First-year students' pre-registration material due to Brian Reese, Registrar; list of courses open to first-year students; guidelines for prospective majors (request sent from Registrar by April 14)

MAY

- 1 List of potential external reviewers for pre-tenure candidates using external reviewers due to Provost
- 10 List of students receiving departmental honors to Brian Reese, Registrar, for graduation clearance and commencement program (request sent end of April)

JULY

- 14 Review of 2017 Fall Announcement of Courses
Update instructor assignments
Check room assignments
Confirm upper class pre-registration