A Generic Administrative Calendar for UGA Department Heads

**Please consult with your departmental and school/college office staff to identify additional monthly tasks and due dates, many of which will be specific to your academic unit.**

**AUGUST**

- New faculty orientation, usually first week of August
- CAPA course changes for spring semester due (early August)
- Organize meeting for PTU vote
- Oversee final P&T dossier assembly
- After PTU vote, write cover letters for dossiers
- Nonrenewal decisions for untenured faculty – first deadline, usually early August; note other deadlines depending on rank and time of employment on calendar
- Schedule faculty meetings for the year
- Update department committees’ membership lists
- Review adjunct faculty (every 5 years)
- Charge Post Tenure Review committee

**SEPTEMBER**

- Changes for spring Bulletin due mid-September
- Initiate new faculty hiring proposals in UGAJobs for spring semester; due in Faculty Affairs 1 month before hire date, but best to submit as soon as possible.
- Finalize summer school budget/teaching/rooms/assignments for next year
- Budgets adjusted quarterly at college/major unit level between Payroll and Operating to meet BOR requirements (QAR)
- Finalize next academic year’s courses and teaching (Fall/Spring for 1-1.5 years later)
- School/College P&T vote to occur
- Regents’ Professor nominations due in the Office of Academic Programs
- Start writing nominations for Distinguished Research Professor, Meigs Professor, Russell Award, and/or University Professor (due November)
- Be aware of 3rd year reviews and P&T for next spring; use Office of Institutional Research’s Active Faculty Report to pull a list of your faculty and calculate time in rank

**OCTOBER**

- Public Service and Outreach faculty promotion dossiers due in OVPPSO
- Tenure-track faculty, clinical rank faculty, academic professional and lecturer promotion and/or tenure dossiers due in the Office of Faculty Affairs (3rd week of Oct.)
- Lecturer reappointment dossiers due in Office of Faculty Affairs (3rd week of Oct.)

**NOVEMBER**

- Meigs Professor, Russell Award, and University Professor nominations due in the Office of Academic Programs (final submission to be done by dean’s office)
- Distinguished Research Professor dossiers due in OVPR (final submission to be done by dean’s office)
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- Remind instructors to explain importance of student course evaluations to their students; encourage completion of online evaluations.

DECEMBER
- Plan/initiate annual reviews of staff and faculty
- Finances: budget to avoid ‘year-end’ spending
- Budgets adjusted quarterly at college/major unit level between Payroll and Operating to meet BOR requirements (QAR)
- Review changes to budget based on changes to instructors for Spring
- With advice from your dean’s office about next year’s school/college deadlines for P&T, set spring deadlines for third year review and preliminary consideration.
- Watch for low enrollment courses for Spring—be ready to cancel

JANUARY
- Librarian, public service & outreach, and research scientist faculty promotion dossiers due in Office of Faculty Affairs (early January; precise date on OFA P&T website)
- Meet with staff for annual evaluations
- Schedule faculty evaluations
- CAPA deadline to submit course changes for Fall semester (mid-January)
- Initiate faculty hiring proposals in UGAJobs for summer and fall hires
- Ask faculty to indicate if they plan to undergo preliminary consideration for P&T this spring.
- Initiate 3rd year reviews of relevant faculty

FEBRUARY
- Faculty leave of absence requests for Fall semester due in Faculty Affairs March 1; also check school/college deadlines for these requests
- Changes for fall course bulletin due March 1st
- Faculty evaluation conferences ongoing
- Summer school faculty worksheets
- End of year budgeting; sales-and-service deadlines; personnel/non-personnel moves
- Review published Year End Letter for deadlines
- Assist faculty P&T candidates with dossier preparation

MARCH
- End of year budgeting; carry-forward requests for indirect cost recovery and income accounts
- Review budget planning for next Fiscal Year, including operating, travel and payroll across all funding sources
- Review dates and process for Academic Summer School Payroll processing
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- Budgets adjusted quarterly at college/major unit level between Payroll and Operating to meet BOR requirements (QAR)
- Double-check 3rd year reviews are on track to finish this spring
- Deadline to submit faculty annual evaluations (beginning of March)
- Double-check instructional needs for fall semester

**APRIL**

- Notify faculty who will need PTR next year
- Remind instructors to explain importance of student course evaluations to their students; encourage completion of online evaluations.
- Revise EFT charts for next fiscal year
- Cancel too-small summer school classes; as appropriate: process non-academic payroll for summer so monthly faculty members are not overpaid/note changes for academic summer school payroll
- Complete Budget Planning and Salary Setting within college/unit for next Fiscal Year for UGA submission to the BOR
- Finish this year’s 3rd year reviews
- After preliminary consideration votes, begin solicitation of external evaluation letters for P&T dossiers (set your late summer due date for receipt of letters by working backward from school/college/university dossier deadlines next fall)

**MAY**

- Post-Tenure Reviews due (beginning of month)
- Third year reviews, and preliminary consideration votes should be completed by early May at the latest.
- Develop plan with P&T candidates to finalize dossiers over the summer
- Review course evaluations from spring
- Deadline for purchase requests
- Process summer school
- Faculty hiring proposals due in the Office of Faculty Affairs one month before the hire date, but best to submit as soon as possible.

**JUNE**

- Faculty contracts distributed beginning of month via OneUSG online contract system
- Collect external letters for P&T
- Deadline for budget amendments
- Process summer school
- Registration for New Faculty Orientation available – alert your new faculty
- Begin preparation of nomination dossiers for UGA awards and special professorships, especially Regents Professorship (which is due in September); check with your dean’s office on your school’s/college’s due dates in the fall; plan accordingly
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JULY

- Finish P&T dossiers, due early August in school/colleges with departments
- Watch for low enrollment courses for Fall-be ready to cancel
- UGA Professorships/Award nominations due in fall; solicit external letters and begin writing
- Course changes or new courses for spring semester due early August
- Faculty leave of absence requests for Fall semester due in Faculty Affairs August 1; also check school/college deadlines for these requests
- Plan fall orientations/retreats
- Process summer school
- Finalize Department Sales and other income account budgets, both revenue and expenses