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, first week of August
- CAPA course changes for spring semester due (early August)
- Organize meeting for PTU vote
- Oversee P&T dossier assembly
- After PTU vote, write cover letters for dossiers
- Nonrenewal decisions for untenured faculty – first deadline, early to mid 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 3 years)
- Charge Post Tenure Review committee
- Be aware of 3rd year reviews and P&T for next spring

**SEPTEMBER**

- Changes for spring Bulletin due mid-September
- Initiate new faculty appointment packages 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
- Finalize next academic year’s courses and teaching (Fall/Spring for 1-1.5 years later)
- School/College P&T vote to occur
- Start writing nominations for Distinguished Research Professor, Meig’s Professor, Russell Award, University Professor and Regents’ Professor (due November)

**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**

- Regents’ Professor and University Professor nominations due in the Office of Faculty Affairs
- Meigs Professorship and Russell Award dossiers due in Provost’s Office
- Distinguished Research Professor dossiers due in OVPR
- 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
- 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)
- Meet with staff for annual evaluations
- Schedule faculty evaluations
- CAPA deadline to submit course changes for Fall semester (mid-January)
- Initiate faculty appointment packages for summer 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
- Assist faculty P&T candidates with dossier preparation

MARCH

- End of year budgeting; carry-forward requests for indirect cost recovery and income accounts
- Accountants need to be doing personnels for summer school
- 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

- Post-Tenure Reviews due (beginning of month)
- 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; accountant does new personnel so the faculty member is not overpaid
• 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 working backward from school/college/university dossier/vote deadlines next fall)

MAY
• 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 personnels for summer school; appointment packages due to 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 and due back to the Office of Faculty Affairs at the end of the month
• Collect external letters for P&T
• Deadline for budget amendments
• Registration for New Faculty Orientation available – alert your new faculty
• Begin preparation of nomination dossiers for awards and special professorships

JULY
• Finish P&T dossiers, due early August in school/colleges with departments
• Watch for low enrollment courses for Fall-be ready to cancel
• Award nominations due in fall; solicit external letters
• 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