August 8, 2023

Chairing Calendar UMD

Much of the department chairs' time is spent on issues that cannot be predicted, such as requests, complaints, and questions from faculty, staff, or students. Conflicts will need to be managed and problems addressed. There will always be new challenges as department personnel changes, new regulations emerge, and fresh opportunities present themselves.

What follows are the more predictable activities. The purpose of this document is to give you a sense of the rhythm of the calendar year. You may find it helpful to discuss this with your dean or associate dean(s), as each college does things differently. This document is meant to be descriptive rather than prescriptive.

If you are a unit head in a non-departmentalized college, not all of these will apply to you.

Note: This is the inaugural version of this calendar. While we consulted widely, there might be things we missed. We welcome your feedback and suggestions.

Main categories: Budget / Personnel / Teaching / Development / Facilities

July

- Development
  - Attend Academic Administrator Orientation and Refresher (AAOR)
- Teaching
  - Are you teaching summer courses? Summer I session starts in May. Summer II starts in July. Make sure that all is ready for Summer II.
  - Office of extended studies scheduling for winter term starts
- Facilities
  - Is there anything that has to be done to prepare your department's physical space for next year? (labs / TA space / Offices for new
faculty/clearing office space of retired faculty members and students that left
  ○ Other summer renovation projects?

● Budget
  ○ July is the beginning of the new fiscal year: work on budget planning for next year and long-term budgetary projections, and provide salary letters to faculty & staff.

● Personnel
  ○ Are you fully staffed for the next academic year? Do you have enough instructors and TAs for all your courses?
  ○ Has the dean approved a new hire? Put together a search committee and draft a search timeline.
  ○ APT: Work with unit-level APT committee on finalizing evaluative reports.
  ○ Announce the beginning of the PRD cycle: Expectations Setting.
  ○ Some departments create a spreadsheet with faculty responsibilities that rotate among all the faculty. You could then send out an updated version each July (or more often). This is an excellent practice for workload transparency.

August

● Development
  ○ Make sure new faculty members know about New Faculty Orientation
  ○ Attend Academic Administrator Orientation and Refresher (AAOR)

● Facilities/Personnel
  ○ Make sure everything is ready for the Fall semester (office space, teachers, TAs, …)
  ○ The Fall semester starts - time to remind the faculty of instruction-related procedures.
  ○ Department welcome meeting (here or in September)
  ○ Consider holding retreat
  ○ Onboarding of non-tenure line faculty.

● Teaching
  ○ Did everyone post a course syllabus in ELMS? Do the course syllabi include everything that is supposed to be there?
  ○ Remind faculty to avoid major assignments on major holidays following university guidelines and to ensure that finals are scheduled for finals week (not the week before).
○ This is the beginning of the Fall semester. Remember that the first two weeks of the semester are the schedule adjustment period so students should be reminded of that.
○ Orientation for new graduate students

September
● Personnel
  ○ Department welcome meeting (or in August)
  ○ Meet with new assistant professors and other new faculty members
  ○ Appoint faculty committees (Or in May the previous year; or sometime over the summer)
  ○ Assign mentors to new faculty members
  ○ Schedule APT meetings (or do this in May the year before)
  ○ Approve faculty summer reports
  ○ Identify which faculty members need official post-tenure and emeritus/emerita reviews and start that process

● Development
  ○ Consider nominating faculty members for DST, DUP, PTK Excellence and other, internal and external awards

October
● Personnel
  ○ Discuss hiring needs in the department
  ○ APT meeting with the department; votes
  ○ Chair’s letters for all APT cases (both the letter that goes into the file, and the letter to the candidate about the departmental vote)

● Teaching
  ○ Are you responsible for peer teaching evaluations? Or for observing new adjuncts’ classes? If so, you need to set these up.

November
● Personnel
  ○ PRD midyear meetings for all staff

December
● Teaching
  ○ Is everything ready for the end of the semester? Exams? Exam rooms?
  ○ Are the faculty aware of the end-of-the-semester procedures when it comes to grade submissions?
January

- Teaching/Facilities
  - Time to check that all is ready for the Spring semester.
  - The Spring semester starts - time to remind the faculty of instruction-related procedures.
  - Did everyone post a course syllabus in ELMS? Do the course syllabi include everything that is supposed to be there?
  - Remind faculty to avoid major assignments on major holidays following university guidelines and to ensure that finals are scheduled for finals week (not the week before).
  - Deadlines for graduate admission applications (here or in December, typically)
  - Graduate admission committees should start sorting applications.

- Development
  - Plan for Maryland Day
  - Remind faculty to fill out Faculty Success
  - Communicate with PTK faculty members as to who needs to fill out Faculty Success

February

- Personnel
  - Campus visits of job candidates (This can happen earlier or later in different units).

- Teaching
  - This is the beginning of the Spring semester. Remember that the first two weeks of the semester are the schedule adjustment period so students should be reminded of that.

- Development
  - Are you responsible for identifying particular funds in your department to be highlighted for campus giving day?
  - Are you responsible for learning outcomes assessments, or is someone else handling that?

- Other: Do you have accreditation responsibilities?

March

- Teaching
  - Graduate Admissions - will admitted students be invited to visit? If yes - organize a welcoming experience

- Personnel
Follow your unit’s procedures to identify who will be going up for tenure and/or promotion
Conclude the third-year review and renewal process for third-year assistant professors
Start working on identifying evaluators for promotion files.
Time to run your Merit Pay committees (TT and PTK faculty) - yes, this should be done even if no merit will be distributed. (This can be in February)
If there is merit pay, you need to not only run the committees but also make merit decisions, send out faculty salary letters, etc.
Consider communicating merit and salary information separately from faculty development feedback.
If hiring, probably working on offer letters around here, including start-up budget packages
Faculty Success Report due
Spring break.

● Teaching
  o Mid-semester teaching evaluations, if applicable.

April
● Development
  o Nominate Faculty for ALP
  o Any college-level awards you need to submit faculty applications for are likely due around now
  o Maryland day is in here!
  o Consider starting a FAMILE proposal
● Personnel
  o Send updated salaries to the Dean’s office for approval, including Merit, COLA, and projected promotion increases.
  o PRD end of year for all staff
  o PRD start of year expectation setting for all staff

May
● Personnel
  o Promotion decisions will be communicated from the Provost & President office. Or they may come in June. Congratulate your newly promoted colleagues. Make sure that your business office updates system with this new information.
  o Appoint faculty committees for next year (or do this in September)
  o Schedule APT meeting (or do this in September)
Development
○ Commencement time. Encourage faculty to attend the commencement ceremonies. Are you planning departmental end-of-the-year celebrations?
○ Do you have any departmental student awards that are given out at graduation? If so, time to identify the students!
○ Any surveys for graduating students
○ Any graduation ceremonies or awards ceremonies happen here, and often require a speech from the Chair
○ Retirement parties are often here and likewise require the Chair's involvement

Teaching
○ Teaching: Are you teaching summer courses? Summer I starts in May. Summer II starts in July. Make sure that all is ready.

June

Budget
○ The fiscal year is closing. Your business/budget administrators will have a lot of work to do to close the fiscal year (consolidate the budget, close of the year for credit cards, fund balance, etc.)

Personnel
○ Promotions: Requests for promotion evaluation letters are sent out
○ Approve faculty summer plans
○ Do you need to submit letters to appoint any new adjuncts as members of the grad school?

Facilities:
○ Did any faculty members retire/leave? What about graduate students? Time to start thinking about cleanup and refreshing the office space.

Development
○ Are you responsible for any newsletter from your department to alumni? (Some departments put out a newsletter each semester)

Regular Approvals, systems, and oversight
PHR (timesheets) – As of November, only need to approve absence requests
P-card (procurement credit cards)
Concur/travel requests
KFS/grant submissions
Semester teaching budgets (OES course proposals)
PRD
Effort reporting
Faculty Success
Consulting
Conflict of interest
Sabbaticals, summer proposals, leaves

Every week
Schedule some time for your own professional development
Schedule some time to engage in a meaningful activity that is not work-related
You are likely to engage the Business Office at least once a week over various issues

Every two weeks
approve faculty and staff hours in PHR (not needed after Workday conversion)

Monthly
Attend Academic Leadership Forum (ALF)
Approve all faculty credit cards
Are you responsible for sending thank-you letters to donors?

Every Three Months
Effort reporting/approvals

Find out from your Dean’s Office:
When is the time to ask for new hires?

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