

## Monthly Timeline for CAS Department Chairs and Program Directors

Please see the Arts and Sciences Dean calendar for specific due dates, events, and other information throughout the year.

If using the web-based Outlook calendar, you may add and access the calendar by clicking on "Add calendar" and then "Add from directory." When prompted, enter [artsandsciencesdean@stetson.edu](mailto:artsandsciencesdean@stetson.edu).

The following information reflects the usual timeline for recurring College and University events and processes.

### August

- FOCUS (Advising lunches)
- New Faculty Orientation
- New Advisor Workshops
- Roster Verification

### September

- Spring schedules finalized
- First round of approvals of spring adjunct hires
- Spring schedule published
- Second round of approvals of spring adjunct hires

### October

- Midterm term grades due
- Spring adjunct rehire forms due

### November

- Preliminary fall schedule due

### December

- Final grades are due
- Summer schedules due to Registrar

### January

- First round of fall adjunct hires approved
- Hatter Saturday volunteer forms are sent out
- FAR data sent by Institutional Research and Effectiveness to chairs and program directors
- Second round of fall adjunct hires approved
- Catalog editing

### February

- Faculty FARS are due
- Fall adjunct rehire forms are due
- Spring preliminary schedule template is sent to chairs/program directors by the Registrar
- Midterm grades due

### **March**

- Chair FAR evaluation letters are due
- Catalog edits are due
- Faculty planning to apply for tenure and/or promotion should notify their Chair and Dean of their intent to apply during upcoming review year

### **April**

- Request for chair summer availability is sent out
- FPDF supplemental funds are made available (if there is funding left in the FPDF budget)

### **May**

- Final Grades Due
- Commencement
- Summer advising assignments are sent to chairs
- Final edits to spring schedules are due
- Assessment plans and reports are due
- Spring schedules are finalized

### **June**

- Chairs' retreat
- Academic leaders retreat
- Forms for new adjunct hires and rehires for fall semester are due
- Templates for the next fall semester are sent out by the Registrar

### **July**

- FOCUS advising spreadsheet is sent out
- Requests for verification of overloads, course releases and VAP/POP advising assignments are sent out