

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.

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

August

- Submit student-advisor reassignments for departed faculty or those on sabbatical
- FOCUS (Advising)
- Opening Chairs Meeting
- New Faculty Orientation
- New Advisor Workshops
- Urgent Appointment advising meetings
- Convocation
- Roster Verification
- Confirmation of program assessment coordinators
- Establish Tenure and Promotion Committee for New Faculty
- Confirm Tenure and Promotion Committees for any faculty applying for tenure and promotion or undergoing a 2nd/4th year review

September

- Any spring schedule changes finalized
- Spring adjunct staffing plans and spring overload requests due
- First round of adjunct staffing plan approvals for spring
- Spring adjunct hire/rehire forms due
- Tenure and promotion letters due

October

- Midterm grades due
- Second round of adjunct staffing plan approvals for spring
- Summer grant application evaluations due
- Sabbatical application evaluations due

November

- FRPG applications and Chair evaluations due
- Templates for next year's academic course schedule is sent to chairs/program directors by the Registrar
- Review Hatter Ready/Immersive Experience proposals for next AY

December

- Final grades are due
- Review of any revised Hatter Ready proposals
- Submit Academic Year Planning Tool to Dean
- Summer schedules due to Registrar
- CAS End of the Year Celebration

January

- Complete Hatter Saturday planning spreadsheet
- Next year's academic course schedule due
- First round of adjunct staffing plan approvals for fall
- FAR data sent by Institutional Research and Effectiveness to chairs and program directors
- Catalog editing

February

- Second round of adjunct staffing plan approvals for fall
- Fall adjunct hire/rehire forms are due
- Faculty FARS are due
- Fall and spring course schedules typically posted
- Final edits for fall schedule due

March

- Midterm grades due
- FRPG applications and Chair evaluations due
- Chair FAR evaluation letters are due
- Catalog edits are due
- Organize Hatter Saturday Participation
- Faculty planning to apply for tenure and/or promotion should notify their Chair and Dean of their intent to apply during upcoming review year
- Assessment plans and reports due
- Senior Honors decisions due

April

- Senior Honors Banquet
- Academic Awards and Recognition (AAR) Honoree Names Due
- Review Fall course enrollments for upper-level courses and make any needed adjustments
- 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
- Academic Award and Recognition Ceremony
- Commencement
- Summer advising assignments are sent to chairs
- Final edits to spring schedules are due
- Chairs' retreat

June

- Department annual reports due
- Faculty hiring proposals due
- Chair attendance at orientation events

July

- Syllabi Review due
- FOCUS advising spreadsheet is sent out and review needed
- Chair attendance at orientation events
- Review Fall course enrollments. Make any needed adjustments