

## UNIVERSITY OF PUGET SOUND | Chairs' Calendar 2021–22

<b><u>FUNCTION (some dates are approximate)</u></b>	<b><u>DATE</u></b>	<b><u>CONTACT PERSON</u></b>
New department chairs and program directors workshop	Aug. 19	Provost's Office
Request for revisions for Spring 2022 Class Schedule	Aug. 23	Pastore
Reminder memo to departments scheduled for curriculum review in 2021-2022	Sept. 1	Christoph
Sabbatical leaves, grant assisted leaves, Nelson and Lantz applications due	Sept. 11	Provost
Announce Call for Slater Award for Academic Excellence Nominations	Sept. 14	Kontogeorgopoulos
Request Summer Term courses for 2022	Sept. 17	Peake
Request operational and capital equipment budgets for 2022-2023 sent	Sept. 18	Christoph/Kukreja (grad progs)
Revisions to Spring 2022 Class Schedule due	Sept. 20	Pastore
Notice to Chairs regarding faculty whose classes must be evaluated in 2022-2023 for the 2023-2024 evaluation	Sept. 21	Provost's Office
Request for 2022-2023 Class Schedule sent to departments/programs/schools	Sept. 27	Registrar/Associate Deans' Office
Final date for Spring 2022 Course Proposals	Oct. 1	Christoph
Tenure evaluation files due to Provost's Office	Oct. 4	Provost's Office
Promotion to associate professor evaluation files due to Provost's Office	Oct. 4	Provost's Office
Promotion to full professor evaluation files due to Provost's Office	Oct. 4	Provost's Office
5-year professor evaluation files due to Provost's Office	Oct. 4	Provost's Office
3-year associate evaluation files due to Provost's Office	Oct. 4	Provost's Office
Requests to teach in Summer 2022 due	Oct. 15	Peake
Departmental Curriculum Reviews (2021-2022) due in Associate Deans' Office	Oct. 15	Christoph
Operating and equipment budgets for 2022-2023 due	Oct. 16	Christoph/Kukreja (grad progs)
Request Departmental commitments for Fall 2022 First Year Advising	Oct. 18	Wade
2022-2023 Class Schedule due	Oct. 26	Registrar/Associate Deans' Office
Academic budget request to Budget Task Force	Nov. TBA	Christoph/Carlin/Hackett/Kukreja

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Chair selections, as needed	Nov. 1 – Jan. 31	Behling
Nelson Summer Research/Study Requests due	Nov. 1	Christoph
Student Research Proposals Due	Nov. 1	Kontogeorgopoulos
Registration for Spring 2022	Nov. 5 – 12	Pastore
Proposed 2022-2023 Class Schedule to Departments for review	Nov. 30	Associate Deans' Office
Appointment offers to new faculty for 2022-2023 (ongoing November to March)	Nov. – Mar.	Behling
Faculty Research Grant proposals due	Dec. 1	Christoph
Requests for faculty leave replacements due	Dec. 2	Christoph/Kukreja (grad progs)
Preliminary designation of 2022 First-Year Student Advisors	Dec. 21	Wade
Staff performance review process begins	Jan. 2	Human Resources
Puget Sound study abroad applications due	Jan. 25	Robinson
Release Time requests for Fall 2022 and Spring 2023 due	Feb. 1	Christoph
Cultural Currency Funding requests due	Feb. 1	Christoph
Final Designation of 2022 First-Year Student Advisors	Feb. 2	Wade
Final requests for changes in 2022-2023 Class Schedule due	Feb. 4	Pastore
Promotion to associate professor evaluation files due to Provost's Office	Feb. 8	Provost's Office
Promotion to full professor evaluation files due to Provost's Office	Feb. 8	Provost's Office
5-year professor evaluation files due to Provost's Office	Feb. 8	Provost's Office
3-year associate evaluation files due to Provost's Office	Feb. 8	Provost's Office
Requests for 2022-2023 for adjunct faculty due	Feb. 15	Christoph/Kukreja (grad progs)
Final date for Fall 2022 Course Proposals	Feb. 15	Christoph
3-year evaluation files for Assistant Professor due to Provost's Office	Feb. 15	Provost's Office
3-year Instructor evaluation files due to Provost's Office	Feb. 15	Provost's Office
Spring approved evaluation files due to Provost's Office	Feb. 15	Provost's Office
Request for 2022-2023 undergraduate and graduate Bulletin copy and advisory committee appointments	Feb. 23	Peake

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Summer Fellowship Internship Program application deadline	Feb. 23	Kontogeorgopoulos
Slater Award nominees due from Departments	Feb. 28	Kontogeorgopoulos
Faculty Research proposals due	Mar. 1	Christoph
Student Summer Science Research, Scholarship, and Creative Work Applications Due	Mar. 11	Kontogeorgopoulos
Requests for new or replacement tenure-line faculty positions	Apr. 2	Behling
Staff performance reviews due to next-level supervisors	Apr. 3	Human Resources/ Christoph
Registration for Fall 2022	Apr. 4 – 8	Pastore
Departments confirm supplementary/adjunct staffing assignments for 2022-2023	May. 11	Christoph/Kukreja (grad progs)
Department/Program assessment reports due	Jun. 30	Christoph
Academic budget to Provost, Financial Vice President, and Chairs	Jun. 30	Christoph/Kukreja (grad progs)
1st and 2nd year faculty evaluations due	Jun. 30	Provost's Office
Decisions on 2022-2023 Streamline evaluations and requests for promotion due to Provost	Jun. 30	Provost's Office