

GETTYSBURG COLLEGE

Office of the Provost

CALENDAR OF DATES IMPORTANT TO DEPARTMENT CHAIRPERSONS, 2019-20

AUGUST

26

Materials from the tenure candidate due to his/her department (posted to Moodle Site)

SEPTEMBER

2

Pre-tenure leave applications due to Faculty Development Committee via Associate Provost for Faculty Development Jennifer Bloomquist

4

Annual Recruitment Meeting for department chairs and administrative assistants in departments authorized to recruit during the 2019/20 academic year for full-time faculty to be hired for the 2020-21 academic year (details provided by Provost's Office – Penn Hall Lyceum, 4:00 - 5:00pm)

9

Materials and letters for tenure reviews due to Faculty Personnel Committee via Provost's Office for posting to Moodle Site (request sent last February)

11

1st workshop for new Department Chairs - Pennsylvania Hall, 2B, 4:00 - 5:00pm, (details provided by Associate Provost Jennifer Bloomquist)

16

Nominations for Fall Honors Day awards due to Associate Provost for Faculty Development Jennifer Bloomquist

26

Department Chairs meeting, 4:00 pm - Weidensall Hall - Room 402

OCTOBER

4

Nominations of candidates for promotion due to Faculty Personnel Committee via Provost's Office

4

Update of spring semester courses for first-year students' pre-registration due to Brian Reese, Registrar; review of spring semester, Announcement of Courses

11

Annual reports for non-tenured, tenure-track faculty due for evaluation in fall of 2019 due to the Provost and Department Chair. Materials in support of annual review due to Department Chair for forwarding to Provost with evaluation

- 11 Quadrennial reports for tenured faculty scheduled for evaluation in fall of 2019 due to the Provost and Department Chair. Materials in support of quadrennial review due to Department Chair for forwarding to Provost with evaluation
- 14 First round of proposals for grants from the Research and Professional Development fund due to Associate Provost for Faculty Development Jennifer Bloomquist - decisions to be announced by **December 6**
- 18 Johnson Center for Creative Teaching and Learning - Johnson Teaching Grant, applications due to pbaer@gettysburg.edu
- 21 Letters due from Department Chairs in support of Research and Professional Development grants
- 21 Division I Chairs Meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 21 Interdisciplinary Program Chairs Meeting, 4:00 pm - Pennsylvania Hall, 2B
- 22 Division II Chairs Meeting, 4:00 pm - Pennsylvania Hall, 2B
- 23 Division III Chairs Meeting, 4:00 pm - Pennsylvania Hall, 2B
- 24 Department Chairs meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 25 Materials from the pre-tenure candidate due to his/her department (posted to Moodle Site)
- 25 Deadline for Field Trip requests for the fall semester

NOVEMBER

- 8 Materials and letters for pre-tenure reviews due to Faculty Personnel Committee via Provost's Office for posting to Moodle Site (request sent last February)
- 12 Letter sent to the Chair and members of the Department (of those faculty nominated for promotion) calling attention to the *Tenure and Promotion Policy* as stated in the *Faculty Handbook* with special attention to the *Task of Departmental Colleagues* and to the *Task of the Chairperson*
- 14 Department Chairs meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 28 Requests for part-time positions due to Provost's Office for 2020-21 (request sent in October)

29

Johnson Center for Creative Teaching and Learning, Johnson
Information Literacy Grant applications due to pbaer@gettysburg.edu

DECEMBER

6

Personnel evaluations from Department/Program Chairs due to
Provost for non-tenured, tenure-track faculty due for evaluation in fall
2019

6

Personnel evaluations from Department/Program Chairs due to
Provost for tenured faculty due for quadrennial review in fall of 2019

JANUARY

6

Materials for spring semester registration supplement (schedule
changes, etc) due to Brian Reese, Registrar, by noon

18

Letter sent to the Chair and members of the Department (of those
faculty in final year of tenure probation and those faculty in third year
of tenure probation scheduled for review in 2020-21) calling attention
to the *Tenure and Promotion Policy* as stated in the *Faculty
Handbook* with special attention to the *Task of Departmental
Colleagues* and to the *Task of the Chairperson (including memo on
Classroom Observations and Guidelines for External Evaluations)*

20

Classes begin; Drop/add begins for Spring 2020

24

Sabbatical leave proposals due to Faculty Development Committee
via Associate Provost for Faculty Development Jennifer Bloomquist

30

Department Chairs meeting, 4:00 pm - Pennsylvania Hall, Large
Boardroom

31

Letters due from Department Chairs in support of sabbatical leave
proposals

FEBRUARY

7

Materials from the candidate for promotion due to his/her department

12

2nd workshop for new Department Chairs - 4:00pm, Pennsylvania
Hall, 2B (details provided by Associate Provost Jennifer Bloomquist)

14

Schedule of courses due to Brian Reese, Registrar, for 2020-21
Announcement of Courses

- 16 Johnson Center for Creative Teaching and Learning - Johnson Teaching Grant, applications due to pbaer@gettysburg.edu
- 16 Johnson Center for Creative Teaching and Learning Summer Fellowship Applications due to pbaer@gettysburg.edu
- 21 Letters and materials for promotion candidates due to Faculty Personnel Committee via Provost's Office (request sent early December)
- 21 Deadline for Field Trip requests for the spring semester
- 24 Second round of proposals from Research and Professional Development fund due to Associate Provost for Faculty Development Jennifer Bloomquist - decisions to be announced by **April 12**
- 27 Department Chairs meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom

MARCH

- 1 List of potential external reviewers for tenure candidates using external reviewers due to Provost
- 2 (Reminder Notice) - put call on digest for Gettysburg College "Distinguished Teaching Award"
- 2 Letters due from Department Chairs in support of Research and Professional Development grants
- 16 Division I Chairs Meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 16 Interdisciplinary Program Chairs Meeting, 4:00 pm - Pennsylvania Hall, 2B
- 17 Division II Chairs Meeting, 4:00 pm - Pennsylvania Hall, 2B
- 18 Division III Chairs Meeting, 4:00 pm - Pennsylvania Hall, 2B
- 26 Department Chairs meeting, 4:00 p.m. - Large Boardroom, Pennsylvania Hall
- 27 Requests for full-time positions for 2020/21 due to Provost's Office (request sent mid February)
- 27 Digital Literacy Assignment Grant, applications due to pbaer@gettysburg.edu
- 29 Johnson Teaching with Special Collections, applications due to pbaer@gettysburg.edu

APRIL

- 6** Nominations for Spring Honors Day awards due to Associate Provost for Faculty Development Jennifer Bloomquist
- 17** Nominations for Gettysburg College Award for Distinguished Teaching due to Faculty Development Committee via Associate Provost for Faculty Development Jennifer Bloomquist (reminder sent in March)
- 23** Department Chairs meeting, 4:00 p.m. - Large Boardroom, Pennsylvania Hall

MAY

- 1** List of potential external reviewers for pre-tenure candidates using external reviewers due to Provost
- 4** FY Announcement of Courses for Fall 2020 sent to Chairpersons for review
- 6** List of students receiving departmental honors to Brian Reese, Registrar, for graduation clearance and commencement program (request sent end of April)

JULY

- 10** Review of 2020 Fall Announcement of Courses
 - Update instructor assignments
 - Check room assignments
 - Confirm upper class pre-registration