

GETTYSBURG COLLEGE

Office of the Provost

CALENDAR OF DATES IMPORTANT TO DEPARTMENT CHAIRPERSONS, 2018-19

AUGUST

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

SEPTEMBER

Early Sept-operating budget information distributed to departments
and programs

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

5 Annual Recruitment Meeting for department chairs and
administrative assistants in departments authorized to recruit
during the 2018/19 academic year for full-time faculty to be hired
for the 2019-20 academic year (details provided by Provost's Office
– Penn Hall Lyceum, 4:00 - 5:00pm)

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

12 1st workshop for new Department Chairs - Pennsylvania Hall, 2B,
4:00 - 5:00pm, (details provided by Associate Provost Jennifer
Bloomquist)

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

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

TBD Operating budget requests due to Provost's Office (request sent
early September)

OCTOBER

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

12 Annual reports for non-tenured, tenure-track faculty due for
evaluation in fall of 2018 due to the Provost and Department Chair.
Materials in support of annual review due to Department Chair for
forwarding to Provost with evaluation

- 12 Quadrennial reports for tenured faculty scheduled for evaluation in fall of 2018 due to the Provost and Department Chair. Materials in support of quadrennial review due to Department Chair for forwarding to Provost with evaluation
- 12 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 7**
- 15 Division I Chairs Meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 15 Johnson Center Creative Technology Assistance Program, applications due to pbaer@gettysburg.edu
- 16 Interdisciplinary Program Chairs Meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 16 Division III Chairs Meeting, 4:00 pm - Pennsylvania Hall, 2B
- 17 Division II Chairs Meeting, 4:00 pm - Pennsylvania Hall, 2B
- 17 Johnson Center for Creative Teaching and Learning - Johnson Teaching Grant, applications due to pbaer@gettysburg.edu
- 19 Letters due from Department Chairs in support of Research and Professional Development grants
- 25 Department Chairs meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 26 Materials from the pre-tenure candidate due to his/her department (posted to Moodle Site)
- 26 Deadline for Field Trip requests for the fall semester

NOVEMBER

- 5 Nominations of candidates for promotion due to Faculty Personnel Committee via Provost's Office
- 9 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*
- 29 Requests for part-time positions due to Provost's Office for 2019-20 (request sent in October)

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

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

DECEMBER

7 Personnel evaluations from Department/Program Chairs due to Provost for non-tenured, tenure-track faculty due for evaluation in fall 2018

7 Personnel evaluations from Department/Program Chairs due to Provost for tenured faculty due for quadrennial review in fall of 2018

JANUARY

7 Materials for spring semester registration supplement due to Brian Reese, Registrar, by noon

15 Johnson Center Creative Technology Assistance Program, applications due to pbaer@gettysburg.edu

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 2019-20) 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)*

21 Classes begin; Drop/add begins for Spring 2019

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

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

FEBRUARY

1 Letters due from Department Chairs in support of sabbatical leave proposals

8 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)
- 15** Schedule of courses due to Brian Reese, Registrar, for 2019-20 Announcement of Courses

- 20 Johnson Center for Creative Teaching and Learning - Johnson Teaching Grant, applications due to pbaer@gettysburg.edu
- 22 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**
- 22 Letters and materials for promotion candidates due to Faculty Personnel Committee via Provost's Office (request sent early December)
- 22 Deadline for Field Trip requests for the spring semester
- 22 Johnson Center for Creative Teaching and Learning Summer Fellowship Applications due to pbaer@gettysburg.edu
- 28 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
- 1 (Reminder Notice) - put call on digest for Gettysburg College "Distinguished Teaching Award"
- 1 Letters due from Department Chairs in support of Research and Professional Development grants
- 4 Division I Chairs Meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 5 Division II Chairs Meeting, 4:00 pm - Pennsylvania Hall, 2B
- 6 Interdisciplinary Program Chairs Meeting, 4:00 pm - Pennsylvania Hall, Large Boardroom
- 6 Division III Chairs Meeting, 4:00 pm - Pennsylvania Hall, 2B
- 15 Johnson Center Creative Technology Assistance Program, applications due to pbaer@gettysburg.edu
- 28 Department Chairs meeting, 4:00 p.m. - Large Boardroom, Pennsylvania Hall
- 29 Requests for full-time positions for 2019/20 due to Provost's Office (request sent mid February)
- 29 Johnson Teaching with Special Collections, applications due to pbaer@gettysburg.edu
- 29 Digital Literacy Assignment Grant, applications due to pbaer@gettysburg.edu

APRIL

- 5 Nominations for Spring Honors Day awards due to Associate Provost for Faculty Development Jennifer Bloomquist
- 15 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)
- 25 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
- 3 FY Announcement of Courses for Fall 2019 sent to Chairpersons for review
- 8 List of students receiving departmental honors to Brian Reese, Registrar, for graduation clearance and commencement program (request sent end of April)

JULY

- 12 Review of 2019 Fall Announcement of Courses
Update instructor assignments
Check room assignments
Confirm upper class pre-registration