Department Chair Calendar: A Year of Duties in Review

The calendar below presents the cycle of important tasks and dates that Department Chairs should be aware of in their role. Note that regular occurring events related to the Department Chair and Program Director roles are not listed (i.e., departmental level meetings, etc.). Please refer to your faculty and or department plan for details related to regular programming for your program and department.

The tables below lay out the duties and responsibilities for department chairs on a monthly basis.

# Monthly chair duties and responsibilities

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| July  |
| DTPPC /STPPC* Finalize external referee recommendations (ensure that candidate has opportunity to see final list and challenge any referee)
* Submit tenure and promotion materials to Dean’s Office (Candidate’s statement, vita, representative publications, external referee information sheets)
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| August |
| * Good time for holidays. Rest, recuperate, and take time for yourself

DTPPC/STPPC* Confirm external referees (might require additional names)
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| September  |
| * Course scheduling
* Instructor constraints for Winter term of current academic year due
* Begin planning for next fiscal year (course assignments, sabbatical replacements, sessional staffing, etc.). (May include a review of faculty members’ service assignments, which should happen annually in any case)
* Orientation of any new faculty members
* Welcome events for new faculty, students, etc.
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| October |
| DTPPC/STPPC meeting(s): decisions on tenure and promotion. See [Policy 77](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-77) for procedures if “significant reservations that could result in a negative recommendation” arise. (Late Oct/early Nov)* Winter term course schedule comes out (mid-fall).
* Faculty Performance Review (FPR)
* Departments with under 15 members vote on whether to have a committee advisory to the Chair.
* Selection of advisory committee in Departments over 15 and those under 15 which vote in favour of a committee.
* Fall convocation (may involve signing letters or award certificates, planning for Department-level celebrations). Encouraged to participate in convocation.
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| November |
| DTPPC/FTPPC: * preparation and submission of tenure and promotion brief(s).
* Budget development for next fiscal year should start
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| December  |
| * Memo to faculty members: assemble materials for FPR (once a year for definite-term and probationary appointments; biennially in odd years for tenured and continuing appointments)
* Chairs are required to be available for Faculty Tenure and Promotion (FTPC) meetings (and should be prepared for the possibility of a negative vote, which has further ramifications).
* Review appointments of associate Chairs and other administrative appointments
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| January  |
| * FPR: preparation of preliminary recommendations
* Staff Performance Appraisal: prepare preliminary SPA
* Scheduling: instructor constraints for Spring term of current academic year due
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| February  |
| * SPA: meet with staff member(s); finalize SPA
* FPR: meet with Dean; finalize FPR Budget: annual budget submission to Dean’s Office
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| March  |
| * Finalize budget with Dean’s Office
* Spring term course schedule comes out
* Meet with faculty and prepare annual APR letters
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| April  |
| * Scheduling: instructor constraints for Fall term of upcoming academic year due
* Formation of DTPPC/STPPC by May 1
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| May  |
| * Memo to faculty members: they must submit statement of intent to apply for tenure and/or promotion by June 1
* Notice to probationary faculty members whose term ends in June of the *following* year
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| June  |
| * DTPPC/STPPC
	+ Faculty members’ complete applications for tenure/promotion due to Chair by June 30
	+ Consider names for external referees and discuss with candidate
* Spring convocation (may involve signing letters or award certificates, planning for Department-level celebrations). Encouraged to participate in convocation.
* Fall term course schedule comes out (mid-summer)
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