

Example Timeline for TCU Department Chairs

| SUMMER | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY |
|--|---|--|--|--|---|--|---|---|--|--|
| <p>Complete Spring semester schedule – due before start of Fall classes</p> <p>Assign mentors to new faculty</p> <p>Review job applicants*</p> | <p>Encourage participation in General Assembly</p> <p>Encourage new faculty orientation</p> <p>Schedule tenure reviews and class visits</p> <p>Schedule lecturer reviews</p> <p>Check sabbatical timeline</p> <p>Update committee assignments and schedule meetings</p> <p>Schedule job applicant interviews by Sept 1*</p> | <p>Capital instructional equipment requests and budget requests due</p> <p>Hold job applicant interviews*</p> <p>Tenure and promotion materials due</p> <p>Recommend students for named scholarships</p> | <p>Complete Summer schedule</p> <p>Hold tenure and promotion meetings, provide support materials</p> <p>Emeritus suggestions due</p> <p>Academic advising week</p> | <p>Completed schedules for next calendar year to due chair</p> <p>Sabbatical proposals due</p> | <p>Assure final evaluations are included over finals week</p> <p>Encourage attendance in commencement</p> | <p>Annual reports due to Faculty180</p> <p>Merit narratives due</p> <p>Portfolios for first-year faculty due</p> <p>PDRs for post-tenure faculty due</p> <p>Complete Fall schedule</p> <p>Administrative assistant review</p> <p>Deans' Awards nominations due</p> | <p>Reviews for PDR and first-year due</p> <p>Dept budget worksheets due</p> <p>Merit reviews due</p> <p>Changes in stipend due</p> <p>Self-evaluation of chair and department due</p> | <p>Dept. senior scholar selected (other honors)</p> <p>Mid-semester grades due</p> <p>Academic advising</p> <p>Create job description and search committee*</p> <p>Chancellor's Award nominations due</p> | <p>Dept. annual report due to dean</p> <p>Green Chair discussion</p> <p>Obtain letters of rec for faculty pursuing T&(</p> | <p>Assure final evaluations are included over finals week</p> <p>Deliver T&P suggestions to Dean</p> <p>End-of-year reimbursements due</p> <p>Encourage attendance in commencement</p> |

*hiring year