

# SELECTED DEADLINES, EVENTS, AND CORRESPONDENCE REQUIRING ACTION OR ATTENTION FROM DEPARTMENT CHAIRS

*Academic Year 2009-2010*

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## **August 2009**

- for faculty new to the University, an I-9 verification receipt (obtained from Human Resource Services) must be delivered to Faculty Personnel in early August
- faculty merit pay raise materials mailed to deans and department chairs
- orientation for new deans, department chairs, and program directors (Wednesday, August 19: Mt. Vernon Campus – Post Hall, 8:30 a.m. -4:30 p.m. with reception at 4:30 p.m. and Thursday, August 20: Mt. Vernon Campus – Eckles Library Auditorium, 8:30 a.m. – 4:30p.m.)
- orientation for GW faculty new to the University (Wednesday, August 26: Mt. Vernon Campus – Eckles Library Auditorium, 11:30 a.m. – 5:00 p.m. with reception at Alumnae House, 5:00-6:30 p.m. and Thursday, August 27: Mt. Vernon Campus – Eckles Library Auditorium, 8:30 a.m. – 12:30 p.m.)
- mandatory Graduate Teaching Assistant Program Orientation (August 27, from 8:30 a.m. – 4:00 p.m. in MPA B-07)
- memo relative to University policy regarding religious holiday accommodation distributed to deans and department chairs via the faculty listserv
- call for Summer 2010 schedules & projections and special program proposals mailed to deans for distribution to department chairs

## **September 2009**

- annual letter regarding academic calendar including “designated Monday” and/or other class, reading, or exam day scheduling information mailed to deans and department chairs and distributed via the faculty listserv
- memo relative to University procedures in the event of adverse weather conditions mailed to deans (with instructions to inform their department chairs and distributed via the faculty listserv)
- call for nominations for Distinguished Alumni Scholar Awards

## **October 2009**

- Faculty Assembly (department chair responsible for faculty participation; new faculty are introduced at this event. Bender Teaching Awards presented) (October 30)
- Fall semester course scheduling materials sent to deans
- Summer course offerings and enrollment projections sent to deans

- preliminary Summer 2010 projections due from deans to the Office of Summer Sessions
- Summer 2010 special program proposals [summer institutes, short-term abroad, and online courses] due from deans to the Office of Summer Sessions, Office of Study Abroad and the Online Learning Initiative respectively

### **November 2009**

- faculty employee hire forms for part-time faculty reappointments due to Faculty Personnel by the first of the month
- course listings for Summer Distance Learning courses due in the Office of Summer Sessions

### **December 2009**

- call for nominations for Trachtenberg Teaching Prize
- for faculty new to the University, an I-9 verification receipt (obtained from Human Resource Services) must be attached to the faculty employee hire form and must be delivered to Faculty Personnel in early January
- requests for sabbatical leave are due early in the month
- class schedules and special classroom requests for the Fall semester due in the Academic Scheduling Office

### **January 2010**

- mandatory Graduate Teaching Assistant Program (Date TBA)
- recommendations for emeritus faculty nominations due to the EVPAA by middle of the month
- request for materials for Trachtenberg Teaching Prize nominees
- call for nominations for the Philip Amsterdam Graduate Teaching Assistant Awards for Outstanding Teaching

### **February 2010**

- call for nominations distributed for Trachtenberg Prizes for scholarship and service
- call for nominations for the Bender Teaching Awards
- completed tenure recommendations and accompanying materials due to the EVPAA early in the month

### **March 2010**

- annual report forms mailed to department chairs
- completed promotion recommendations and accompanying materials due to the EVPAA late in the month
- call for summer sessions faculty appointments mailed to deans for distribution to department chairs
- Bender Teaching Award recipients selected

- Amsterdam GTA Award recipients selected

### **April 2010**

- faculty employee hire forms for summer sessions appointments due from deans to the Office of Summer Sessions
- Celebration of Teaching Excellence (Trachtenberg Teaching Prize and Amsterdam GTA Prize) event

### **May 2010**

- class schedules and special classroom requests for the Spring semester due in the Academic Scheduling Office
- Adjunct Faculty Appreciation event
- Doctoral Hooding Ceremony (department chairs responsible for faculty attendance)
- Commencement (department chairs responsible for faculty attendance)

### **June 2010**

- annual report forms complete with department chair evaluations due to deans' offices

### **July 2010**

- instructions and deadlines for personnel actions including recommendations for tenure, promotion, emeritus status and sabbatical leave mailed to deans and department chairs
- faculty employee hire forms for part-time faculty reappointments due to Faculty Personnel by the first of the month

*Updated 1 August 2009 by the Office of the Executive Vice President for Academic Affairs*