

	July	August	September	October	November	December	January	February	March	April	May	June	Varies
	Summer Term			Fall Semester				Spring Semester			Summer Term		
Budget											Budget Mtg with COO/Prepare recruiting expenses for reimbursement by the Dean's office	Close out Budget	
Course Planning			Finalize Spring Schedule	Spring student enrollment	Meet with Program heads to plan next AY schedule	Finalize Summer Schedule	Draft Fall/Spring Schedule	Finalize Fall Schedule	Fall student enrollment		Review course planning and workload reports and reconcile in preparation for meeting with Deans office		
Dept Operations	Update Department Fact Sheets and Websites, Update Dept phone and office lists, greet new faculty	Orient new faculty to QuestromTools. Hold orientation for new faculty.	Introduce new faculty to department and to faculty at first faculty meeting. Hold Department meeting. Hold orientation for new department chairs.			Orient new faculty to QuestromTools	Review department faculty course evals and coach as needed.					Review department faculty course evals and coach as needed.	
Faculty Actions	Prepare cases for candidates for junior faculty career professorships (Peter Paul, etc.)		Hire adjuncts for spring courses; arrange for new faculty classroom observations	Submit Appointments for Spring	Submit Junior Scholar Leave and Sabbatical Leave applications		Check Faculty Workload; Arrange for new faculty classroom observations	Review faculty external activities (annual reports) for policy compliance.	Submit appointments for Summer; find adjuncts for fall courses	Submit appointments for Fall. Finalize service role secondary appointments.	Submit contract renewals. Process reappointments for PT and FT Fall.	Review and Finalize Secondary Appointment Roles for next academic year (July-August)	
Merit Review	Research budget and summer funding letters sent.			Discuss NTT promotion candidates with Senior Associate Dean		Prepare NTT promotion cases (due to Dean's Office by end Feb)	Annual reports submitted	Submit Chair report for NTT promotions to review committee	Prepare for merit review meetings	Prepare merit letters, C5 paragraphs and nominations for faculty awards	Meet with faculty about annual reports and evaluation		
PhD Program			Welcome new PhD students.				Review PhD student applications.	Interview PhD Program applicants and finalize admissions decisions.					Administer PhD Qualifying Exams
Fourth Year Review		Reviewee materials submitted to committee by 8/31	Review materials and observe teaching.			Prepare and deliver final report to reviewee and Senior Associate Dean.			Observe teaching of faculty up for 4th year review if not teaching in Fall.	Select 4th year review committee (with input from reviewee)	Inform reviewee about timeline for review and submission of materials		
Tenure and Promotion	Hold Department vote for tenure/promotion cases; prepare and circulate Chair Report (due September 1); candidate dossier due to Dean's			P&T Faculty meeting (early-mid October); Provide names of possible letter writers to APT for external tenured hires; write Chair Report				P&T Faculty Meeting		Provide names of possible letter writers to APT by 4/15	Candidate submits packet; request for letters sent out		
Seminar Series		Finalize Fall Seminar Series		Reserve rooms for spring speaker series and labs		Finalize Spring Seminar Series				Reserve rooms for fall speaker series and labs			
TENURE TRACK RECRUITING													
Faculty Recruiting -- University	Prepare ads and proposals for Provost Lines Proposal						Visiting professor applications due to Dean's Office (one of two for Questrom)				Prepare department and school reflections for strategy meeting		
MK Rookie Recruiting	Log applications; invitations extended to AMA interviews	AMA interviews; set up campus visits	Set up and manage campus visits			Make offers						Prepare and place advertisement; Reserve suite for AMA	
SI Recruiting	Advertise open positions	Meet with candidates at AOM		Review applications submitted	Set up and manage campus visits and make offers						Prepare request for lines to Dean		
OTM Recruiting	Advertise open positions			Review applications submitted	Meet with candidates at DSI, INFORMS	Set up and manage campus visits and make offers							
FINANCE Recruiting			Advertise open positions		Review applications submitted		Meet with candidates at ASSI Meetings	Set up campus visits and make offers					

KEY

Chair	Senior Program Coordinator	Dean's Office	Committee (varies)	IS&T	Designee	Information
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