

CME Department Chair and ASC's* Calendar

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> • Summer Orientation "O" • After Summer O – follow up with students with < 12 units and not registered • Confirm part-time schedules * Year-end Budget Report * Build new Faculty Workload Spreadsheet * Set up new AY budget files <p>(if ASC is 11 mo. These duties occur in June)</p>	<ul style="list-style-type: none"> • Distribute Faculty Handbook to new faculty • Set Faculty Meeting schedule for AY • Remind faculty about COP, add/drop, and census deadlines • Cancel zero/low enrollment classes * Process Fall hires (follow checklist) * Revise Roster and change mailboxes * Post office hour cards * Collect syllabi * Part-time Evaluation list to Personnel Chair * Update Facilities Link * Hire SA's and ISAs *Gather department committees. 	<ul style="list-style-type: none"> • Department Assessment Reports (APARs) Due to Associate Dean • Email faculty about SFOTs (paper/online) • Scholarship Committee Reps Identified (4th) • Advertising Deadline for Special Topics courses in order to be scheduled for Spring Priority Registration • *Process/approve Workload report * Faculty Dossiers/Supplemental Evidence Binders to Dean and Dept Offices (3rd) * Notify Testing of classes needing early/late SETS *Common Finals Due
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • Approve SFOTs for fall semester • Deadline for faculty change in catalog for following AY, narrative change in catalog for following AY, and all narrative text changes for academic program front pages to be submitted to the Catalog Editor * Academic Year Schedule Building, Round 1 *Textbook deadline for Spring 	<ul style="list-style-type: none"> • Spring tentative teaching schedule to fac. • AWTU request spreadsheet due to College Office • Perf. Review of Prob Faculty Retention 1-2 Year and Periodic eval of temp/tenured faculty Dept Committee/Chair Report due • Submit proposals to Curriculum Services that require EPPC, Academic Senate, and/or CO review and approval • email Memos of Intent and other required documents to the Intent Distribution List for the fall semester • Assign faculty to summer schedule * Next Fall Schedule Building – Round 1 * Schedule Next Fall– Round I – Jumbo Requests Due 	<ul style="list-style-type: none"> • Final Catalog copy due for following AY(2nd) • Performance Review for Tenure and/or Promotion Dept/Chair Committee Report due • Last date for Memo of Intent for following Fall • Submit Summer Session schedule to RCE * Advance Notification of Separation Forms • Confirm PT schedules and *prepare workload to AAS for contracts

*Approvals and decisions are the purview of the Department Chair. Paperwork associated with Chair activities is typically prepared, supported, and delivered by the ASCs. ASC duties that support the Department Chairs are indicated by the blue font line items but are not limited exclusively to those tasks.

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> • Remind faculty about COP, add/drop, and census deadlines • Cancel zero/low enrollment classes * Next Fall Schedule Building – Round 2 * Process Spring hires (follow checklist) * Change mailboxes * Post office hours * Collect syllabi * Part-time Evaluation list to Personnel * Update Facilities Link * Hire SA's and ISAs 	<ul style="list-style-type: none"> • Start budget projections • *Process/approve Workload report • Email faculty with deadline for SFOT administration decision (paper or online) • Rawlins Scholarship Award Nominations open (due April) • Faculty Dossiers/Supplemental Evidence Binders to Dean and Dept Offices * Notify Testing of classes needing early/late SFOTs * Next Spring Schedule Building – Round 1 * Common Finals Due 	<ul style="list-style-type: none"> • Approve SFOTs choice for Spring • Summer tentative teaching sch. to fac. • Prepare for year-end spending • Outstanding Student Leader Award Nominations Due • Academic & Performance Scholarship Application Review • Prepare List of Special Recognition Award Recipients • Advertising Deadline for Special Topics courses in order to be scheduled for Fall Priority Registration * Next Spring Schedule Building – Round 2 * Finalize/approve workload report
APRIL	MAY	JUNE
<ul style="list-style-type: none"> • AWTU request forms due to College Office • Periodic Evaluations of Probationary Faculty Dept /Chair Committee Reports • Periodic Evaluations of 5th yr/Post Tenure/FERP Dept Committee Report • Periodic Evaluations of Temporary Faculty 3rd & 6th yr Dept/Chair Committee Report, • Curriculum updates to CME • Last day to email Memos of Intent (4th) • Deadline for faculty spending PD funds * Schedule Next Fall –Registration begins * Schedule Next Spring – Tentative schedule and Homeless Requests * PT Faculty Lump Sum Memo (If needed) * Reserve Summer O rooms * Textbooks due for Fall 	<ul style="list-style-type: none"> • Spend all money left in budget • Elect Committees for next year • Deadline to submit proposals to Curriculum Services that require EPPC, Academic Senate, and/or CO review and approval • Notify FASO of CSU Wildcat Scholarship Recipients * Notification of Separation Forms *Collect Keys and Inventory from Separating Employees * Update Computer Inventory * Summer contract list to AA/S 	<ul style="list-style-type: none"> • Summer Orientation begins * Clean computer files and back up * Update online directory * email PT Pool interest letters * Freshen bulletin boards * Shred old files * Collect Summer syllabi

*Approvals and decisions are the purview of the Department Chair. Paperwork associated with Chair activities is typically prepared, supported, and delivered by the ASCs. ASC duties that support the Department Chairs are indicated by the blue font line items but are not limited exclusively to those tasks.

ROUTINE TASKS, MEETINGS, AND EVENTS:	FREQUENCY:
Review Donor Department Report Review University Foundation Annual Fund Report Review SFOTs Dean and Chairs Meetings University Chairs Council Meeting Wildcat Preview Day Choose Chico CME Wildcat Welcome Staff Evaluations * Process SA and ISA Timesheets, Enter into PeopleSoft * Reconcile Procurement Card Statements * Reconcile Dept Budgets	Monthly Quarterly Semesterly Monthly, 1st and 3rd Wednesday Monthly, last Friday of Month Fall Spring September 3-6-11 Mo., and then annually, date depends on hire * Monthly * Monthly * Monthly
AS NEEDED:	

Revised 9/21/22

*Approvals and decisions are the purview of the Department Chair. Paperwork associated with Chair activities is typically prepared, supported, and delivered by the ASCs. ASC duties that support the Department Chairs are indicated by the blue font line items but are not limited exclusively to those tasks.