

Summary of key events and actions required by a Department Chair during an academic year (rev. February 1, 2016).

| Date         | Union | Article in CA | Event or Action Required by Department Chair  |
|--------------|-------|---------------|---|
| June 1       | CUPFA | 10.12         | Forward the PTHC recommendations to the Dean for Fall (/2), Winter (/4) and Fall/Winer (/3) courses, with a copy to the part-time faculty member, [CUPFA and the Office of the Provost]. <i>Entering the information in FRIS provides the information to the Dean and Office of the Provost. OOP provides all recommendations to CUPFA.</i> |
| June 15      | CUFA  | 18.08 e)      | Advise faculty members to be considered for mandatory tenure to prepare a complete dossier for submission by January 5.   |
| August 31    | CUPFA | 10.23         | Post a list of part-time faculty members and course assignments, with a copy to the Association.  |
| September 15 | CUFA  | 18.08         | -constitute the DTC;<br>-make known to all tenured and probationary members of the academic unit the membership of the DTC;<br>-provide the DTC with the list of tenure candidates for consideration; and<br>-provide the DTC names of members who have requested deferral.   |
| October 1    | CUFA  |               | The academic unit head shall provide the Dean with a recommendation letter for each sabbatical application submitted by members in their department. The letter should address the resource implications for the unit.  |
|              | CUPFA | 10.08 c)      | Any additional part-time faculty courses for the Winter (/4) academic term shall be posted. [Copies of the posting shall be sent to CUPFA (by internal mail) and the Dean.] <i>Preparing the posting in FRIS provides the copies for the Dean, OOP transmits postings to CUPFA.</i>   |
| October 15   | CUPFA | 10.12         | Schedule PTHC meeting to award courses posted at or before October 1. <i>There must be a minimum of 2 working days from 5pm on application deadline before the meeting date.</i>  |
| October 31   | CUFA  | 18.05 a) iii) | If the DTC favors a tenure deferral request, a reasoned recommendation shall be forwarded to the Dean.  |
| November 1   | CUFA  | 14.07 f)      | Solicit evaluations for promotion to Professor.   |
|              | CUFA  |               | Forward the DPC recommendations on reappointment of probationary, extended term or research appointments to the Dean.   |
|              | CUPFA | 10.12         | Forward the PTHC recommendations to the Dean for remaining Winter (/4) courses, with a copy to the part-time faculty member [and CUPFA]. <i>Entering the information in FRIS provides the information to the Dean and Office of the Provost. OOP provides all recommendations to CUPFA.</i>   |
| December 1   | CUFA  | 14.14 e)      | In even-numbered years, forward the DPC report for each full-time member who has submitted a performance evaluation dossier.  |
| January 8    | CUFA  | 18.08 f)      | Latest date to give at least one week notice to all DTC members for its first meeting, which must be held by January 15.  |
| January 15   | CUFA  | 18.11 c)      | Submit dossiers received from tenure candidates to DTC.   |
|              | CUPFA | 10.23         | Post a list of part-time faculty members and course assignments, with a copy to the Association.  |

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| February 1      | CUFA  | 14.07 g) | Forward the DPC recommendations on promotion to Professor to the Dean.  |
|                 | CUPFA | 10.08 c) | Post at least 80% of all planned Summer (/1) courses for part-time faculty. [Copies of the posting shall be sent to CUPFA (by internal mail) and the Dean]. <i>Preparing the posting in FRIS provides the copies for the Dean, OOP sends the postings to CUPFA</i>  |
| February 15     | CUPFA | 10.12    | Schedule PTHC meeting to award courses posted at or before February 1. <i>There must be a minimum of 2 working days from 5pm on application deadline before the meeting date.</i>   |
| February 21     | CUFA  | 12.05 f) | Forward the DPC recommendations on LTA applications for subsequent appointments to the Dean.  |
| March 1         | CUFA  | 18.13 b) | Forward the DTC recommendations on tenure to the Dean with copies to the candidate and all DTC members.   |
| March 15        | CUPFA | 10.12    | Forward the PTHC recommendations to the Dean for Summer (/1) courses, with a copy to the part-time faculty member, [CUPFA and the Office of the Provost]. <i>Entering the information in FRIS provides the information to the Dean and Office of the Provost. OOP provides all recommendations to CUPFA.</i>  |
|                 | CUPFA | 10.19 g) | Prepare a new Article 10.19 List for the following academic year. The list is kept up to date as courses are assigned and reviewed at each hiring round by adding, as appropriate, the names of all the part-time faculty members who have applied to teach, or have indicated their availability to teach, in that Department who are not already on the Article 10.19 list. |
| April 1         | CUFA  | 16.04 e) | Make available in writing to each full-time faculty member information concerning the teaching assignments of all full time faculty members of the academic unit for the <b>current</b> academic year. A copy shall be sent to the Association.   |
|                 | CUFA  | 16.04 f) | After consultation with the member, send recommendation on teaching assignment to the Dean for the <b>following</b> academic year.  |
| April 30        | CUFA  | 11.03 g) | Elections to the DPC  |
|                 | CUPFA | 10.23    | Post a list of part-time faculty members and course assignments, with a copy to the Association.  |
| May 1           | CUPFA | 10.08 c) | Post at least 80% of all planned Fall (/2), Winter (/4) and Fall/Winter (/3) courses for part-time faculty. [Copies of the posting shall be sent to CUPFA (by internal mail) and the Dean.] <i>Preparing the posting in FRIS provides the copies for the Dean, OOP sends the postings to CUPFA.</i>   |
| May 1 - June 30 | CUFA  | 14.13 e) | Individual career development meetings with each probationary member and each ETA member holding a 3-year contract.   |
| May 15          | CUPFA | 10.12    | Schedule PTHC meeting to award courses posted at or before May 1. <i>There must be a minimum of 2 working days from 5pm on application deadline before the meeting date.</i>  |