

Office for
Faculty Excellence

MONTCLAIR
STATE UNIVERSITY

Department Chair Tasks and Reminders (Tickler File)

Prepared by: Emily Isaacs, Mary Colon, Ken Sumner

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Month-to-Month Ticker File			
Month	Related to Students	Related to Faculty/Staff	Departmental Administration
August	<ul style="list-style-type: none"> • Welcome and advise incoming first-year, transfer, and graduate students • Plan/Review student activities for the fall semester. • Update student listservs. • Ensure all students have advisors assigned to them • GRAD: Ensure graduate student applicants have been processed • GRAD: Ensure students with assistantships are appropriately assigned • Coordinate with <u>Environmental Health & Safety</u> to arrange lab safety training for incoming student researchers 	<ul style="list-style-type: none"> • Finish hiring adjuncts. • Ensure new adjuncts are entered into Workday, have Canvas access, and are informed of OFE and ITDS support. See Chair's Adjunct Guide. • Ensure new faculty preparedness, including inclusion on appropriate listservs and Canvas sites, and access to campus resources. • Review and distribute department syllabus standards and guidance for faculty. • Remind faculty to have Canvas set up with syllabus and welcome. See Checklist. • Send a welcome message to faculty and introduce new faculty to the department. • Submit new faculty bios to the Provost's Office. • Remind faculty researchers to update lab information in Bioraft (including new chemicals & lab membership) and to prepare for Fall lab safety inspections. • Remind faculty to connect with Research Compliance for IRB, IACUC, and IBC needs. • First dept meeting: "state of the dept"; establish goals for the year; coverage for committees; distribute committee lists. 	<ul style="list-style-type: none"> • Monitor schedule and cull courses by 2 weeks prior to semester start, informing any individuals who have been removed from the schedule (Dean has an exact deadline). • Plan kick-off department events. • Update bulletin boards and electronic slides where necessary. • Ensure curriculum guides & websites are up to date. • Submit & review period activity pay for all adjuncts for fall semester courses. • Advertise and hire student workers. • Verify all faculty, especially new faculty, are accurately assigned to courses in NEST. • Arrange swipe card access to instructional and research spaces for faculty & graduate assistants. • Purchase teaching supplies and lab materials. • Begin work on spring and summer teaching schedules. • Check on scheduled maintenance to departmental equipment & software.

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Sept- ember	<ul style="list-style-type: none"> Send welcome messages to majors, minors, and grad students. Prepare important dates reminder email to students (add/drop, WD, activities), copying faculty. Ensure faculty coverage for Fall Open Houses. 	<ul style="list-style-type: none"> Schedule TT faculty to complete observations of adjuncts. Remind relevant faculty of key dates for FSP, 5-year post-tenure review, sabbatical, promotion, and doctoral faculty applications. Send Navigate alert reminder.. Ensure that DPAC is prepared to review reappointment and tenure applications. Submit emeritus/a resolutions for retired faculty for BOT. 	<ul style="list-style-type: none"> Plan for academic program changes by deadlines established by the College/School. Begin capital request discussions with the dean, if applicable. SERC (if applicable): 1. Initiate work on Self-Study. 2. Submit committee member nominations to the Dean. Remind faculty teaching courses with programmatic learning outcomes assessments to prepare for data collection.
October	<ul style="list-style-type: none"> Prepare faculty for advising season. Recruit students for upcoming open house events. Review the adviser list and ensure all students have advisers. For programs with competitive admissions, begin reviewing undergrad applications. 	<ul style="list-style-type: none"> Complete recommendations for candidates up for tenure. Complete recommendations for 3rd and 4th year faculty reappointments. Hire adjuncts for the Spring semester. Approve ISRs. 	<ul style="list-style-type: none"> Carry forward indirect cost allocation funds if applicable. Prepare for University College discovery programs to recruit new students. Prepare for Winter enrollment activities. Review Spring class schedule. Cover winter courses, if necessary. SERC (if applicable): Contact committee members; create visit agenda,, complete self-study.
Novem- ber	<ul style="list-style-type: none"> Recruit students for under-enrolled winter and spring classes. Remind students to seek support and advising. Message students for Graduation Audit. 	<ul style="list-style-type: none"> Complete recommendations for 2nd-year faculty reappointments. Plan Fall schedule for following AY. Remind new adjuncts of Final grading steps & deadlines. Monitor sabbatical applications. Ensure new adjuncts are entered into Workday and informed of OFE and ITDS opportunities. Send Navigate alert reminder. 	<ul style="list-style-type: none"> Plan summer sessions schedule Ensure committee readiness for review of sabbaticals Monitor searches for faculty if applicable Begin schedule planning for next AY Fall-Winter-Spring New degree program proposals need to be approved thru Dean level by Nov 30 for following Fall start date (see Curriculum).

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December	<ul style="list-style-type: none"> • Submit evaluations for graduate assistants. • Finalize plans for under-enrolled Spring courses. • Reach out to prospective graduate students in Slate. • Cover TSO (transfer student) advising sessions. • Plan spring semester activities for students. 	<ul style="list-style-type: none"> • Schedule adjuncts for summer. • Add the Spring semester "Other Assignments" for all faculty Instructional Service Reports. • Remind faculty that promotion applications are due for January. • Plan for office coverage over break. • Finish hiring adjuncts for newly created sections and replacements. • Remind faculty of grade submission due date. 	<ul style="list-style-type: none"> • Set summer schedule. • Collect and assess programmatic learning outcomes data. • Plan faculty coverage for winter commencement. • Plan holiday celebrations. • Monitor searches for faculty if applicable. • Monitor schedule and cull courses before break and at least 2 weeks prior to semester start, informing any individuals who have been removed from the schedule (Dean has exact deadline). • Assemble winter break workspace access list for University police. • Complete CWA PAR for calendar year, and initiate review for upcoming year (if relevant). • Program alteration proposals need to be approved through Dean's level for start in upcoming Fall semester.
January	<ul style="list-style-type: none"> • Cover TSO advising sessions • Review adviser list and ensure all students have advisers. • Welcome students back. • Outreach to majors who are not enrolled in the upcoming semester. • Coordinate lab safety training with <u>Environmental Health & Safety</u> for incoming student researchers. 	<ul style="list-style-type: none"> • Schedule observations of TT and adjuncts for spring. • Prepare for 1st faculty meeting, including coverage for committees and tasks for faculty on leave, and decision regarding possible TT line requests. • Support new adjunct faculty and send support and reminder emails to all adjuncts • Review Spring Calendar deadlines. • Remind faculty researchers of spring lab safety inspections. 	<ul style="list-style-type: none"> • Cover January commencement. • Monitor searches for faculty if applicable. • Submit and review period activity pay for all adjuncts for spring semester courses. • Begin preparation for fall and winter schedules. • Deadline for fall student learning outcomes assessment data submission.
February	<ul style="list-style-type: none"> • Announce semester activities, including end-of-semester activities. • Secure departments reps for Admissions events. 	<ul style="list-style-type: none"> • Review and hold informal conversations with 1st yr faculty. • Instructional/Clinical Specialist (IS/CS) renewal of contract request to Dean (for IS or CS in mid-contract). • Prepare for new TT/Specialist faculty requests from dean • Review FSP interim/final reports and new applications. 	<ul style="list-style-type: none"> • Request GA positions. • Prepare for budget call. • Fall & winter schedules due in CLSS. • SERC (if applicable): Send self-study to External Six-Year Review Committee members. • Remind faculty teaching courses with programmatic learning outcomes assessments to prepare for data collection. • Attend to budget issues: review spending and ensure you are

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		<ul style="list-style-type: none"> Ensure that DPAC is proceeding with 5-year post-tenure review meetings. Send Navigate alert reminder. Send reminders for internal awards competitions. 	<p>prepared for remaining fixed costs and for upcoming budgetary deadlines.</p>
March	<ul style="list-style-type: none"> Advise students of summer opportunities: classes, job fairs, internships. Engage seniors with graduation preparedness. Work with Foundation to award student scholarships for next academic year. Review adviser list & ensure all students have advisers. 	<ul style="list-style-type: none"> Submit Emeritus/a resolutions for retired faculty for April BOT. Submit online overload forms with faculty ISRs. Remind faculty of Doctoral Faculty Status deadline. Send Navigate alert reminder. 	<ul style="list-style-type: none"> Early March: Election of DPAC for following AY, send membership and chair name to Dean and Provost's Office. Advise Admissions of new programs with expected approval for Fall. Submit department budget & supplemental requests. Plan for summer chair coverage. Budget deadline for faculty searches.
April	<ul style="list-style-type: none"> Contact prospective graduate students listed in Recruiter. Recruit students to participate in Accepted Students days. 	<ul style="list-style-type: none"> Administrative Professionals Day. Remind new adjuncts of Final grading steps & deadlines. Cover Accepted Students' Day. 	<ul style="list-style-type: none"> Approve ISRs. Begin selecting GAs for following AY Attend student showcase events! Summer Chairs plans due to Provost's Office by April 1st SERC (if applicable): Remote Visit
May	<ul style="list-style-type: none"> Execute end of year activities. Remind students of culminating activities. 	<ul style="list-style-type: none"> Get coverage for release time jobs for following year. Call meeting to review assessed courses. Remind faculty of grading deadline Recruit faculty to attend Commencement, etc. 	<ul style="list-style-type: none"> Plan Spring schedule for next AY Write annual report on department for your college Submit summer sessions coverage schedule to Provost's Office Review budget and finalize spending. Collect and assess programmatic learning outcomes data
June	<ul style="list-style-type: none"> Support summer students. Support new students and transfer students. 	<ul style="list-style-type: none"> Make sure all adjuncts are in place for Fall semester. Get coverage for faculty in release time jobs for following year. Complete midyear Performance Assessment Form (PAR) for support staff (if relevant).. 	<ul style="list-style-type: none"> Ensure that annual Assessment report is filed Submit spring student learning outcomes assessment data Deadline to advise Admissions of new programs for material to recruit for following year. SERC (if applicable): Departmental Response to the Report due to the Dean Plan for your own development: what skill or capacity would you like to develop?

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			<ul style="list-style-type: none"> • Delegate financial and HR approval authority to summer chairs, as needed.
July	<ul style="list-style-type: none"> • Enroll incoming students. • Update website. • Update 4 year plans/curriculum plans • Arrange with the Center for Academic Success and Tutoring for supplemental instruction or tutor support. 	<ul style="list-style-type: none"> • Submit advertising materials to Provost's Office for full-time faculty and adjuncts/visiting specialist vacancies. • Add the Fall semester "Other Assignments" for all faculty Instructional Service Reports (ISRs). • Check in with all probationary faculty to ensure they are aware of due dates and requirements for reappointment/tenure. 	<ul style="list-style-type: none"> • Review department budget(s) for the fiscal year and make necessary amendments or allocations for annual expenses. • Work out a plan to deal with under-enrolled Fall courses. • Review and approve budget activities. • Submit the Department's Annual Summary of Data Analysis and Utilization report.

Tasks that occur throughout the year

For the Service of Students	For the Service of Faculty/Staff	Departmental Administration/Other
<ul style="list-style-type: none"> • Adjudicate student grievances • With graduate advisor, interview graduate candidates for admission • Deal with student issues • Handle issues of cheating, plagiarism, etc • Distribute notices to students regarding professional/career development workshops, internships, research opportunities, jobs • Enrollment management and student recruiting initiatives 	<ul style="list-style-type: none"> • Manage and supervise department staff (complete necessary assessment/reappointment documentation) • Write recommendations for faculty and staff • Represent the department at disciplinary meetings • Review and approve grant proposals in CAYUSE • Remind faculty of required training modules (FERPA, cybersecurity, Title IX, etc.) • Remind faculty of required electronic forms (conflict of interest, outside activity reporting, etc). 	<ul style="list-style-type: none"> • Advocate to the College/School and upper administration for department resources and support • Attend leadership council meetings • Update website • Encourage attendance at Interfolio information sessions • Lead program accreditation processes • Review and approve course proposals and curriculum proposals • Review and approve student forms (credit adjustment, change of major) • Participate in training/updates to maintain proficiency with University software systems (Workday, Navigate, Banner, Interfolio, CAYUSE, etc.) • Form ad hoc committees as needed • Communicate changes in programming (new, terminated, altered) with admissions and VP Enrollment Management • Oversee SERC • Monitor assessment activities deadlines

Extraordinary Jobs

- job search and hiring
- put together Department Self-Study for SERC (every six years)

Acronyms:

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| <ul style="list-style-type: none"> • DPAC – Departmental Personnel Action Committee • AY – academic year (from Sept. 1 to June 30) • ISR – Instructional Service Report • SERC - six-year external review committee | <ul style="list-style-type: none"> • TSO – transfer student orientation • GA/DA – Graduate assistant/Doctoral Assistant • IS – instructional specialist • CS – clinical specialist • OFE - Office of Faculty Excellence |
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- ITDS - Instructional Technology and Design Services