

**Department Chair Calendar
2007-2008**

Fall 2007

- August 15 Annual self-reports due to department chairs and provost
- August 24 Start process for evaluation of advising for relevant faculty; department chair reminds faculty required to do student evaluation of courses and narrative evaluations for reappointment process
- August 28 Department Chair Meeting (Campus Center 205 at 4:10)
- August 30 Department chair collects updated vitae for full- and part-time faculty and submits to provost's office
- September 1 Formulate spring schedule
- September 25 Information on student evaluation of courses will be communicated by the provost's office.
- September 25 Department Chair Meeting (Blackistone Room at 4:10)
- September 28 Spring 2008 schedule of classes due (on-line in CARS)
- September 28 Paid leave proposals for 2006-2007 due to department chair
- October 5 Dept. chair recommendations for 2007-2008 paid leave proposals due in office of the provost
- October 8-9 Fall Reading Days; no classes
- October 12-13 Family Weekend and Homecoming
- October 15 Mid-semester deficiencies due
- October 23 Department Chair Meeting (Blackistone Room at 4:10)
- October 29-
November 2 Academic advising (Oct. 30: all-day advising; no classes)
- October 31-
November 9 Spring 2008 registration for degree students
- November 2 Last day to withdraw, without a grade penalty, from a full-semester course
- November 17 Curricular and catalog changes due to curriculum committee
- November 27 Department Chair Meeting (Blackistone Room at 4:10)
- December 7 St. Mary's Projects (archive copy) due in registrar's office
- December 17 Final grades due by noon
- December 14 Budget and planning reports due from dept. chairs to provost
- December 20 May graduates certification distributed

Spring 2008

January	Review likely awards nominations at first department meeting
January 2	Faculty evaluation files for spring 2008 3-year evaluations due to department chair
January 7	Faculty evaluation files for spring 2008 tenure and promotion due to department chair
January 15 Committee	Faculty evaluation files for spring 2008 3-year evaluations due to College Evaluation
January 21	Dept. chair reminds faculty about ICES and narrative evaluations requirements (reappointment; promotion)
January 30	Faculty evaluation files for spring 2008 tenure and promotion due to College Evaluation Committee
January 18	Formulate fall schedule
February 20	Announcement of course evaluation procedures.
February 25	Nominations deadline for Awards Convocation
February 22	Fall 2008 schedule of classes due (on-line in CARS)
March 3	Mid-semester deficiencies due
March 24-28	Academic advising (March 25: all-day advising; no classes)
March 26 - April 4	Fall 2008 registration for degree students
March 28	Last day to withdraw, without a grade penalty, from a full-semester course
April 25	St. Mary's Projects (archive copy) due in registrar's office
April 26	Awards Convocation
April 28-29	St. Mary's Project Presentations Days
May 1	Dept. chair reminds faculty that faculty development final report due by June 27
May 7	Senior grades due by noon
May 10	Commencement
May 12	Final grades due by noon
June 27	Faculty development final reports due to Office of the Provost

In addition to the above dates, the Office of the Registrar will be distributing a memo to department chairs with important deadlines for schedule of classes. Also, chairs should be aware of the key dates on the academic calendar when they must be available (e.g. registration) and deadlines for their departmental faculty on the general faculty calendar. In addition, committees such as the Curriculum Committee will be providing certain deadlines.