

SELECTED DEADLINES, EVENTS, AND CORRESPONDENCE REQUIRING ACTION OR ATTENTION FROM DEPARTMENT CHAIRS

Academic Year 2008-2009

August 2008

- for faculty new to the University, an I-9 verification receipt (obtained from Human Resource Services) must be delivered to Faculty Personnel in early August
- faculty merit pay raise materials mailed to deans and department chairs
- orientation for GW faculty new to the University
- orientation for new deans, department chairs, and program directors
- mandatory Graduate Teaching Assistant Program Orientation, Wednesday, August 27, 2008, MPA B07, 8:30 am to 5:00 p.m.
- memo relative to University policy regarding religious holiday accommodation distributed to deans and department chairs via the faculty listserv

September 2008

- annual letter regarding academic calendar including “designated Monday” and/or other class, reading, or exam day scheduling information mailed to deans and department chairs and distributed via the faculty listserv
- memo relative to University procedures in the event of adverse weather conditions mailed to deans (with instructions to inform their department chairs and distributed via the faculty listserv)
- call for nominations for Distinguished Alumni Scholar Awards

October 2008

- Faculty Assembly (department chair responsible for faculty participation; new faculty are introduced at this event. Bender Teaching Awards presented)
- Fall semester course scheduling materials sent to deans
- Summer course offerings and enrollment projections sent to deans

November 2008

- faculty employee hire forms for part-time faculty reappointments due to Faculty Personnel by the first of the month
- course listings for Summer Distance Learning courses due in the Office of Summer Sessions

December 2008

- call for nominations for Trachtenberg Teaching Prize

- for faculty new to the University, an I-9 verification receipt (obtained from Human Resource Services) must be attached to the faculty employee hire form and must be delivered to Faculty Personnel in early January
- requests for sabbatical leave are due early in the month
- class schedules and special classroom requests for the Fall semester due in the Academic Scheduling Office

January 2009

- mandatory Graduate Teaching Assistant Program
- recommendations for emeritus faculty nominations due to the EVPAA by middle of the month
- request for materials for Trachtenberg Teaching Prize nominees
- call for nominations for the Philip Amsterdam Graduate Teaching Assistant Awards for Outstanding Teaching

February 2009

- call for nominations distributed for Trachtenberg Prizes for scholarship and service
- call for nominations for the Bender Teaching Awards
- completed tenure recommendations and accompanying materials due to the EVPAA early in the month

March 2009

- annual report forms mailed to department chairs
- completed promotion recommendations and accompanying materials due to the EVPAA late in the month
- call for summer sessions faculty appointments mailed to deans for distribution to department chairs
- Bender Teaching Award recipients selected
- Amsterdam GTA Award recipients selected

April 2009

- faculty employee hire forms for summer sessions appointments due from deans to the Office of Summer, Special and International Programs
- Celebration of Teaching Excellence (Trachtenberg Teaching Prize and Amsterdam GTA Prize) event

May 2009

- class schedules and special classroom requests for the Spring semester due in the Academic Scheduling Office
- Adjunct Faculty Appreciation event
- Doctoral Hooding Ceremony (department chairs responsible for faculty attendance)
- Commencement (department chairs responsible for faculty attendance)

June 2009

- annual report forms complete with department chair evaluations due to deans' offices

July 2009

- instructions and deadlines for personnel actions including recommendations for tenure, promotion, emeritus status and sabbatical leave mailed to deans and department chairs
- faculty employee hire forms for part-time faculty reappointments due to Faculty Personnel by the first of September

Updated 1 August 2008 by the Office of the Executive Vice President for Academic Affairs