

Department Chair Calendar

This calendar provides a list of specific actions required of the department/school chair throughout the calendar year as they are articulated in the *ODU Teaching and Research Faculty Handbook* (see the *Handbook* for further details). It is not intended to serve as an exhaustive list of all activities in which a department/school chair will be engaged throughout the calendar year. Chairs are encouraged to work with their deans to ensure they are meeting other deadlines for submission of materials, as appropriate to their department/school and college.

Deadlines for course schedule development are provided in bold-faced type below. Please contact David Sorey (dsorey@odu.edu) directly with any questions regarding course scheduling.



January

WEEK	ACTION
1	<ul style="list-style-type: none"> Requests for faculty research and development assignment for the fall semester of the next academic year submitted to the Provost. <p>For departments NOT entering own data into Banner for Fall Schedules: modified rollovers due to scheduling@odu.edu for on-campus classes and David Sorey (dsorey@odu.edu) for Distance Learning classes.</p>
2	<ul style="list-style-type: none"> Chair works with Dean and Provost to identify external reviewers for faculty applying for conversion from a non-tenure-eligible to a tenure-eligible position. Chair sends research portfolios and CVs to external reviewers for faculty applying for conversion from a non-tenure-eligible to a tenure-eligible position.
3	<ul style="list-style-type: none"> Chair submits recommendation on promotion to full professor, providing a copy to the faculty member. Chair submits recommendation on promotion for clinical faculty, providing a copy to the faculty member. <p>All Banner data entry stops and departmental UPDATE access ends for Fall Schedules.</p>
4	<ul style="list-style-type: none"> Run EMS Optimizer for Fall Schedules; Room assignments based on departmental priority ends--all "General Purpose" rooms are now available for scheduling.



February

1	<ul style="list-style-type: none"> Chair submits to the Dean an evaluation and recommendation concerning reappointment or non-reappointment of all first-year faculty members appointed on the regular cycle, providing a copy to the faculty member. <p>Proof #1 of Fall Schedules sent to Associate Deans; Associate Deans distribute to departments.</p>
2	<ul style="list-style-type: none"> Chair submits external evaluations for faculty members applying for conversion of a non-tenure-eligible position to a tenure-eligible position. Deadline for all catalog text changes to be made and approved through workflow. <p>Proof #1 of Fall Schedules due back to scheduling@odu.edu for on-campus classes and dsorey@odu.edu for Distance Learning classes.</p>
3	<ul style="list-style-type: none"> Chair submits an evaluation and recommendation concerning reappointment or non-reappointment for nontenured faculty members, lecturers and faculty of practice appointed at mid-year in their first year of service, including the department/school committee recommendation, providing a copy to the faculty member. <p>Proof #2 of Fall Schedules sent to Associate Deans; Associate Deans distribute to departments.</p>
4	<p>Proof #2 of Fall Schedules must be returned to scheduling@odu.edu for on-campus classes and dsorey@odu.edu for Distance Learning classes.</p>



March

1	<ul style="list-style-type: none"> Chair submits recommendation on conversion of a non-tenure eligible position to a tenure-eligible position, providing a copy to the faculty member. Chair submits recommendation on conversion of a non-tenure-eligible position to a non-tenure-eligible clinical track position, providing a copy to the faculty member. Chair submits to the Dean the annual evaluations of tenured faculty members, providing copies to the faculty members. <p>Fall Schedule course offerings appear on LeoOnline/Course Schedule Search.</p>
2	
3	<ul style="list-style-type: none"> Chair submits comments concerning pre-tenure review, providing a copy to the faculty member.
4	

April

1	Pre-Registration for Fall Semester begins.
2	
3	<ul style="list-style-type: none"> Chair submits external evaluations for faculty applying for tenure on the mid-year cycle.
4	Rollover for Spring Schedules sent to College Associate Deans; Associate Deans distribute to departments.



May

1	Summer Rollover sent to Associate Deans; Associate Deans distribute to departments.
2	<ul style="list-style-type: none"> Chair works with the Dean and Provost to identify external reviewers for faculty applying for tenure on the regular cycle.
3	<ul style="list-style-type: none"> Chair sends research portfolios and CVs to external reviewers for faculty applying for tenure on the regular cycle.
4	

June

1	<ul style="list-style-type: none"> Chair submits recommendations on tenure to the Dean for faculty applying for tenure on the mid-year cycle, if either the department/school committee or the department/school chair or both are recommending tenure, providing a copy of the recommendation to the faculty member. Chair advises the faculty member, providing a copy to the Dean and Provost, if neither the department/school committee nor the department/school chair recommends tenure.
2	
3	
4	Departments NOT entering data into Banner for Spring Schedules: rollovers due to scheduling@odu.edu for on-campus classes and to dsorey@odu.edu for Distance Learning classes.



July

1	Departments NOT entering data into Banner for Summer Schedule: Summer Rollovers due to scheduling@odu.edu for on-campus classes and to dsorey@odu.edu for Distance Learning classes.
2	Banner data entry stops for Spring Schedules; departmental UPDATE access/room priority for Spring Schedules ends; any available university-owned room can now have any course scheduled in it for Spring; Banner Data entry stops for Summer Schedules; departmental UPDATE access /room priority for Summer Schedules ends; any available university-owned room can now have any course scheduled in it for Summer.
3	Run EMS optimizer for Spring Schedules.
4	Proof #1 of Spring Schedules sent to Associate Deans; Associate Deans distribute to Departments.



August

1	
2	<ul style="list-style-type: none"> • Chair works with Dean and Provost to identify external reviewers for those seeking promotion in rank to full professor. • Chair works with Dean and Provost to identify external reviewers for those clinical faculty seeking promotion in rank. <p>Run EMS Optimizer for Summer Schedules.</p>
3	<ul style="list-style-type: none"> • Chair sends research portfolios and CVs to external reviewers for faculty applying for promotion to full professor. • Chair sends research portfolios and CVs to external reviewers for clinical faculty applying for promotion. <p>Proof #1 of Spring Schedules due back to scheduling@odu.edu for on-campus classes and dsorey@odu.edu for Distance Learning classes.</p> <p>Proof #1 of Summer Schedules sent to Associate Deans; Associate Deans distribute to departments.</p>
4	Proof #1 of Summer Schedules due to scheduling@odu.edu for on-campus classes and dsorey@odu.edu for Distance Learning classes.



September

1	<ul style="list-style-type: none"> Chair submits to the designated department/school committee the teaching portfolio review materials for non-tenured faculty members and faculty of practice in their second or subsequent year of service. Requests for research or development assignments for the spring semester of the same academic year must be submitted to the Provost. Chair works with nominees for University Professor and University Distinguished Teacher to prepare nomination packets for review by the appropriate department/school review committee.
2	<ul style="list-style-type: none"> Chair works with Dean and Provost to identify external reviewers for faculty applying for conversion from a non-tenure-eligible position to a tenure-eligible position. Chair sends research portfolios and CVs to external reviewers for faculty applying for conversion from a non-tenure-eligible position to a tenure-eligible position. <p>Proof #2 of Spring Schedules sent to Associate Deans; Associate Deans distribute to departments.</p> <p>Proof #2 of Summer Schedules sent to Associate Deans; Associate Deans distribute to departments.</p>
3	<ul style="list-style-type: none"> Chair submits external evaluations for those seeking tenure on the regular cycle. Chair works with nominees for Eminent Scholar to prepare nomination packets for review by the appropriate department/school review committee. <p>Proof #2 of Spring Schedule must be returned to scheduling@odu.edu for on-campus classes and to dsorey@odu.edu for Distance Learning classes.</p>
4	<p>Proof #2 of Summer Schedules due to scheduling@odu.edu for on-campus classes and to dsorey@odu.edu for Distance Learning classes.</p>



October

1	<ul style="list-style-type: none"> • Chair conducts a secret ballot of all tenured faculty members in the department/school to select the nominees for University Professor designation and forwards to the Dean the names of the nominees who received a majority of the vote, including the votes. • Chair conducts a secret ballot of all full-time faculty members in the department/school to select the nominees for University Distinguished Teacher designation and forwards to the Dean the names of the nominees who received a majority of the vote, including the votes. • Chair convenes appropriate department/school committee to review completed application packets for nominees for Eminent Scholar designation. • Chair submits teaching portfolio review materials from Lecturers, Senior Lecturers and Master Lecturers, who are in their second or subsequent year of service, to the designated department/school review committee. • Chair submits annual review materials from non-tenured faculty members and faculty of practice, who are in their second or subsequent year of services, to the designated department/school review committee. <p>Spring Schedule course offerings appear in Leo Online/Course Schedule Search. Summer Schedule course offerings appear in Leo Online/Course Schedule Search.</p>
2	
3	<ul style="list-style-type: none"> • Chair submits comments to the Dean concerning pre-tenure review for faculty on the mid-year cycle, providing a copy to the faculty member. • Chair submits recommendations on tenure to the Dean for faculty applying for tenure on the regular cycle, if either the department/school committee or the department/school chair or both are recommending tenure, providing a copy of the recommendation to the faculty member. Chair advises the faculty member, providing a copy to the Dean and Provost, if neither the department/school committee nor the department/school chair recommends tenure. <p>Fall Schedule Rollover is sent to Associate Deans; Associate Deans distribute to departments. From October to January, departments enter data in Banner for Fall Schedules or make changes on Fall Rollover and return to scheduling@odu.edu for on-campus classes and David Sorey (dsorey@odu.edu) for Distance Learning classes.</p>
4	



November

1	<ul style="list-style-type: none"> • Chair submits recommendation on conversion of a non-tenure eligible position to a tenure-eligible position, providing a copy to the faculty member. • Chair submits recommendation on conversion of a non-tenure-eligible position to a non-tenure-eligible clinical track position, providing a copy to the faculty member. • Chair submits annual review materials from Lecturers, Senior Lecturers and Master Lecturers, who are in their second or subsequent year of service, to the appropriate department/school committee for review, if required by the <i>Teaching and Research Faculty Handbook</i>. <p>Pre-Registration for Spring Semester begins. Pre-Registration for Summer Sessions begins.</p>
2	<ul style="list-style-type: none"> • Chair works with Dean and Provost to identify external reviewers for faculty applying for tenure on the mid-year cycle. • Chair submits recommendation on promotion to Senior Lecturer or Master Lecturer, providing a copy to the faculty member.
3	<ul style="list-style-type: none"> • Chair sends research portfolios and CVs to external reviewers for faculty applying for tenure on the mid-year cycle. • Chair submits external evaluations for those faculty applying for promotion to full professor. • Chair submits external evaluations for those clinical track faculty applying for promotion. • Chair submits to the Dean an evaluation and recommendation concerning reappointment or non-reappointment of nontenured faculty members and faculty of practice who are in their second or subsequent years of service, providing a copy to the faculty member. • Chair conducts secret ballot of all tenured members in department/school on nominations for Eminent Scholar designation.
4	



December

1	<ul style="list-style-type: none"> • Chair submits to the Dean an evaluation and recommendation concerning reappointment or non-reappointment of Lecturers, Senior Lecturers and Master Lecturers who are in their second or subsequent year of service, providing a copy to the faculty member. • Chair submits a recommendation regarding the six-year major (in-depth) evaluation of Senior Lecturers and Master Lecturers, providing a copy to the faculty member. • Chair completes independent evaluation and submits it to the Dean, along with the department/school review letter and vote, as well as the credentials of those nominated for Eminent Scholar designation. • Deadline for course changes and course proposals to be approved through workflow.
2	<ul style="list-style-type: none"> • Deadline for curriculum changes and curriculum proposals to be submitted to Academic Affairs (undergraduate proposals to Judy Bowman and graduate proposals to the Graduate School); curricular proposals must be submitted in hard copy on a Curricular Approval Form.
3	<ul style="list-style-type: none"> • Chair submits to the appropriate department/school review committee review materials for reappointment or non-reappointment of nontenured faculty members and faculty of practice in the first year of service and Lecturers, Senior Lecturers and Master Lecturers in their first year of employment.
4	

