

2024 - 2025 Calendar for Department Chairs

Fall Term 2024

Aug. 1	Departments verify department information on web page and update department e-mail distribution listing
Aug. 20	Submission of dossiers for review for tenure and promotion
Aug. 27	Evening classes begin
Aug. 28	Day classes begin
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Sept. 1	Deadline for proposals for courses to be offered the following Spring Term due to Curriculum Committee or GEC
Sept. 1	Request to Recruit - Authorization to Search proposal for all full-time positions for Fall 2025 due to Dean's Office
Sept. 5	Request for a Tutorial due to Dave Taylor
Sept. 5	Application for Departmental Honors for Fall term registration due to Dave Taylor
Sept. 5	Internship and Independent Study Section Request form due to Jeri Person by 12 Noon
Sept. 5	Internship and Independent Study registrations for Fall term must be completed in Colleague by 4:00 P.M.
Sept. 9	Class syllabi due to department secretaries
Sept. 9	Faculty block schedule forms due in Academic Dean's Office (second Monday of the term)
Sept. 11	Class syllabi saved to One Drive for Syllabi
Sept. 15	FPA travel requests for October 1-December 31 due to Academic Dean (no later than September 15)
Sept. 24	Submission of Department Chair's and Departmental Committee's Evaluation letters to the Academic Dean (tenure and promotion)
Sept. 24	Copies of Department Chair's and Departmental Committee's Evaluation letters provided to the candidate (tenure and promotion)
Sept. 30	Final changes to Spring 2025 courses offered list due to Dave Taylor
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Oct. 14	Mid-term grades due in Registrar's Office no later than 9:00 A.M.
Oct. 15	Rooms reserved in EMS for Fall final exams by department secretaries
Oct. 15	Classroom requests for Spring courses due to Registrar's Office
Oct. 15	Summer Session 2025 courses-offered list and budget requests for Summer Session due to Dave Taylor
Oct. 15	Program assessment plans (Cohort C) and notification of any changes to the plan (Cohort B) due to Coordinator of Assessment (Gwen Nuss). For guidance, see https://roanoke.digication.com/assess/home or contact Gwen
Oct. 23	Faculty and Academic Advisors receive advising materials for Spring term pre-registration
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Nov. 1	Courses Offered List and Staffing Plan for 2025-2026 due to Dave Taylor through CourseDog
Nov. 1	Deadline for proposals for program changes (major, minor or concentration) due to Curriculum Committee
Nov. 1	Textbook adoptions due for Spring courses
Nov. 6	Pre-registration for Spring, Intensive Learning and Summer terms begin – subject to change
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Dec. 1	Inquire site created for Spring and Intensive Learning Courses
Dec. 15	FPA travel requests for January 1-March 31 due to Academic Dean (no later than December 15)
Dec. 15	Candidate's receipt of recommendations of Faculty Personnel Committee and the Academic Dean (for tenure and promotion to Associate Professor)
Dec. 16	Final grades due in Registrar's Office no later than 9:00 A.M.

Spring Term 2025

Jan. 10	Submission of pre-tenure dossier for review
Jan. 13	Classes begin
Jan. 20	Martin Luther King Jr. Day - No classes; Commemoration events will be held
Jan. 20	Deadline for proposals for courses to be offered the following Fall term and May Term due to Curriculum Committee
Jan. 22	Request for a Tutorial due to Dave Taylor
Jan. 22	Application for Departmental Honors for Spring term registration due to Dave Taylor
Jan. 22	Internship and Independent Study Section Request form due to Jeri Person by 12 Noon.
Jan. 22	Internship and Independent Study registrations for Spring term must be completed in Colleague by 4:00 P.M.
Jan. 25	Candidate's receipt of recommendations of Faculty Personnel Committee and the Academic Dean (for promotion to Professor)

Spring Term 2025 (cont.)

Jan. 24	Faculty block schedule forms due in Academic Dean's Office (second Friday of the term)
Jan. 27	Class syllabi due to department secretaries
Jan. 29	Class syllabi saved to One Drive for Syllabi
Jan. 31	Submission of Department Chair's and Departmental Committee's Evaluation letters to the Academic Dean (for pre-tenure review)
Jan. 31	Copies of Department Chair's and Departmental Committee's Evaluation letters provided to the candidate (for pre-tenure review)
Feb. 1	Candidate's receipt of President's recommendation (for tenure and promotion to Associate Professor and promotion to Professor)
Feb 1	Changes to 2025-2026 courses offered list due to Dave Taylor
Feb. 15	Final changes to Fall 2025 courses offered list due to Dave Taylor
Feb. 15	Sabbatical requests for 2026-2027 due to FDC through Chair to Academic Dean
Mar. 4	Mid-term grades due in Registrar's Office no later than 9:00 A.M.
Mar. 11	Academic advisors receive advising materials for Fall term pre-registration
Mar. 15	FPA travel requests for April 1 – June 30 due to Academic Dean (no later than March 15)
Mar. 17	Rooms reserved in EMS for Spring final exams by department secretaries
Mar. 21	Fall term pre-registration begins - subject to change
Apr. 1	Textbook book adoptions due for Intensive Learning courses
Apr. 1	Inquire site created for Summer courses
Apr. 1	Academic Dean notifies pre-tenure and tenure/promotion candidate of review in the following academic year
Apr. 1	Academic Dean notifies candidates for promotion to Professor of eligibility for review in the following academic year
Apr. 15	Changes to Academic Catalog due in Registrar's Office through CourseDog
Apr. 15	Candidate's receipt of Evaluation by Faculty Personnel Committee (pre-tenure review)
Apr. 15	Candidate notifies Academic Dean of desire to delay pre-tenure or tenure review
Apr. 20	Candidate for promotion to Professor notifies Academic Dean of intent to be reviewed in the following year
Apr. 20	Assistant VP for Academic Operations notifies Chairs which faculty are scheduled for their AY2025 evaluation
Apr. 25	In consultation with Academic Dean, Department Chair notifies pre-tenure and tenure/promotion candidate of membership of departmental committee and identity of committee chair
April 30	Senior grades due in Registrar's office no later than 9:00 A.M.
May 1	Textbook adoptions due for Summer courses
May 1	Candidate's receipt of Board's response to President's recommendation concerning tenure and promotion
May 3	Commencement
May 5	Final grades due in Registrar's office no later than 9:00 A.M.
May 12	Intensive Learning Term begins
May 15	Faculty Self-Evaluation due to ePortfolio and respective Chair (no later than June 6 if faculty member is teaching in the May Term)
May 15	Chair's Self-Evaluation due to ePortfolio and Academic Dean's Office
May 20	Classroom assignments for Fall courses due to Registrar's Office
Jun. 1	Performance Evaluation for Full-Time Faculty due to the Academic Dean (no later than June 6 if faculty member is teaching in the May Term)
Jun. 1	Inquire site created for Fall courses
Jun. 4	Intensive Learning final grades due in Registrar's Office no later than 9:00 A.M.
Jun. 15	Textbook adoptions due for Fall courses
Jun. 15	FPA travel requests for July 1 – September 30 due to Academic Dean (no later than June 15)
Jun. 15	Annual Performance Evaluations for Part-Time Faculty due to Dave Taylor
Jun. 12-24	Department Chairs meet with Academic Dean to discuss faculty evaluations
Jun. 30	Annual Assessment reports due to Coordinator of Assessment (Gwen Nuss)
Jun. 30	Department Annual Report due to the Academic Dean (including Annual Goals)