

COBA Administrative Calendar

as of: 8/12/2005

Note: These dates are based on either what was done or what should have been done or what's likely to be done in the future. Specific dates may vary from year to year.

Topic	Date	Action	Reference/Source
Employment	13-Jul-05	Employment requests and vitas due for new faculty hires in Fall semester	VPAA (Bob Haney)
Employment	1-Aug-05	Chairs notify faculty in third year and beyond of any intent to non-renew	USG Acad Aff Handbook
Administration	8-Aug-05	Chairs appoint departmental committees	COBA By-Laws, p.2
Administration	11-Aug-05	University convocation and departmental meetings (Fall)	Fall course schedule
Schedules	26-Aug-05	First draft of Spring schedule due within COBA	Registrar & Assoc Dean
P&T	2-Sep-05	Chair establishes departmental P&T committee and appoints members	COBA By-Laws, pp.3,9
P&T	2-Sep-05	Chair notifies both candidates and Dean of who is eligible	COBA By-Laws, p.A-15
Schedules	2-Sep-05	Final version of Spring schedule due to registrar	Registrar (Ann Montalvo)
Post-Tenure	15-Sep-05	Chair notifies candidates for Post-Tenure review	GSU Faculty Handbook
Pre-Tenure	15-Sep-05	Chair notifies candidates for Pre-Tenure (third year) review	Handbook & By-Laws
P&T	5-Oct-05	Candidate applies to department chair	COBA By-Laws, p.A-15
Schedules	9-Oct-05	Book requests due (Spring)	University Bookstore
Post-Tenure	17-Oct-05	Post-Tenure candidates submit materials	GSU Faculty Handbook
P&T	19-Oct-05	Departmental committee provides evaluation and advice to chair	COBA By-Laws, p.A-16
P&T	26-Oct-05	Chair meets with departmental committee to inform of recommendations	COBA By-Laws, p.A-16
Employment	1-Nov-05	Chairs notify second-year faculty of any intent to non-renew	USG Acad Aff Handbook
P&T	2-Nov-05	Chair notifies candidates of recommendations	COBA By-Laws, p.A-17
P&T	8-Nov-05	Candidate may withdraw via written request	COBA By-Laws, p.A-17
P&T	9-Nov-05	Chair provides recommendations to Dean and COBA DP&T Committee	COBA By-Laws, p.A-17
Post-Tenure	15-Nov-05	Departmental committee provides Pre-Tenure feedback to chair	Handbook & By-Laws
P&T	18-Nov-05	COBA DP&T Committee provides evaluation and advice to Dean	COBA By-Laws, p.A-18
P&T	30-Nov-05	Dean meets with COBA DP&T Committee to inform of recommendations	COBA By-Laws, p.A-18
Post-Tenure	30-Nov-05	Chair completes Post-Tenure reviews & communicates to candidate	GSU Faculty Handbook
Post-Tenure	5-Dec-05	Candidate provides written response (if desired)	
P&T	7-Dec-05	Dean meets with chairs to inform of recommendations	COBA By-Laws, p.A-18
P&T	7-Dec-05	Dean meets with candidates (and their chairs) recommended by chair, but not the Dean	COBA By-Laws, p.A-18
P&T	7-Dec-05	Dean provides written notification of recommendations to candidates	COBA By-Laws, p.A-18
P&T	7-Dec-05	Dean provides recommendations to Provost	COBA By-Laws, p.A-18
Academic	8-Dec-05	Chairs obtain all grade records from temps not teaching in Spring semester	COBA Policy
Post-Tenure	8-Dec-05	Chair provides results to Dean	
Employment	15-Dec-05	Employment requests and vitas due for new faculty hires in Spring semester	VPAA (Bob Haney)
Post-Tenure	19-Dec-05	Dean forwards Post-Tenure reviews to Provost, Dean of Graduate Studies, Chairs	GSU Faculty Handbook
Catalog	31-Dec-05	Cutoff for curriculum changes to be submitted in time for next year's catalog	Registrar (Ann Montalvo)

Topic	Date	Action	Reference/Source
Employment	3-Jan-06	PA's due for new faculty hires in Spring semester	VPAA (Bob Haney)
Schedules	14-Jan-06	First draft of Summer schedule due within COBA	Registrar & Assoc Dean
Schedules	21-Jan-06	Final version of Summer schedule due	Registrar (Ann Montalvo)
Schedules	28-Jan-06	First draft of Fall schedule due within COBA	Registrar & Assoc Dean
Annual Reports	31-Jan-06	Faculty submit annual reports to chair, via DM database	COBA By-Laws, p.B-7
Catalog	31-Jan-06	Cutoff for non-curriculum text changes to be included in next year's catalog	Registrar (Ann Montalvo)
Employment	1-Feb-06	Chairs notify first-year faculty of any intent to non-renew	USG Acad Aff Handbook
Pre-Tenure	1-Feb-06	Pre-Tenure (third year) review candidates submit materials	Handbook & By-Laws
Schedules	4-Feb-06	Final version of Fall schedule due	Registrar (Ann Montalvo)
Faculty Awards	14-Feb-06	Associate Dean issues call for nominations for Tomlison & Bond Staff Award	Associate Dean
Faculty Awards	14-Feb-06	Previous year's winner issues call for nominations for teaching, research, and service awards	Associate Dean
Faculty Awards	28-Feb-06	Associate Dean issues call for nominations for Eugene Bishop Award	Associate Dean
Faculty Awards	1-Mar-06	Nominations close for Tomlison & Bond Staff Award	Associate Dean
Faculty Awards	1-Mar-06	Nominations close for faculty teaching, research, and service awards	Associate Dean
Pre-Tenure	1-Mar-06	Departmental committee provides Pre-Tenure feedback to chair	Handbook & By-Laws
Schedules	1-Mar-06	Book requests due (Summer)	University Bookstore
Faculty Awards	7-Mar-06	Nominations close for Eugene Bishop Award	Associate Dean
Faculty Awards	15-Mar-06	Application packages due for Tomlison & Bond Staff Award	Associate Dean
Faculty Awards	15-Mar-06	Application packages due for faculty teaching, research, and service awards	Associate Dean
Pre-Tenure	15-Mar-06	Chair completes Pre-Tenure (third year) reviews & communicates to Dean	Handbook & By-Laws
Schedules	15-Mar-06	Book requests due (Fall)	University Bookstore
Tenure Progress	15-Mar-06	Departmental committee provides tenure progress feedback to chair	Handbook & By-Laws
Faculty Awards	21-Mar-06	Application packages due for Eugene Bishop Award	Associate Dean
Faculty Awards	22-Mar-06	Committee meets to select winner of Tomlison & Bond Staff Award	Associate Dean
Faculty Awards	22-Mar-06	Committees meet to select winner of faculty teaching, research, and service awards	Associate Dean
Faculty Awards	31-Mar-06	Associate Dean and chairs meet to select faculty award winners	Associate Dean
Annual Evaluation	1-Apr-06	Chair completes annual evaluations	COBA By-Laws, App. B
Annual Evaluation	1-Apr-06	Faculty goals & objectives due	COBA By-Laws, p.B-6
Pre-Tenure	1-Apr-06	Dean forwards Pre-Tenure reviews to Provost	Handbook & By-Laws
Tenure Progress	1-Apr-06	Chair prepares and distributes tenure progress reports	Handbook & By-Laws
Annual Evaluation	30-Apr-06	Staff evaluations due	HR (Susan Norton)
Annual Reports	1-May-06	Chairs submit annual reports to Dean and Associate Dean	Cindy Glover
Academic	5-May-06	Chairs obtain all grade records from all temps, regardless of future employment plans	COBA Policy
Budget	15-May-06	Last date to order things through Materials Management using current FY money	Matis Mgt (George Horn)
Budget	31-May-06	Cutoff to spend current FY money using charge cards (actually depends on when shipped)	Matis Mgt (George Horn)
Employment	1-Aug-06	PA's due for new faculty hires in Fall semester	VPAA (Bob Haney)