



THE UNIVERSITY OF WINNIPEG

Office of the Associate Dean

Faculty of Arts

Date: May 28, 2018

To: Arts Chairs and Coordinators

From: Jaqueline McLeod Rogers, Acting Associate Dean of Arts

Re: Chairs' Academic Year for 2018-19 (Note: dates are still subject to revisions)

This guide for department Chairs and program Coordinators is intended to help Chairs/Coordinators anticipate the various recurring tasks that they will need to perform throughout the academic year. It should not be seen as a fully comprehensive list of all duties that Chairs/Coordinators are expected to do.

Actual timelines for certain processes may differ somewhat from those presented here, given that some university-wide timelines vary slightly from year to year (e.g. timetabling process).

This document will be revised as necessary from time to time. Please send additions and corrections to j.mcleod-rogers@uwinnipeg.ca. In the event of discrepancies between this document and the Collective Agreement, the latter, of course, is authoritative.

ONGOING

STUDENTS /ACADEMIC PROGRAMS

- respond to students' requests for advising and permissions
- advertise new courses/programs and changes to prerequisites, degree requirements, etc. (Note that existing students may complete their degree following the old degree requirements)
- have Department Assistant update departmental website, including faculty directory
- send responses to students' requests for transfer credits to Lisa Gabel
- provide reference letters for students upon request

STAFFING / BUDGETING

- supervise support staff and complete Annual Performance Review (deadline is determined by the anniversary of their hiring)
- sign monthly Payroll form for Department Assistant
- submit Biweekly Time Sheets for hourly paid employees; for deadlines, go to the Human Resources website
- recruit potential contract academic staff for future teaching opportunities
- oversee departmental budget lines on a monthly basis

OTHER

- if necessary, report problems and concerns in the department to the Dean's Office
- attend Senate and Arts Council meetings and report back to the department
- according to departmental practice, organize a few social activities (e.g. faculty party in September, departmental lunch, dinner for contract academic staff, end-of-term party for students and faculty, cake and coffee for potential Honours students)
- remind faculty about upcoming deadlines, given in the Collective Agreement (e.g. June 30 for tenure/continuing appointment/promotion applications)

JUNE 2018

- submit grade changes for Fall/Winter and Winter courses
- approve final grades for Spring courses
- remind faculty that final exams must be stored for one year
- respond to students' requests for advising and permissions; report registration problems to Paul Ficek
- monitor enrolments and course caps; submit requests to Dean for course cancellations, cap changes, new sections, etc.
- attend spring convocation
- submit recommendations for hiring contract academic staff for 2018-19 to Dean's Office
 - ✚ Mid June: Arts Council wrap-up
 - ✚ **June 30: deadline** for submission of **complete** application for tenure/continuing appointment/promotion (to Barbara Foucault)

JULY 2018

- approve final grades for Spring courses (if any)
- respond to students' requests for advising and permissions; report registration problems to Paul Ficek
- monitor enrolments and course caps; submit requests to Dean for course cancellations, cap changes, new sections, etc.
- remind course instructors to check textbook orders and to order more textbooks if necessary
- remind instructors preparing course packs to check with the Bookstore for changing copyright regulations; course packs should be prepared two months before start of term
- advertise low-enrolment courses
- verify that contract academic staff have received contracts from Dean's Office
- check on offices and computers for new hires; sign key requisition forms; have Department Assistant request email accounts for new hires
- establish departmental committees for the upcoming year if this was not done in the Spring (DRC need to approve course outlines in August.)
- have department members sign Research/Study Leave eligibility charts
- revise and resubmit Curriculum package to Jackie Benson in response to feedback from Curriculum Planning Committee
 - ✚ July 1: *Canada Day* (July 2 university closed in lieu of Canada Day)

AUGUST 2018

- respond to students' requests for advising and permissions; report registration problems to Paul Ficek
- monitor enrolments and course caps; consult with Dean about course cancellations
have DRC approve course outlines (See Senate Regulations and Deans' Recommendation Memos)
encourage department members and contract academic staff to verify the suitability of their assigned classrooms, to try out audiovisual equipment they plan to use and to verify that their textbooks and course packs are in the bookstore **prior** to the start of classes
- start to plan academic program (course offerings) for 2019-20
- check on office space for contract academic staff; sign key requisition forms; have Department Assistant request email accounts for contract academic staff
- book rooms for 2018-19 departmental meetings and inform department members, including term and contract academic staff, of dates
- have Department Assistant create a faculty directory listing Fall office hours and contact information for department members, and term and contract academic staff.
 - ✚ Aug. 1: check with Bookstore regarding course pack submission guidelines and deadline
 - ✚ Aug. 6: Civic Holiday (University Closed)
 - ✚ Aug. TBA: New Faculty Orientation
 - ✚ Aug. 27: **submit** approved (DRC) electronic course outlines to Dean's Office (Jackie Benson)

SEPTEMBER 2018

- prepare for a hectic first two weeks (Sept.5-15) of student inquiries, permission requests, problems with classrooms, audio-visual equipment, textbooks, email, keys, etc., and visits from returning students and department members eager to reconnect after the summer and share their excitement about their new courses (You will likely be needed all day every day for the first week. However, by the second week, you will be able to keep to your posted office hours.)
- discuss and approve tentative academic program for 2019-2020 at a departmental meeting
- elect DPC prior to Sept. 15 deadline (DPC membership forwarded to the Dean)
- complete Department Chair's Review of Travel Grant applications (Request that applications be submitted to you 5 working days prior to Sept. 15 deadline.)
- submit grade changes for Spring courses
- gather and submit payroll information for PSAC AC employees to HR
- remind course instructors to prepare textbook orders for Winter courses (for Oct. 15 deadline) (Submit a form for each course even if nothing is being ordered.)
- begin timetabling for 2018-19 course offerings (Various drafts must be submitted prior to the final version in about February.)
- begin staffing exercise and schedule meeting with the Dean (September - October)
 - ✚ Sept. 3: *Labour Day*
 - ✚ Sept. 4: classes begin
 - ✚ Sept. 4-17: late registration, section changes, course adds/drops
 - ✚ Sept. 14: **submit** DPC membership list to Dean's Office
 - ✚ Sept. 14: Order regalia for Fall Convocation
 - ✚ Sept. 15: deadline for Travel Grant applications
 - ✚ Sept. 19: Arts Council
 - ✚ Sept. 30: deadline for submissions of experimental course

OCTOBER 2018

- update departmental calendar entries and fact sheets (these will be sent to departments)
- meet with DPC and establish DPC procedures prior to Oct. 15 deadline
- recruit members/students for Future Student Night event
 - ✚ Oct. 1: deadline for receiving Activity Reports, Research/Study Leave from Faculty
 - ✚ Oct. 1: deadline for providing Dean with list of at least 5 Members of the Department as nominees for the TPCAC (Article 13.01)
 - ✚ Oct. 3/17/31: Arts Council
 - ✚ Fall term reading week: Oct 7-13
 - ✚ Oct. 8: *Thanksgiving Day*. University closed.
 - ✚ Oct. 12: Fall Convocation (Friday)
 - ✚ Oct. 15: **submit** DPC policies procedures to Dean's Office
 - ✚ Oct. 15: **submit** Research/Study Leave applications and recommendations
 - ✚ Oct. 15: **submit** textbook orders for Winter courses

NOVEMBER 2018

- proofread final exam schedule for December exams
- have DRC approve final exams and submit them to Debbie Machula
- complete DPC evaluations of Activity Reports
- complete Chair's and DPC evaluation of promotion applications
- complete Department Chair's Review of Major Research Grant applications (Request that applications be submitted to you *5 working days prior* to Nov. 15.)
- meet with the Dean regarding staffing
- remind instructors to prepare course packs and consult with Bookstore for Winter
 - ✚ Nov. 1: deadline for withdrawal from Fall courses
 - ✚ Nov. 11: *Remembrance Day*
 - ✚ Nov. 12: Final withdrawal date for students in fall term courses
 - ✚ Nov. 14/28: Arts Council
 - ✚ Nov. 15: **submit** Activity Reports and evaluations to the Dean
 - ✚ Nov. 15: deadline for Major Research Grant applications
 - ✚ TBD: Future Student Night

DECEMBER 2018

- approve final grades for Fall courses
- remind faculty that final exams must be stored for one year
- have DRC approve course outlines for Winter courses
- have Departmental Assistant create a faculty directory listing Winter office hours and contact information for department members, term, and contract academic staff
- continue with timetabling process
 - ✚ Dec. 3: lectures end for Fall term
 - ✚ Dec.5-19: Final exams and final items of work for Winter term
 - ✚ Dec. 12: Arts Council
 - ✚ Dec. 17: **submit** electronic course outlines (Winter) to Dean's Office
 - ✚ Dec. 21: *University closes for holidays until January 3, 2018*

JANUARY 2019

- begin preparing Curriculum proposals for submission in March
- complete Department Chair's Review of Travel Grant applications (Request that applications be submitted to you 5 working days prior to Jan. 15.)
- remind course coordinators/instructors to prepare textbook orders for Spring courses (Submit a form for each course even if nothing is being ordered.)
- continue with timetabling process
 - ✚ Jan. 3: *University reopens*
 - ✚ Jan. 7: Classes resume
 - ✚ Jan. 7- : late registration, section changes, course adds/drops
 - ✚ Jan. 9/23: Arts Council
 - ✚ Jan. 15: deadline for Travel Grant applications

FEBRUARY 2019

- prepare Curriculum proposals for submission in March
- submit grade changes for Fall courses
- recruit departmental representatives for Open House
- complete timetabling process (timing is approximate)
 - ✚ Feb. 1: Accept Activity Reports of Contract Academic Staff for previous calendar year
 - ✚ Feb. 6: Annual Winter in Absentia Convocation for the conferring of degrees
 - ✚ Feb. 6/27: Arts Council
 - ✚ Feb. 15: deadline for withdrawals from Fall/Winter courses
 - ✚ Feb. 15: **submit** textbook orders for Spring/Summer courses
 - ✚ Feb. 21: **Open House** (tentative)
 - ✚ Feb. 17-23: Reading Week
 - ✚ Feb. 18: *Louis Riel Day* (University closed)

MARCH 2019

- complete Curriculum proposals for submission by March 31
- proofread final exam schedule for April exams
- complete Department Chair's Review of Travel Grant applications (Request that applications be submitted to you 5 working days prior to Mar. 15.)
- remind instructors to prepare course packs and consult with the Bookstore for Spring
 - ✚ Mar. 15: deadline for withdrawals from Winter courses
 - ✚ Mar. 15: deadline for Travel Grant applications
 - ✚ Mar. 13/27: Arts Council
 - ✚ Mar. 29: **submit** Curriculum package to Jackie Benson
 - ✚ Mar. 31: end of fiscal year

APRIL 2019

- have Departmental Assistant create a faculty directory listing office hours during which students may view their marked final exams; make special arrangements for viewing exams marked by term and contract academic staff who will no longer be available
- have DRC approve final grades for Fall/Winter and Winter courses
- remind faculty that final exams must be stored for one year

- have DRC approve course outlines for Spring courses
- complete Department Chair's Review of Major Research Grant applications (Request that applications be submitted to you 5 working days prior to Apr. 15.)
- organize your departmental Spring and Summer student advising schedule
- recruit Acting Chairs to cover your holiday time
- establish departmental committees for 2019-20
- remind instructors to prepare textbook orders for Fall and Fall/Winter courses for April 15 deadline. (Submit a form for each course even if nothing is being ordered.)
- remind instructors to consult with Bookstore regarding course packs (Spring term)
 - ✚ Apr. 5: Lectures end for 2019 Winter term
 - ✚ Apr. 8-22: Final exams
 - ✚ Apr. 10/24: Arts Council
 - ✚ Apr. 15: **submit** textbook orders for Fall and Fall/Winter courses
 - ✚ Apr. 15: deadline for Major Research Grant applications
 - ✚ Apr. 28: **submit** electronic course outlines to Dean's Office for Spring 2019

MAY 2019

- proofread final exam schedule for Spring exams
- send recruitment letters to potential Majors and Honours students
- respond to students' requests for advising and permissions
- revise and resubmit Curriculum package to Jackie Benson in response to feedback from SCC.
 - ✚ May 6: Spring classes begin
 - ✚ May 8/22: Arts Council
 - ✚ May 15: Forward Chair Evaluation of CAS Activity Report to the Dean
 - ✚ May 15: **submit** book orders for Fall & Fall/Winter courses
 - ✚ May 15: Order regalia for Spring Convocation
 - ✚ May 20: *Victoria Day* (University closed)

JUNE 2019

- submit grade changes for Fall/Winter and Winter courses
- approve final grades for Spring courses
- remind faculty that final exams must be stored for one year
- respond to students' requests for advising and permissions; report registration problems to Paul Ficek
- monitor enrolments and course caps; submit requests to Dean for course cancellations, cap changes, new sections, etc.
- submit recommendations for hiring contract academic staff to Dean's Office
- complete Department Chair's Review of Travel Grant applications (Request that applications be submitted to you *5 working days prior* to June 15.)
- revise and resubmit Curriculum package to Jackie Benson in response to feedback from Curriculum Planning Committee
- check on offices, computers, email accounts, etc. for new hires
 - ✚ TBA: **Spring Convocation**
 - ✚ June 5: Arts Council Wrap-up and Reception
 - ✚ June 15: deadline for Travel Grant applications
 - ✚ June 29: **deadline** for submission of **complete** application for tenure/continuing appointment/promotion (to Barbara Foucault)