



# THE UNIVERSITY OF WINNIPEG

**DATE:** 17 JULY 2023  
**TO:** ARTS CHAIRS AND COORDINATORS  
**FROM:** Dr. Anne-Laurence Caudano, Acting Associate Dean of Arts  
**RE:** CHAIRS' ACADEMIC YEAR 2023-24 (Note: Dates are subject to revision.)

This document is intended to help Chairs/Coordinators anticipate the recurring tasks they need to perform throughout the academic year. It should not be seen as a comprehensive list of all duties.

This document will be revised as necessary. Actual timelines for certain processes may differ from those presented here, given that some university-wide timelines vary slightly from year to year (e.g., timetabling). Please send additions and corrections to [a.caudano@uwinnipeg.ca](mailto:a.caudano@uwinnipeg.ca). In the event of discrepancies between this document and the CA, 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 Senior Admissions Officer, Lisa Gabel
- provide reference letters for students upon request
- process prerequisite waiver requests via e-permission forms
- approve scheduling changes including course additions, changes to course caps, etc.

### STAFFING / BUDGETING

- supervise support staff and complete Annual Performance Review (deadline is determined by the anniversary of their hiring)
- ensure that the time for hourly paid employees is entered into MyHR biweekly; for deadlines, see the Human Resources website
- recruit potential Contract Academic Staff for future teaching opportunities
- oversee departmental budget lines on a monthly basis

### OTHER

- report problems and concerns in the department to the Deans' 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/promotion applications and August 1 for applications for continuing appointment).

## **JULY 2023**

- approve final grades for Spring courses (if any)
- respond to students' requests for advising and permissions; report registration problems to Student Central
- 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 Deans' 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 needs 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

## **AUGUST 2023**

- check with Bookstore in the first week regarding course pack submission guidelines and deadline
- respond to students' requests for advising and permissions; report registration problems to Student Central
- 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 2024-25
- watch for info about the timeline for timetabling from the Scheduling Office
- check on office space for Contract Academic Staff; sign key requisition forms; have Department Assistant request email accounts for Contract Academic Staff
- book dates and rooms for 2023-24 department meetings and inform department members, including term and Contract Academic Staff
- 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: deadline for submission of applications for continuing appointment
- Aug. 7: *Terry Fox Day – University closed*
- Aug. 30: submit approved (DRC) electronic course outlines to Deans' Office (Jackie Benson)

## **SEPTEMBER 2023**

- prepare for a hectic first two weeks (Sept. 5-19) of permission requests; questions about remote learning, technology, and Nexus; email; keys, etc.; and general queries from returning students and department members. 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 2024-25 at a departmental meeting
- elect DPC prior to Sept. 15 deadline and forward membership 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.)
- watch staff bulletin for deadline to order regalia for Fall Convocation (usually 4 weeks before Convo)
- contact Lisa McLean to schedule staffing meeting for September or October
- meet with Dean regarding staffing (or in October)
- Sept. 4: *Labour Day – University closed*
- Sept. 5: Classes begin
- Sept. 5-18: Late registration, section changes, course adds/drops
- Sept. 15: submit DPC membership list to the Dean
- Sept. 15: deadline for Travel Grant applications
- Sept. 20: Arts Council
- Sept. 30: *Truth and Reconciliation Day – University closed*
- Sept. 30: deadline for submissions of experimental courses

## OCTOBER 2023

- 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
  - meet with Dean regarding staffing
  - 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. 4, 18: Arts Council
  - Oct. 8-14: Fall reading week
  - Oct. 9: *Thanksgiving Day – University closed*
  - Oct. 13\*: attend Fall Convocation and encourage members to attend
  - Oct. 15: submit DPC policies and procedures to Deans' Office
  - Oct. 15: submit textbook orders for Winter courses
  - Oct. 15: submit Research/Study Leave applications and recommendations
- \*The date for Convocation may be subject to change.

## NOVEMBER 2023

- proofread final exam schedule for December exams
- have DRC approve final exams and submit them to Emmedale Miranda
- 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.)
- remind instructors to prepare course readings and consult with Bookstore for Winter
- Nov. 1, 15, 29: Arts Council
- Nov. 11: *Remembrance Day – University closed*
- Nov. 13: Final withdrawal date for students in Fall courses that begin in Sept. and end in Dec.
- Nov. 15: submit Activity Reports and evaluations to the Dean
- Nov. 15: deadline for Major Research Grant applications
- Nov. 28: Future Student Night

## DECEMBER 2023

- 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
- Dec. 4: Lectures end for Fall term
- Dec. 6: National Day of Action and Remembrance of Violence Against Women
- Dec. 7-20: Final exams and final items of work for Winter term
- Dec. 13: Arts Council
- Dec. 20: submit electronic course outlines (Winter) to Deans' Office
- Dec. 23: *University closed for holidays*

## JANUARY 2024

- 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.)
- Jan 5: *University reopens*
- Jan. 8: Classes resume
- Jan. 8-19: Late registration, section changes, course adds/drops
- Jan. 10, 24: Arts Council
- Jan. 15: deadline for Travel Grant applications

## FEBRUARY 2024

- prepare Curriculum proposals for submission in March
- submit grade changes for Fall courses
- recruit departmental representatives for Open House
- Feb. 1: accept Activity Reports of Contract Academic Staff for previous calendar year
- Feb. 7: Arts Council
- Feb. 12: Annual Winter in Absentia Convocation for the conferring of degrees
- Feb. 15: submit textbook orders for Spring/Summer courses
- Feb. 16: deadline for withdrawals from Fall/Winter courses
- Feb. 18-24: Winter Term Reading Week
- Feb. 19: *Louis Riel Day – University closed*
- TBD: Open House

## MARCH 2024

- 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 readings and consult with the Bookstore for Spring
- Mar. 6, 20: Arts Council
- Mar. 15: deadline for withdrawals from Winter courses that begin in Jan. and end in April
- Mar. 15: deadline for Travel Grant applications

- Mar. 29: *Good Friday – University closed*
- Mar. 31: submit Curriculum package to Jackie Benson
- Mar. 31: end of fiscal year

## APRIL 2023

- have DA create a faculty listing of office hours when students may view their marked final exams; arrange for viewing exams marked by term and CAS instructors 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 2024-25
- 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. 3, 17: Arts Council
- Apr. 5: Lectures end for 2023 Winter term
- Apr. 8: Makeup Day for classes on a Friday schedule
- Apr. 11-24: Final exams
- Apr. 15: submit Chair Evaluation of CAS Activity Report to the Dean
- 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 Deans' Office for Spring 2024

## MAY 2024

- 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
- watch staff bulletin for deadline to order regalia for Spring Convocation (usually 4 weeks before Convo)
- May 1, 15, 29: Arts Council
- May 6: Spring classes begin
- May 20: *Victoria Day – University closed*

## JUNE 2024

- 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 Student Central
- 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 Deans' 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, and email accounts, etc. for new hires
- June 12: Arts Council Wrap-up and Reception
- June 13: Spring Arts Convocation
- June 15: deadline for Travel Grant applications
- June 30: deadline for submission of complete application for tenure/promotion applications