



WAYNE STATE
College of Engineering

Chairs' Calendar
AY 2018-2019

This is an overview of events and action items that need the attention of department Chairs throughout the academic year.
Please use this as a guide for planning and anticipating deadlines.

AUGUST 2018		
Due	Item	Recommended Activities
TBD	CoE Computer Lab Software Request Deadline	- Request External Reviewers for P&T Candidates
8/3/18	Candidates for P&T Due to Dean's Office	
8/14/18	Summer Classes End	
8/15/18	Study Day	
8/17/18	Fall Academic Appointments Begin	
8/27/18	University New Faculty Orientation - Day 1	
8/28/18	University New Faculty Orientation - Day 2	
8/28/18	University New Student Convocation and FestiFall	
8/28/18	CoE Graduate Student Orientation	
8/29/18	Fall Semester Begins	

SEPTEMBER 2018		
Due	Item	Recommended Activities
TBD	Technology Advisory Committee Call-for-Proposals (Jeff Potoff)	- Meet with Department P&T Committee to Review P&T Candidates
9/5/18	CoE Faculty Assembly	
9/12/18	Welcome New Faculty (after Council of Chairs Meeting)	
9/18/18	CoE Welcome Back Event (all students, faculty, and staff)	
9/21/18	Board of Governors Meeting	
9/31/18	Fiscal Year Ends	
TBD	Graduate/Undergraduate Chair Appointments Due to Dean's Office	

OCTOBER 2018

Due	Item	Recommended Activities
10/1/18	New Fiscal Year Begins	- Start to Assemble P&T Applications
10/1/18	CoE Career Fair	- Faculty Start to Assemble Sabbatical Applications
10/7 - 10/10	ABET Visit	
10/8/18	W19 Schedule Visible	
10/12/18	Early Academic Assessment (EAA) Grades Due	
10/26/18	Dean's Travel Awards for Excellence in Graduate Student Research - Due to Simon Ng	
10/26/18	WSU Sesquicentennial Closing Event	
10/28/18	Registration for W19 Begins	
10/30/18	Technology Advisory Committee Proposals Due to Jeff Potoff	

NOVEMBER 2018

Due	Item	Recommended Activities
11/2/18	Promotion and Tenure Packages Due to Dean's Office	- Organize a Department Committee to Prepare for:
11/15/18	Sabbatical Applications Due to Department Chair	BOG Faculty Recognition Award
11/21/18	No Classes	Distinguished Faculty Fellowship Award
11/22 - 11/23	Thanksgiving Holiday - WSU Closed	President's Award for Excellence in Teaching
11/23/18	University Research Grant Program Applications - Chair Submits to Jacob Wilson	
TBD	PTF Appointments for Winter Semester Due to Dean's Office	
TBD	Software Requests for Connect Services (Classroom & Student Installs for W19)	

DECEMBER 2018

Due	Item	Recommended Activities
12/7/2018	BOG Faculty Recognition Awards Due - Chairs Submit to Jacob Wilson	
12/7/2018	Sabbatical Applications Due to the Dean's Office	
12/7/2018	Board of Governors Meeting	
12/10/18	Fall Classes End	
12/11/18	Study Day	
12/12 - 12/18	Final Exams	
12/11/18	Winter Commencement	
12/24 - 1/1	Holiday Closure	

JANUARY 2019

Due	Item	Recommended Activities
TBD	Distinguished Faculty Fellowship Award Applications Due to Dean's Office	- Consulting Reports Distributed
1/7/19	Winter Semester Begins	- Ask Faculty to Update CV for Merit Review
1/11/19	President's Award for Excellence in Teaching - Chair Submits to Jacob Wilson	- Distribute Conflict of Interest Forms
1/21/19	Holiday - WSU Closed	
1/22/19	Sp/Su19 Schedule Visible	
1/28/19	CoE Career Fair	
TBD	Consulting Reports Due to Dean's Office	
TBD	CoE Winter Faculty Assembly	
TBD	Non-Rep Employee Performance Evaluations Due (including Chairs and Associate Deans)	
TBD	Distinguished Graduate Faculty Award Applications Due - Chair Submits to Jacob Wilson	
TBD	Outstanding Graduate Mentor Award - Chairs Submit to Graduate School	

FEBRUARY 2019

Due	Item	Recommended Activities
TBD	Conflict of Interest Forms Due to Dean's Office	
2/1/2019	Board of Governors Meeting	
2/4/2019	Registration for Sp/Su19 Begins	
2/25/2019	F19 Schedule Visible	
TBD	Lecturer Non-Renewal Due to Carmen Albert	
TBD	Early Academic Assessment Grades Due	
TBD	Ralph H. Kummeler Award for Distinguished Achievement in Graduate Student Research - Applications Due to the Office of Associate Dean for Research and Graduate Studies	

MARCH 2019

Due	Item	Recommended Activities
TBD	Annual Review for AAUP Faculty Conducted	<ul style="list-style-type: none"> - Preliminary Evaluation of Faculty Considered for P&T - Meet with Department Selective Salary Committee
3/11 - 3/16	Spring Break	
3/22/19	Board of Governors Meeting	
3/25/19	Registration for F19 Begins	
TBD	CoE Undergraduate Scholars Day	
TBD	CoE Faculty Teaching Awards - Nominations Due to Jeff Potoff	
TBD	CoE Faculty Research Excellence Awards Due Simon Ng	

APRIL 2019

Due	Item	Recommended Activities
TBD	Department's Selective Salary Materials Due to Dean's Office	<ul style="list-style-type: none"> - Identify List of External Reviews for Faculty Considered for P&T - Meet with Department Budget Committee
TBD	Part-Time Instructor Appointments for Sp/Su Semester Due to Dean's Office	
TBD	Lecturer, Tenure-Track, and GSA Renewals Due to Dean's Office	
4/18/19	Student Innovation and Design Day	
4/18/19	Hall of Fame Awards Night	
TBD	Faculty Research Excellence Awards Announced	
4/22/19	Winter Classes End	
4/23/19	Study Day	
4/24 - 4/30	Finals Week	
TBD	Software Requests for Connect Services (Classroom and Student Installs) for Sp/Su19	
4/29/18	All College-Wide Committee Appointments for AY 19-20 Due to Dean's Office	

MAY 2019

Due	Item	Recommended Activities
TBD	CoE Honors Convocation	
5/1/2019	All Departments Scholarships for Returning UG Students Submitted	
5/3/2019	Board of Governors Meeting	
5/6/19	Spring/Summer Semester Begins	
TBD	Spring Commencement	
TBD	Order of the Engineer Induction and Ceremony	
TBD	Departmental Budget Packages Due to Dean's Office	
TBD	P&A and Staff Association Performance Evaluations Complete	

JUNE 2019

Due	Item	Recommended Activities
TBD	Departmental Budget Meetings Held with Dean's Office	
6/21/19	Spring Classes End	
6/21/19	Board of Governors Meeting	
6/22/19	Study Day	
6/26/19	Summer Semester Begins	

JULY 2019

Due	Item	Recommended Activities
7/26/19	Spring/Summer Classes End	
7/27/19	Study Day	
TBD	PTF Appointments for Upcoming Fall Term Due to Dean's Office	
TBD	Software Requests for Connect Services (Classroom and Student Installs) for F19	

AUGUST 2019

Due	Item	Recommended Activities
8/13/19	Summer Classes End	
8/14/19	Study Day	
TBD	Fall Academic Appointments Begin	