

Guidelines for Academic Department Chairs

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General:

Link to Academic Calendars: http://www.weber.edu/registrar/Academic_Calendar.html

Chair Responsibilities Policy: http://www.weber.edu/ppm/Policies/1-18_DeptChairs.html

Faculty and Staff Resources: <http://www.weber.edu/FacultyAndStaffResources/>

Responsibilities for Departmental Staff:

Ongoing

Fair Labor Standards Act (FLSA): [http://www.weber.edu/ppm/Policies/3-2a_Fair_Labor_Standards_Act_\(FLSA\).html](http://www.weber.edu/ppm/Policies/3-2a_Fair_Labor_Standards_Act_(FLSA).html)

Released Wellness Time: http://www.weber.edu/ppm/Policies/3-68_Released_Wellness_Time_Guidelines.html

Family Medical Leave (FMLA): Used when employees have to be off work for more than three consecutive days, or intermittently for the same condition, for either themselves, their legal spouse, their parent, or one of their children. Application for FMLA is done in conjunction with Human Resources.

See http://www.weber.edu/ppm/Policies/3-21_SickLeave.html
http://www.weber.edu/ppm/Policies/3-29a_FamMedLeave.html

Staff Development Applications: Encourage and support staff proposals to the Staff Development Committee. Matching departmental funds must be specified on applications. See <http://www.weber.edu/staffdevelopment/Deadlines.html>

Employment of hourly workers (not adjunct):

Policies: http://www.weber.edu/ppm/Policies/3-14_HourlyEmployment.html
http://www.weber.edu/ppm/Policies/6-13_StudentEmployment.html

50/50 Program: <http://weber.edu/careerservices/50-50.html>

Weekly

Verify hours worked as input by non-exempt staff (typically department administrative assistant). See

http://www.weber.edu/wsuiimages/financialservices/Forms/Payroll/Forms/Time%20Entry%20Approval%20-%20Quick%20Guide_1.pdf

Monthly

Verify vacation hours, etc. See

<http://weber.edu/wsuiimages/financialservices/Forms/Payroll/System/Leave%20Reporting%20Guide.pdf>

Annually

Staff personnel shall be evaluated at least annually, the timing of which is set by the department. Contact Human Resources regarding how to use the Performance Evaluation feature of the PeopleTacker application in eWeber.

April

Administrative Professionals Day is on the Wednesday of the last full week of April. Be sure to acknowledge the important role of your administrative assistants – buy something nice, but not on your p-card.

Work with your administrative assistant on summer vacation schedule and suggest training that may be helpful for the administrative assistant to take over the summer.

Responsibilities for Faculty and Department

Ongoing

Faculty and Advisor Resources: <http://www.weber.edu/plantograduate/faculty.html>

Academic Program Review:
http://www.weber.edu/oie/Program_Review.html

Curriculum submission deadlines:
<https://www.weber.edu/wsuiimages/facultysenate/Curriculum/CurriculumCalendar.pdf>

Syllabus construction resources and examples of standard language that should be included on every syllabus: <http://www.weber.edu/tlf/Syllabus.html>

Post-Tenure review deadlines:
http://www.weber.edu/facultyandstaffresources/Post_Tenure.html

Ensure that transfer articulation is being performed in a timely manner for students transferring to WSU with college credit from other colleges. Questions regarding transfer articulation can be directed to articulation@weber.edu.

Ensure that all faculty in the department receive regular FERPA training. See <http://www.weber.edu/accessanddiversity/Programs/FERPA.html>

Research, Scholarship and Professional Growth Funding: Encourage and support faculty proposals to the RSPG Committee. Matching departmental funds must be specified on applications. See: <http://www.weber.edu/rspg>

Funding for Technology: <http://www.weber.edu/arcc/>

Family Medical Leave (FMLA): Used when employees (including faculty) have to be off work for more than three consecutive days, or intermittently for the same condition, for either themselves, their legal spouse, their parent, or one of their children. Application for FMLA is done in conjunction with Human Resources.

See http://www.weber.edu/ppm/Policies/3-21a_SickFamLeaveFac.html
http://www.weber.edu/ppm/Policies/3-29a_FamMedLeave.html

Summer Semester

Submit names of new faculty hires to Teaching and Learning Forum by June 1. This will ensure an invitation to the New Faculty Retreat.

Start thinking about a booth for WSU's Block Party, always held the first Friday of Fall semester. Register for the booth. Schedule faculty and staff to be at the booth.

MAY

- May 1 deadline for nominating students for scholarships via the Scholarship Nomination System in the eWeber Portal.
- For spring semester, if you have concurrent enrollment adjunct faculty in the high school, make at least one site visit before May 15.
- May 15 deadline to submit next year's GRAD MAPS to the Provost's Office.
- Ensure faculty participate in the Starfish twice-a-semester progress survey.
- Summer graduation: online graduation tool (see Academic Advisor folder in <https://report.weber.edu>), follow-up on students who have applied for graduation but who are not showing as complete.
- Follow course cancellation guidelines <http://www.weber.edu/wsuiimages/academicaffairs/ProvostMiner/Course%20Cancellation%20Guidelines.pdf>
- Continue monitoring budget to minimize carry-over to the next year.
 - Discuss with Dean if there are impending budgetary issues at the end of the fiscal year
- End of year report due to the Dean.
 - Include student achievements and next step successes

JUNE

- For fall semester: access Course Enrollment dashboard (<https://portalapps.weber.edu/tableaudashboards/default.aspx>) to view closed classes/waitlisted classes to determine whether or not to open new section(s).
- Ensure faculty participate in the Starfish twice-a-semester progress survey.
- The fiscal year ends at the end of the month.
 - Ensure all reallocations are requested and accounted for in the budget.

JULY

- Review enrollment patterns in fall classes, monitoring sections that may need to be canceled or opened to more students.
 - Access Course Enrollment dashboard (<https://portalapps.weber.edu/tableaudashboards/default.aspx>) to view closed classes/waitlisted classes to determine whether or not to open new section(s).
 - In cases where a new section can be created, work with the Dean to staff it.
- Ensure faculty participate in the Starfish twice-a-semester progress surveys.
- Review department budget allocations with the Dean and discuss spending priorities with your administrative assistant.
- Set travel allocations and other discretionary spending categories. Ensure that you and the administrative assistant are on the same page about spending priorities.
- Distribute information about 50/50 Student Jobs Program to faculty who may be interested (see <http://weber.edu/careerservices/50-50.html>).

AUGUST

- In anticipation of the department retreat:
 - Department goals and spending priorities can be proposed.
 - Charges and staffing department committees can be proposed; pay special attention to tenure and promotion committee.
- The department retreat is an opportunity to provide faculty, adjuncts, and staff with the status of the last academic year.
 - The Long Term Trends dashboard (on the IR website-- <http://www.weber.edu/IR/repspub.html>) and the Program Review dashboard (under development) can provide relevant data for the presentation and interpretation.
 - Discuss potential hiring priorities and review the timing of future sabbatical requests.
 - Discuss proposed goals, priorities, and committee members and charges.
- Find ways to maximum enrollments in face-to-face, online, concurrent enrollment, and satellite classes by checking with faculty to see if students can be placed in other sections of the same class if there are conflicts.
 - Access Course Enrollment dashboard (<https://portalapps.weber.edu/tableaudashboards/default.aspx>) to view closed classes/waitlisted classes to determine whether or not to open new section(s).
- Ensure faculty have updated their Starfish faculty profile.
- Encourage faculty to use Canvas for attendance and grades.
- Prep for fall semester: remind faculty to include in syllabi how they will teach if students cannot attend class due to emergency situation/natural disaster.
- Grade submission deadline: follow-up with faculty on missing grades for summer semester.

- Work with Career Services on any student jobs... apply for the 50/50 Student Employment program (see <http://weber.edu/careerservices/50-50.html>).
- Follow course cancellation guidelines <http://www.weber.edu/wsuiimages/academicaffairs/ProvostMiner/Course%20Cancellation%20Guidelines.pdf>
- Ensure curriculum proposals are in process for curriculum changes to next year's catalog.

Fall Semester

SEPTEMBER

- Collect syllabi for fall courses. Place the syllabi online for transferring students.
- Deans and Chairs review petition/appeal procedures PPM 6-22 within their respective colleges.
- Ensure faculty participate in the Starfish twice-a-semester progress survey.
- Online scholarship application for the next fall semester available for current WSU students via the eWeber Portal.
- September-December: online graduation tool (see Academic Advisor folder in <https://report.weber.edu>), follow-up on students who have applied for fall graduation who are not showing as complete.
- Consider nominating your faculty for various awards. Hinckley and Collaboration Award nominations are due to the Provost's Office early in September. See http://weber.edu/academicaffairs/hinckley_fellow_award.html and http://weber.edu/academicaffairs/exemplary_collaboration_award.html
- By September 8 the department chair, in consultation with the dean, identifies the names of the candidates for tenure and for advancement in rank and their years of service under the present rank. See http://www.weber.edu/ppm/Policies/8-12_DatedGuideRankTenureReview.html
- By September 29 establish departmental Ranking Tenure Evaluation Committee and Peer Review Committee (if different from Tenure Evaluation Committee) See http://www.weber.edu/ppm/Policies/8-15_CompSelectDeptRankTenureEval.html and http://www.weber.edu/ppm/Policies/8-12_DatedGuideRankTenureReview.html
- By October 1 the department chair is to inform, in writing, all probationary faculty members up for review and all faculty who are being considered for advancement in rank that their files must be updated by January 15.
- By October 1 the department chair forwards a list of all departmental candidates for review, for advancement in rank, and for tenure to all departmental faculty members, including those on leave or otherwise absent from campus for the year, and informs these faculty of their right to submit their written recommendations concerning those being considered for tenure or for advancement in rank. These written recommendations must be submitted to the department by January 8.

- October 1 course materials submission deadline for spring semester. Faculty must submit course materials to WSU Campus Store (Bookstore) by the deadline to comply with the 2008 Higher Education Opportunity Act.
 - Faculty who use the same course materials for two or more semesters save students money. Also, students save money if they can rent textbooks. Features that make course materials un-rentable include workbooks (materials with tear out pages or consumable pages), loose leafs (non-bound materials where pages may be removed or a compilation of materials custom organized and printed), and those with access codes (code required to access materials which is good only for that specific semester).
 - Department Chairs should coordinate course materials with adjunct faculty, including those teaching concurrent enrollment courses in the high school.

OCTOBER

- Hold regular department meetings at least twice a semester.
- October 13 academic departments enter spring semester class schedule. Scheduling needs to be carefully monitored by the chair to ensure they are responsive to student and faculty needs.
 - Review Continuing Education proposals for courses at night and satellite campuses.
 - Set consistent class caps.
 - Ensure that all waitlistable courses are waitlisted with 100 seats on the waitlist.
 - For transparency and ease of student reference, post spring courses in the department office and online.
 - Deans and Chairs ensure course scheduling adheres to class beginning and ending times
(http://www.weber.edu/registrar/Class_Beginning_and_Ending_Times.html).
- Ensure faculty participate in the Starfish twice-a-semester progress survey.
- Access the Semester-to-Semester Enrollment Comparison dashboard (<https://portalapps.weber.edu/tableaudashboards/default.aspx>) to see which of your students are not persisting and then work with the College Academic Advisor-Starfish person to reach out to these students.
- If you award an Associate's Degree, encourage those who have completed the degree and are not earning a Bachelor's Degree this academic year to apply for graduation for fall semester.
- By November 1 submit course fee applications.
See <http://www.weber.edu/coursefeecommittee> and <http://apps.weber.edu/wsuiimages/FacultyAndStaffResources/GuidelinesRegardingCourseFees7-26-17.pdf>

NOVEMBER

- Access online graduation tool (see Academic Advisor folder in <https://report.weber.edu>), follow-up on students who have applied for fall graduation who are not showing as complete.
- Ensure that the assessment report is prepared for the Office of Institutional Research (see http://www.weber.edu/oie/annual_assessment_process.html).
 - Close the circle on assessment by presenting the results of assessment at a faculty meeting to which adjuncts are invited.
- For spring semester: access Course Enrollment dashboard (<https://portalapps.weber.edu/tableaudashboards/default.aspx>) to view closed classes/waitlisted classes to determine whether or not to open new section(s).
- Applications for sabbatical leaves should be submitted to the department chair by December 1 of the academic year preceding the academic year in which the sabbatical leave is to occur. The department chair shall forward the application with a recommendation as to its disposition to the dean of the college. See http://www.weber.edu/ppm/Policies/3-25_FacultySabLeave.html and <http://www.weber.edu/wsuiimages/FacultyAndStaffResources/forms/sabbatical.pdf>
- Applications by full professors to be considered for a Performance Compensation Plan salary increase are due to the applicant's department chair by, typically, the Monday after Thanksgiving; the applications are due from the chairs to deans by December 15. See [http://www.weber.edu/wsuiimages/facultysenate/Salary%20Compensation%20Forms/Performance%20Compensation%20Application%20Form\(1\).pdf](http://www.weber.edu/wsuiimages/facultysenate/Salary%20Compensation%20Forms/Performance%20Compensation%20Application%20Form(1).pdf) and <http://apps.weber.edu/wsuiimages/FacultyAndStaffResources/Sample%20PCP%20Application.pdf>

DECEMBER

- Review enrollment patterns in spring classes, monitoring sections that may need to be canceled or opened to more students.
 - Access Course Enrollment dashboard (<https://portalapps.weber.edu/tableaudashboards/default.aspx>) to view closed classes/waitlisted classes to determine whether or not to open new section(s).
 - In cases where a new section can be created, work with the Dean to staff it.
 - Find ways to maximum enrollments in face-to-face, online, concurrent enrollment, and satellite classes by checking in with faculty to see if students can be placed in other sections of the same class if there are conflicts.
- Grade submission deadline: pay attention to the registrar's report on missing grades and contact faculty whose grades are missing.
- For fall semester classes, if you have concurrent enrollment adjunct faculty in the high school, make at least one site visit before December 15.

- Any curriculum changes should be submitted to the college (at least) or university (preferred) Curriculum Committee to ensure placement in the subsequent year's catalog.
- By December 15 Full Professor Compensation Applications are due from Chairs to Deans. See [http://www.weber.edu/wsuiimages/facultysenate/Salary%20Compensation%20Forms/Performance%20Compensation%20Application%20Form\(1\).pdf](http://www.weber.edu/wsuiimages/facultysenate/Salary%20Compensation%20Forms/Performance%20Compensation%20Application%20Form(1).pdf) and <http://apps.weber.edu/wsuiimages/FacultyAndStaffResources/Sample%20PCP%20Application.pdf>

Spring Semester

JANUARY

- Collect syllabi for spring courses. Place the syllabi online for transferring students.
- January 8 is the deadline for written recommendations from faculty concerning those being considered for tenure or for advancement in rank.
- January-April: online graduation tool (see Academic Advisor folder in <https://report.weber.edu>), follow-up on students who have applied for spring graduation who are not showing as complete.
- Encourage faculty to use Canvas for attendance and grades.
- Follow course cancellation guidelines <http://www.weber.edu/wsuiimages/academicaffairs/ProvostMiner/Course%20Cancellation%20Guidelines.pdf>

FEBRUARY

- Hold regular department meetings at least twice a semester.
- February 1 Scholarship Nomination System opens via eWeber Portal for Departments to begin nominating students for scholarships.
- February Faculty Senate meeting is the deadline for any changes being made to the University Catalog in regard to course changes, program changes, etc.
- Catalog editorial changes are due. These are “word” edits only to the general information on your catalog pages.
- Deans and Chairs ensure that those who need training on the Scholarship Nominating System receive it.
- Ensure faculty participate in the Starfish twice-a-semester progress survey.
- Access the Semester to Semester Enrollment Comparison dashboard (<https://portalapps.weber.edu/tableaudashboards/default.aspx>) to see which of your students are not persisting and then work with the College Academic Advisor-Starfish person to reach out to these students.
- If you award an Associate's Degree, encourage those who have completed the degree and are not earning a Bachelor's Degree this academic year to apply for graduation for fall semester.

- March 1 course materials submission deadline for **summer** semester. Faculty must submit course materials to WSU Campus Store (Bookstore) by the deadline to comply with the 2008 Higher Education Opportunity Act.
 - Faculty who use the same course materials for two or more semesters save students money. Also, students save money if they can rent textbooks. Features that make course materials un-rentable include workbooks (materials with tear out pages or consumable pages), loose leafs (non-bound materials where pages may be removed or a compilation of materials custom organized and printed), and those with access codes (code required to access materials which is good only for that specific semester).
 - Department Chairs should coordinate courses materials with adjunct faculty, including those teaching concurrent enrollment courses in the high school.

MARCH

- Class schedules for summer and fall courses are due this month.
 - March 9 academic departments enter summer semester class schedule.
 - March 16 academic departments enter fall semester class schedule.
 - Work on these together with faculty to ensure coverage and courses are responsive to student and faculty needs.
 - Review Continuing Education proposals for courses at night and satellite campuses.
 - Set consistent class caps on courses.
 - Ensure that all waitlistable courses are waitlisted with 100 seats on the waitlist.
 - Deans and Chairs ensure course scheduling adheres to class beginning and ending times
(http://www.weber.edu/registrar/Class_Beginning_and_Ending_Times.html).
- Deadline March 15: annual adjunct faculty request forms for concurrent enrollment should be reviewed and returned to the Director of Concurrent Enrollment (for more information contact the Concurrent Enrollment office at extension 7297).
- Participate in annual meeting sponsored by Continuing Education with all concurrent enrollment high school adjunct faculty to discuss curriculum, course materials, syllabi, textbooks and best teaching practices.
 - Departments need to submit site visitation records to the Concurrent Enrollment website
(<http://continue.weber.edu/concurrentenrollment/faculty/visitation.aspx>).
- Ensure faculty participate in the Starfish twice-a-semester progress survey.

- Prep for summer semester: remind faculty to include in syllabi how they will continue course instruction if students cannot attend class due to emergency situation/natural disaster.
- Submit requests to the dean for changes in department's base (July 1) budget. This includes submitting budgets for course fee and student fee accounts based on approved fees. (copy Betty Kusnierz in the Provost's office)
- By March 25 the department chair completes the assessments of the probationary faculty within the department who are in their second year's progress towards tenure and reports his/her findings, in writing, to the candidate, the dean and places a copy of the findings in the candidate's professional file.
See http://www.weber.edu/ppm/Policies/8-12_DatedGuideRankTenureReview.html
- Each year the department chair and dean shall review their contract faculty and the need for the positions before deciding on reappointment. If a decision is made not to re-appoint, the individual must be notified by June 30 or, in the case of an appointment expiring during an academic year, by the anniversary date of the appointment. Contract faculty in their first year of employment will be formally reviewed by a faculty committee consisting of one faculty chosen by the contract faculty member, one faculty chosen by the chair, and at least one faculty elected by the department. This committee may include faculty from outside the contract faculty member's department and must include at least two faculty members on tenure-track or tenured appointments. By April 1, this committee will make a recommendation to the department chair regarding reappointment. After the first year formal review, contract faculty employed continuously on one year or two year contracts, will be reviewed every three years using the above review process.
See http://www.weber.edu/ppm/Policies/8-7_DurationFacAppt.html
- Coordinate schedules with your administrative assistant to ensure reasonable coverage of the office during spring break.
- March marks the beginning of conference travel season for faculty
 - Make sure travel allocations are correct and reimbursement policies are understood.
 - Make sure to contact the applicable office for reallocations (Betty Kusnierz in the Provost's Office for RSPG, Hemingway, Distinguished Professor, Hinkley, and Endowed Scholar awards; Community Engaged Learning Office for Hall awards; OUR for undergraduate research awards; and/or Dean's office as applicable).
- April 1 course materials submission deadline for **fall** semester. Faculty must submit course materials to WSU Campus Store (Bookstore) by the deadline to comply with the 2008 Higher Education Opportunity Act.
 - Faculty who use the same course materials for two or more semesters save students money. Also, students save money if they can rent textbooks. Features that make course materials un-rentable include workbooks (materials with tear out pages or consumable pages), loose leafs (non-bound materials where pages may be removed or a compilation of materials custom

organized and printed), and those with access codes (code required to access materials which is good only for that specific semester).

- Department Chairs should coordinate courses materials with adjunct faculty, including those teaching concurrent enrollment courses in the high school.

APRIL

- Review enrollment patterns in summer classes, monitoring sections that may need to be canceled or opened to more students.
 - Access Course Enrollment dashboard (<https://portalapps.weber.edu/tableaudashboards/default.aspx>) to view closed classes/waitlisted classes to determine whether or not to open new section(s).
 - In cases where a new section can be created, work with the Dean to staff it.
 - Find ways to maximum enrollments in face-to-face, online, concurrent enrollment, and on satellite classes by checking in with faculty to see if students can be placed in other sections of the same class if there are conflicts.
- Deans and Chairs review “transfer articulation” process and verify the primary and secondary persons designating articulation.
- Encourage faculty to use Canvas for attendance and grades.
- College point person should be working on any changes to program GRAD MAPS. Deadline is May 15 each year.
- Grade submission deadline: pay attention to the registrar’s report on missing grades and contact faculty whose grades are missing.
- May 1 deadline for nominating students for scholarships via the Scholarship Nomination System in the eWeber Portal.