

– College of the Sciences –
Administrative deadlines & recurring events

OPPORTUNITIES AND EVENTS FOR FACULTY:

COTS Faculty Summer Grants

http://www.cwu.edu/~cots/cots_faculty_summer_awards.html

November, early	Notice from Dean or Associate Dean to faculty of the deadline.
February – First Friday	Applications due to Office of the Dean.
March – First week	Awards announced.

COTS Undergraduate Research Grants

http://www.cwu.edu/~cots/cots_ugr_grants.html

November, early	Notice from Dean or Associate Dean to faculty of the deadline.
February – First Friday	Applications due to Office of the Dean.
March 1	Awards announced.

Science Honors Research Program

http://www.cwu.edu/~cots/cots_ugr_grants.html

November, early	Notice from Director to faculty of the deadline.
January 15	Applications due to Science Honors Program Director.
March 1	Awards announced.

COTS Faculty Development Funds

<http://www.cwu.edu/~cots/docs/FacultyDevelopmentForm.doc>

October 15, February 15, or May 15	Three deadlines, one application per year. Fall deadline depends on summer revenue allocation notification.
------------------------------------	---

Recurring events

Thursday 4:00 – 5:00 p.m.	Social Science Seminar Series
Friday 4:00 – 5:00 p.m.	Natural Science Seminar Series
Third Thursday of May	Symposium on University Research and Creative Activity
October – Homecoming	Friday lunch – Alumni Excellence in Teaching Awards Ceremony Friday evening – Distinguished Alumni Awards ceremony

Faculty Days

September – before classes begin	Provost’s fall faculty day
December, Monday of finals week	University level activities
March, Monday of finals week	College level activities
June, Monday of finals week	Department level activities

FOR CHAIRS & PROGRAM DIRECTORS:

COTS Regular Meetings

Thursday 10:30 – noon	Council of Department Chairs
Thursday 3:00 – 4:30 p.m.	Interdisciplinary Program Directors
Early September	All day chairs retreat – off campus; update emergency phone tree
Early September	Chairs and IDP directors retreat - assessment

Planning of Instruction

January 15	Guidelines to chairs for load planning (IS histories, program directorship release review, disproportionate advisees, known grant or S.o.D. release requests, etc.)
February 1	Annual department load plan for subsequent academic year, to Dean, Associate Dean & AA.
February 15	Faculty workload plans to chairs.
March 15	Faculty workload plans to dean.

Contract requests

July 15	For fall quarter
October 15	For winter quarter
January 15	For spring quarter
April 15	For summer quarter non-instructional assignments (grants, etc.)

COTS Budget requests

March	Dean calls for budget requests
April	Department and program budget requests to dean
Ongoing	Department and program request fntt positions on a case-by-case basis
Summer	Base budget allocation decisions finalized

COTS Chair & IDP director elections

January, second week	Dean calls for nominations, verifies and circulates nominations
February, second week	Dean meets with department/program for elections

COTS nominations

January	Staffing/elections for college committees – subsequent year
February	Excellence in Academic Leadership – CEL award
March	Distinguished Alumna/Alumnus; Special Achievement Award
March	Excellence in Teaching
April or May	Honors Convocation speaker

Annual reporting

September	Faculty accomplishments reporting to President’s office (we’ll try to coordinate this with Activities Reports if possible)
October	Professional Development Plans in place for staff
Mid-December	Program assessment plans complete
Year end	Summary of department level peer review to Dean
End May	Summary of COTS faculty development expenditures
End May	Summary of staff review to Dean
End May	Chair evaluation
Mid-June	Program assessment results to Associate Dean, <i>Includes-</i> <i>Department learning goals by program with assessment</i> <i>Current example syllabi with course learning objectives</i> <i>Responsive curriculum change</i>
Summer	S.o.D. assessment of first year goals and budget report to dean

Accreditation Periods and Activities

November 2007	NCATE decision
April 2008	Response to Professional Standards Board
July 2007	CACREP – Accreditation 2 year accreditation received
2007-2008	NWCCU – Draft self-study completed
2008-2009	NWCCU – Full university accreditation self-study complete
Fall 2009	NWCCU – campus visit
Others:	ACS Certification, ABET, NASP