

## *College of the Sciences*

### *Administrative deadlines & recurring events*

Revised October 2009—subject to revision and superseded by university calendars and policies

#### *OPPORTUNITIES AND EVENTS FOR FACULTY:*

##### ***COTS Faculty Summer Grants***

[http://www.cwu.edu/~cots/cots\\_faculty\\_summer\\_awards.html](http://www.cwu.edu/~cots/cots_faculty_summer_awards.html)

**November 6** Notice from Dean or Associate Dean to faculty of the deadline.

**February 5** Applications due to Office of the Dean.

**March 5** Awards announced.

##### ***COTS Undergraduate Research Grants***

[http://www.cwu.edu/~cots/cots\\_ugr\\_grants.html](http://www.cwu.edu/~cots/cots_ugr_grants.html)

**November 6** Notice from Dean or Associate Dean to faculty of the deadline.

**February 5** Applications due to Office of the Dean.

**March 5** Awards announced.

##### ***Science Honors Research Program***

[http://www.cwu.edu/~cots/cots\\_ugr\\_grants.html](http://www.cwu.edu/~cots/cots_ugr_grants.html)

**November 6** Notice from Director to faculty of the deadline.

**January 15** Applications due to Science Honors Program Director.

**March 2** Awards announced.

##### ***COTS Faculty Development Funds***

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

One application per year. Deadline for 2009-10 application is June 15, 2010.

##### ***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 (May 20)** Symposium on University Research and Creative Activity

**October – Homecoming**

Friday October 23 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

**Fridays (Oct. 7, Nov. 5, Dec 3) 3:30 – 5:00 p.m.** Interdisciplinary Program Directors

**Early September** All day chairs retreat – off campus; update emergency phone tree

## ***Planning of Instruction:***

**January 15** Guidelines to chairs and program directors for load planning (IS histories, program directorship release review, disproportionate advisees, known grant or S.O.D. release requests, etc.)

**February 12** Annual interdisciplinary load plan for subsequent academic year, to affected Department Chairs, Dean, Associate Dean & AA.

**February 12** Faculty workload plans to chairs.

**March 15** Annual department load plan for subsequent academic year, to Dean, Associate Dean & AA.

**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 FTNTT 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

**October** Program review first year follow-up

**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 AVP Undergraduate Studies

## ***Accreditation Periods and Activities***

**Fall 2009** NWCCU – campus visit October 19-21

**Others:** ACS Certification, ABET, NASP, CACREP