

Timeline for Department Chairs

AUGUST

- New faculty orientation
- Fall Letter of Agreement forms due to Provost's Office for all Adjunct faculty
- Fall classes begin

SEPTEMBER

- Department adjunct faculty orientation
- Assessment Day
- Plan for academic department presentations (annual report) to Provost/Associate Provost/Assistant Provost

OCTOBER

- Submit following fall courses to schedule@ltu.edu
- Fall Faculty Assignments due to Provost's Office for all Full Time faculty
- Tenure and promotion evaluations

NOVEMBER

- Proposals for sabbatical leaves due to Deans and Chairs of faculty councils

DECEMBER

- Fall course evaluations due

JANUARY

- Spring classes begin
- Spring Letter of Agreement forms due to Provost's Office for all Adjunct faculty

FEBRUARY

- Submit following spring courses to schedule@ltu.edu
- Spring Faculty Assignments due to Provost's Office for all Full Time faculty

MARCH

- Graduation petitions

MAY

- Spring course evaluations due
- Summer Letter of Agreement forms due to Provost's Office for all faculty
- Commencement
- Summer classes begin

JUNE

- Submit following summer courses to schedule@ltu.edu
- New student orientation and registration

JULY

- Assessment report due for prior year
- Staff performance evaluations and planning
- Faculty performance evaluations and planning