Semester 1 Schedule for Chairs

Note that dates in bold indicate hard deadlines.

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| **Week** | **Suggested Activities** |
| FDW | Introduce and orient faculty member to the department, review departmental responsibilities, and offer an overview of potential committee work. |
| Open Reg. | Candidates will be at HWC for tenure orientation. Any specific work for which they must be on campus should be done Friday if possible. |
| 1 & 2 | TAP leader works with the chair and administration to determine the administrative point person for each tenure track faculty member. |
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| 3 & 4 | Department chair and administrative point person work with tenure track faculty member to schedule formal observations for weeks 5-8. |
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| 5, 6, 7, and 8 | Complete formal classroom observation, follow up with tenure track faculty member and give the formal observation write-up **within one week**; share any major concerns with the TAP leader. |
| 9, 10 and 11 | No specific tasks. |
| 12 | Student evaluation summary given to the tenure track faculty member **by Wednesday**, share any major concerns with the TAP leader. |
| 13 | Be available to review drafts of portfolio documents. |
| 14 | Department chair completes the portfolio checklist; department reviews the portfolio. |
| 15 | **Departmental vote** |
| 16 | Department chair writes and forwards the letter to the president, Portfolio Checklist, and portfolio to the appropriate college administrator **by the end of the week.** |