

Suggested Task Timeline for Chairs

Month	Task
August	<input type="checkbox"/> Request syllabi <input type="checkbox"/> Schedule department meetings <input type="checkbox"/> Send out availability sheets for spring
September	<input type="checkbox"/> Plan class schedules for next fall <input type="checkbox"/> Offer classes for upcoming spring <input type="checkbox"/> Submit book orders for upcoming spring <input type="checkbox"/> Complete/Delegate faculty evaluations
October	<input type="checkbox"/> Interview and hire for any openings <input type="checkbox"/> Work on Program Plan/Annual Plan
November	<input type="checkbox"/> <input type="checkbox"/>
December	<input type="checkbox"/> <input type="checkbox"/>
January	<input type="checkbox"/> Request syllabi <input type="checkbox"/> Schedule department meetings <input type="checkbox"/> Send out availability sheets for fall... and see who is interested in teaching summer if applicable
February	<input type="checkbox"/> Department level program prioritization and roll up <input type="checkbox"/> Plan class schedules for next spring <input type="checkbox"/> Offer classes for upcoming summer and fall <input type="checkbox"/> Submit book orders for summer and fall <input type="checkbox"/> Complete/Delegate faculty evaluations
March	<input type="checkbox"/> Interview and hire for any openings <input type="checkbox"/>
April	<input type="checkbox"/> <input type="checkbox"/>
May	<input type="checkbox"/> <input type="checkbox"/>