Occidental COLLEGE

Department & Program Chair Guide 2016-17
General Job Description for Department Chair

For many departmental matters, Department Chairs work directly with the Associate Deans and the Dean of the College. The Faculty Handbook has a thorough outline of responsibilities for Department Chairs. The curriculum, faculty course assignments, budget management and oversight, faculty evaluation and review, search requests, student and staff supervision, and preparation of a departmental annual assessment report are all listed as chairs’ responsibilities. In order to advance the goals of the Department, Chairs should work as collaboratively as possible with colleagues on matters of curriculum, departmental and faculty assessment, search procedures and staff supervision. Department Chair terms are typically three years in length, and begin on July 1.

In addition, the following comments may be used as guidelines for your term as chair:

Accessibility: The Department Chair presents the views and requests of the department to the administration. In doing so, it is essential that the Department Chair be available in the department, and the Chair should hold regular, announced office hours if scheduling makes him or her often hard to find, in order to be accessible to his/her colleagues; it is also essential that department meetings be held to discuss important decisions that the department makes. Minutes should be taken and preserved. It may be helpful to create a Moodle site or a Google Drive folder that allows everyone to have easy access to such materials.

Curriculum Integrity: The curriculum of the department must be kept up to date and must fit the concepts and suit the needs of both students and faculty. It is the responsibility of the Chair to see that required courses are
staffed for each academic year, and that a sufficient supply of attractive electives is available. The Dean of the College would like to see all department members taking on a fair share of the responsibility for Cultural Studies Program courses, introductory courses and a fair share of the enrollments in the department. The Chair needs to work with his or her colleagues to insure that the curriculum's needs are met via regular faculty members wherever possible. At the same time, a balance must be struck among the needs of the Core program and other programs in which the departmental faculty participate.

Occasionally it is necessary to cancel a course, usually because of low enrollment. Faculty members, department chairs, and program coordinators must obtain the approval of the Dean’s office before cancelling or adding a class.

**Standard Class Times:** Unless otherwise indicated, classes meet at the times listed below. These times are also listed in the College Catalog at [http://www.oxy.edu/academics/course-catalog - class-periods](http://www.oxy.edu/academics/course-catalog - class-periods). *Any deviations will require the approval of the Dean.*

**Personnel Decisions:** The personnel decisions of the department, both with regard to faculty and to staff, are initiated and guided by the Department Chair, in collaboration with faculty colleagues. In hiring, evaluation, contract renewal, tenure, and promotion, the Department Chair is in charge of designing the process, in consultation with the department and the administration, and ensuring its proper operation and conclusion. Faculty reviews are conducted as described in the Faculty Handbook and the NTT Policy, with particular attention to the development of skills by new faculty members, and staff reviews are conducted annually in a process described in an annual communication from the Director of Human Resources. The Human Resources Department will provide training to all Faculty involved in conducting performance reviews for the staff in their department. The sabbatical leave schedule is planned by the Chair in consultation with the Dean’s office in such a way that the department can continue to conduct its curriculum. Other faculty personnel issues should be brought to the attention of the Dean of the College.

**Budget Decisions:** The Chair oversees budget decisions and allocations of the department. The management of the current budget is part of the Chair's responsibility, as well as the preparation of the proposed budgets for the following year. The budgets for ongoing departmental expenses, for student wages, for equipment and alterations, and for departmental computing needs are all proposed to the Dean’s office by the Chair. In addition, the Chair prepares requests each year for Capital Project Requests and for Department Equipment and Technology Requests.

**NTT Faculty Orientation and Support:** New NTT faculty will need help navigating Oxy. Chairs and their administrative assistants will be instrumental in ensuring a smooth adjustment to the College if they provide new NTT faculty colleagues with training on the use of myOxy, OxyConnect (Oxy Gmail), online grading and course evaluation assessment, the SEAN system, preparation of a syllabus within the context of the Departmental curriculum, and a guide to important offices (HR, ITS, the Registrar, Campus Safety, the Dean of the College). Chairs should also work with NTT faculty to ensure that they gain access to the NTT Policy, and that they understand the NTT review process. Dept. Chairs should also work to secure NTT faculty a campus office so that all NTT faculty have a space in which to meet and work with students during office hours.

**Other Issues:** In some departments, other important issues arise. For example, there may be safety issues in the operation of departments, in which case the Chair must make sure the department is fully trained and operating in a safe manner. The Chair needs to know where to refer faculty who are seeking support resources or looking for outside funding. The Chair is also the person to whom all student questions concerning the department, its policies, its courses, and its faculty should be directed. The Chair has general oversight of the advising of majors, and the Chair should be familiar with the general academic policies of the College as laid out in the College Catalog. In addition, the Chair is the first person who is usually approached when someone in the department is having difficulty, or when someone in the department is causing difficulty for students, faculty, or staff members.
Finally, the Chair prepares for the Dean’s office an annual Departmental Assessment report as part of the cycle of Departmental review, to be coordinated with the Dean’s Office and the Director of Academic Assessment. Information on the Cycle of Departmental Reviews can be found on the Dept Chairs “Resources” page.

**Curriculum of the Department**

**Curriculum overview and catalog planning:** The College Catalog contains a description of the requirements for students to graduate under various options in each department or program. The first responsibility that the Chair exercises in connection with the curriculum is to ensure that required courses such as introductory courses and courses that are taught annually to keep up with demand are in fact scheduled and staffed. In general, tenure-track faculty should be teaching the required courses. If the courses that must be taught cannot be taught with the faculty members who will be present, then the Chair should ask the Dean’s office to provide the additional staff needed to replace some or all of the courses from persons on leave. Such requests must be made before all the funds for such courses are allocated, so please observe the deadlines on the calendar posted on the Department Chair Resources page of the Dean’s Office website. The Dean’s office is always available to consult with Chairs in planning for future temporary or permanent staffing needs.

Substantive changes to majors or minors must be vetted through APC. Guidelines for revising a major or minor, or for proposing a new major, minor, program, or department, can be downloaded from the Faculty Meeting and APC Materials Moodle site to which all Oxy faculty are subscribed. New or revised courses must also be vetted by APC, and Chairs must act to approve (via an online form) all such new or revised courses, in consultation with Department colleagues, prior to those course proposals being submitted to APC. Deadlines for new majors, minors, programs, and new or revised courses are listed on the Department Chairs’ “Resources” page on the College website, and appended at the end of this document.

Departmental self-study and outside review team visits (Program Review): Approximately every 7 years, departments and programs undergo a self-study and review team visit. It will begin with an analysis of the current curriculum and other issues by the faculty of the department and a report on the findings, which will provide the basis for a visit from a team of outside reviewers selected by the Dean’s office in consultation with the department. The report of the outside reviewers will be held confidential between the department and the administration, but will be the basis for discussions between the Dean of the College and the department about revising the courses, staffing, facilities, and support of the department. An action plan will be the end product of departmental Program Review. The self-study and action plan will be made available to the members of the Academic Planning Committee (APC). Program Review self-study, external report, action plan, and timelines are all available in the Assessment Handbook: [http://www.oxy.edu/department-institutional-assessment-accreditation/academic-departments](http://www.oxy.edu/department-institutional-assessment-accreditation/academic-departments)

**Informal Departmental Reviews:** Between these major reviews, the department may study its curriculum and make such revisions as it deems appropriate, after dialogue with the APC that approves major requirements for all departments. In addition, the APC may request that the department revise its contributions to the Core Program. In making any decision that might cause the department to need more funds, it is essential to keep the Dean’s office apprised of the Department’s plans so that it can let the Department know the extent to which increased funding expectations are realistic.

**Support for Course Improvements:** Individual faculty members may apply for funds for pedagogical innovation or attendance at meetings on teaching through the Dean of the College and the Director of the Center for Teaching Excellence.
Planning Sabbatical and Other Leaves: Long-term sabbatical planning should be included as part of the department’s course grid planning process. In addition, the impact of leaves on other programs in which the faculty member is teaching needs to be considered in vetting and hiring any replacements.

Recruiting Tenure-Track or Full-Time NTT Faculty Members

Recruiting Tenure-Track Faculty Members

Planning: If a department finds that it has a vacant position due to resignation or retirement, or wishes to add a new tenure-track position, the department must submit a proposal to the Academic Planning Committee (guidelines and deadlines for proposals1 to the APC are announced early in the Fall semester). The APC advises the College on tenure-track faculty position planning, and advises the President and the Dean on how to fill vacant faculty positions on a case-by-case basis. Vacant or new faculty positions are filled only after they are funded by the College. When a department has been notified that a vacant or new position has been funded, a formal search process can begin.

One of the most important tasks of faculty members at Occidental College is the selection of new faculty members. The Department Chair will either chair the search or will appoint the chair of the search, and will appoint the members of the Search Committee in consultation with the Dean’s office. Chairs and their administrative assistants will meet with the chair of the Affirmative Action Committee and the Dean to review the methods used in searches. In general, the responsibilities of the search are shared between the department and the Dean’s office in well-defined ways that are described in guidelines provided by the Dean’s office.

During this meeting, the chair of the Affirmative Action Committee and the department will also discuss methods to increase the incidence of highly qualified applicants providing diversity in the applicant pool and to get the department's input into how it wishes to consider diversity (e.g., would diversity make a contribution to the curricular aspects of the position, and if so, how important is that contribution?).

Role of Search Committee: It is important for the Department Chair to discuss with the Search Committee at an early date the role it will take in the process. The Dean, the President, and the Affirmative Action Committee will expect all tenured and tenure-track members of the department, as well as majors and minors, to have a role in making the final recommendations. If anyone has a relative or a domestic partner who is in the pool, however, he or she may not contribute to the discussion of that candidate. Search committees will make a formal recommendation to the department and the administration, providing an annotated preferential list of the candidates who visited the campus as part of the finalist pool.

Choosing the Candidates: In general, the applicants will be screened by the Search Committee and a smaller "long list" pool obtained. According to law, it is necessary that quality alone be used to make this cut. It is essential in all fields that references be obtained before continuing to define a short list. It is often very important to have telephone interviews to clarify issues that remain, including, if possible, a speaker phone group interview, and to take other approaches that would insure that the final “short list” include the very best and most suitable candidates to be brought to campus for interviews.

The chair of the Search Committee should send letters of rejection to those candidates no longer under serious consideration.

1 Expectations for professional accomplishment should be included in Faculty search proposals.
Interviewing: In planning campus visits for tenure-track appointments, it is essential to make sure that the candidate is scheduled on the Dean's and President’s calendars. When the candidate is on campus, it is important to line up people for that person to see and to interact with during the visit. It is especially important that candidates meet with students, in addition to any formal presentation to students the candidate will make. Department Chairs should work with the Dean’s office to ensure that their interviewing protocols treat all candidates equally.

Recommendation and Offer: Once the candidates have been interviewed, the committee’s recommendation for hiring should be made to the Dean. If the Dean and the President are in accord, then the Dean will discuss the terms of the offer with the Chair and make an offer. It is important that when an offer is being made, candidates be told that they must satisfy the legal requirements (including immigration requirements, if any) to be hired at Occidental College or the offer will not stand. It is the responsibility of the hired person to obtain proper visas, if necessary; the College, as the employer, will assist with the payment of filing fees and the anti-fraud police fee. Spouses’ or partners’ and children’s visas will not be supported financially by the College. Note that if the person selected and hired is not able to complete immigration formalities before classes start, he/she may not be placed on payroll. Please be aware that we have experienced delays that have taken up to an entire semester longer than expected. It is helpful to assess the immigration status of the selected candidate in order to determine whether he or she can be on payroll when classes begin. However, if a candidate has a “J” visa, our immigration counsel must first confirm whether or not they are eligible for the appropriate work visa or permanent resident status. When the candidate has orally accepted the terms of a position, the College will send out a contract. The search is closed when the Dean’s office receives the signed contract.

Please note that the signed contract must be returned and all hiring procedures must be completed before the new faculty member begins teaching.

Housing: The College owns a small number of rental units that may be made available to incoming faculty for a term specified in the contract.

Arrangements for Arrival: When a new faculty member has been hired, the Chair should obtain summer addresses, find out when the new faculty member will arrive and arrange for someone to facilitate the new faculty member's transitional arrangements: office, stationery, payroll, housing, etc. This need will usually occur during the summer so it may require some ingenuity and effort, but it is well worth it to facilitate the adaptation and comfort of your new colleague.

Recruiting Full-Time NTT Faculty Members

Overview: As of the 2015-16 Academic Year, the Dean’s Office requests that any recruitment and hiring of a Full-Time NTT Faculty member be conducted as a national search, following the guidelines listed above for Tenure-Track searches (excluding the requirement of submitting a position proposal to the APC, and the requirement of Presidential approval for the hiring of the FT NTT faculty member.

The amount of funding available for FT NTT appointment searches will not be equivalent to that for permanent tenure-track appointments, but the exact limitations for the year will be indicated in the recruiting guidelines. In all cases, the Dean must agree to the appointment, and a job description must be approved by the Dean before the search begins. It is understood that the teaching load for all FT NTT appointments is six courses.

Interviews Required: For persons to be appointed full-time for one or two years, the Department Chair will interview the candidate, but the Dean and President need not. For persons to be appointed for less than a year, or for fewer than six courses, ordinarily the Chair may recommend a selection to the Dean. However, it is important that the candidate him/herself be interviewed by at least one department member, who should delve into questions
of teaching in some detail. If the candidate is a person who is a relative or domestic partner of the immediate supervisor (Department Chair), another person or group of people should evaluate and recommend the hiring in order to abide by the College’s policy on the employment of relatives.

**Hiring Process:** For one-year or two-year full-time NTT appointments, the Department Chair recommends the appointment to the Dean and submits an Adjunct Request Form and a CV of the candidate, if one has already been identified. If the appointment is approved, a salary is decided upon and the Dean of the College makes the offer to the candidate. It is important that when an offer is made, candidates must be told that they must satisfy the legal requirements to be hired at Occidental College or the offer will not stand.

**Recruiting Part-Time NTT Faculty Members**

Depending upon the number of tenure-track and FT NTT candidates being recruited, the process for PT NTT faculty recruiting may be changed from year to year. In general, such appointments are recruited over a smaller area (not a national search).

For NTT appointments to teach less than full time (i.e., fewer than 6 courses), the Department Chair recommends the appointment to the Dean by submitting an Adjunct Request Form and a CV of the candidate, if one has already been identified. If the appointment is approved, a salary is decided upon and the Dean of the College makes the offer to the candidate. It is important that when an offer is made, candidates must be told that they must satisfy the legal requirements to be hired at Occidental College or the offer will not stand. Contracts for all adjunct faculty are prepared by the Dean’s office.

**Interviews Required:** For persons to be appointed for less than a year, or for fewer than six courses, ordinarily the Chair may recommend a selection to the Dean (but that selection should be vetted by the Department as a whole). Additionally, it is important that the candidate him/herself be interviewed by at least one department member, who should delve into questions of teaching in some detail. If the candidate is a person who is a relative or domestic partner of the immediate supervisor (Department Chair), another person or group of people should evaluate and recommend the hiring in order to abide by the College’s policy on the employment of relatives. The Dean’s Office will assist the Department Chair in selecting an alternate interviewer if requested. (See Appendices for Chart for the steps to hire PT or FT NTT faculty members.)

**VISA information for FT Faculty positions**

**Important H1b VISA information for ALL Faculty Hiring:** For FT Faculty positions described in this section, it is the responsibility of the hired person to obtain proper visas, if necessary. The College, as the employer, will assist with the payment of filing fees and the anti-fraud police fee, subject to prior review and approval by the Dean’s Office and the Human Resources Department. Note that if the person selected and hired is not able to complete immigration formalities before classes start, he/she may not be placed on payroll. Please be aware that we have experienced delays that have taken up to an entire semester longer than expected. It is helpful to assess the immigration status of the selected candidate in order to determine if he or she can be on payroll when classes begin. It is the responsibility of the Department Chair to arrange for coverage of any course that is required.

Please note that the signed contract must be returned and all hiring procedures must be completed before the new faculty member begins teaching.

**Mentoring Junior Faculty Members**

Junior faculty members, whether Tenure-Track, FT NTT or PT NTT, look to the Chair for advice about time allocation, office hours and accessibility, teaching strategies, and to varying degrees, how to make time for
research, how to fund research, etc. This mentoring is very important for the new faculty member's development, and is one of the Chair’s most important responsibilities. One way to approach this mentoring is to have regular meetings between the Chair and the new faculty member. The Dean’s Office encourages all Department Chairs to work closely with the Junior Faculty members in their departments on the process of writing their annual reports, and reviewing and assessing the meaning of their teaching evaluations within the culture of the Department and in the broader context of the College.

The Faculty Council has also instituted a mentoring program for new Tenure Track faculty members, matching them with tenured faculty members outside their departments who can acquaint them with the culture of the College, act as a resource for any questions and queries they might have during their first year, and help make the transition to life at Occidental as smooth as possible.

Recommendations from the 2015-16 Task Force On Tenure And Promotion Processes can be found on Moodle: Advisory Council Faculty Information.

**Reviews of Department Faculty Members**

Please refer to the Faculty Handbook for all guidelines relating to reviews of tenured and tenure-track faculty members. Please refer to the NTT Policy for all guidelines relating to reviews of NTT faculty members (PT and FT).

**Staff Relationships and Evaluations**

Department Chairs conduct annual reviews of Administrative Assistants and Department Service Coordinators, using the form provided by Human Resources which lists the specific job responsibilities for each staff member. Chairs should consult with their department colleagues regarding their experience with staff members over the course of the year, and staff in Human Resources will assist as needed.

Chairs may have responsibility for additional staff members in their departments (staff accompanists, lab or equipment managers, and so on). It is the responsibility of the Human Resources department to orient Department Chairs to their supervisory responsibilities. These may include oversight and signing of time cards, approving vacation days, serving as a liaison between Department staff members and HR, and the like. For the purpose of overseeing time cards, it is important for Department Chairs to know the College’s rules about overtime for hourly workers: anything over 8 hours of work a day, 40 hours of work a week, or 7 days in a row of consecutive work, constitutes overtime, which is compensated at 1.5 times the employee’s hourly rate of pay. Please keep in mind that your hourly staff members need to take a 10 minute break when working over 4 hours. If they work 8 hours in a workday, they are required to take a minimum of 30 minutes to an hour uninterrupted meal break. If there are any questions regarding the 10 minute break or their meal break, please contact the Human Resources department as they are willing to assist you.

**Budget Management**

The Chair oversees the planning, management, and assessment of the department’s annual budget(s). This work is done collaboratively, with the Departmental Services Coordinator/Administrative Assistant, the Dean’s Office, and the Administrator for Academic and Faculty Affairs. While collaborative in nature, the primary responsibility of departmental budget management remains with the Chair.

**Budget Planning**

The Chair will participate in the annual budget planning and development cycle of the College, representing the resource needs of their department. It is incumbent upon the Chair to identify and communicate the needs of the department as they relate to: labor (faculty, staff, students) and expenses (services, supplies, equipment). As part
of the annual budget cycle, the Chair will also prepare requests for Departmental Capital Projects, Facilities Work, and Equipment and Technology Requests.

The academic budget planning process is coordinated through the Dean’s Office, with the Dean making the final prioritized academic request to the President. The College budget planning and development cycle typically runs October through May, with resources becoming available that July 1st.

The procedure formerly known as “Budget Requests” has been split into separate processes that go directly to either the Facilities Office or the Dean’s Office.

1) **Capital Project Requests**: For remodels of classrooms, offices, meeting rooms, or labs. Also to request new furniture for classrooms. These projects were previously referred to as “MRR” – major renovation and remodeling.

   There are two deadlines: Dec 1 (for projects to be done in the upcoming summer with a decision by Dec 30); and May 1 (for projects to be done during the upcoming winter break with a decision by May 30.)

   The request is made via an online form from Facilities available starting 2 weeks prior to each deadline. All larger scale classroom remodels, including furniture should be submitted through the same form.

2) **Facilities Work Requests**: Smaller classroom or office maintenance jobs (e.g., hanging of frames or bulletin boards; repair of sliding whiteboards; minor furniture repair replacement) should be submitted ANYTIME through the online Facilities work request form ([http://www.oxy.edu/facilities-management/work-request-forms](http://www.oxy.edu/facilities-management/work-request-forms)) or emailed to workorder@oxy.edu.

3) **Departmental Equipment and Technology Request**: Includes requests for classroom or teaching-related lab equipment and for computers and related technology items not covered in the regular faculty desktop computer replacement cycle. All requests will be on the April 3 deadline (for purchases to be made in the next fiscal year.)

**Budget Management**

The Chair is responsible for the monitoring of actual expenses against budget, ensuring that expenditures do not exceed the total budgeted allocation for the department. Through this process, the Chair will review that resources are being spent appropriately and in accordance with the policies and guidelines of the College. There are reports, Banner tools, and training to help you and your staff with budget management.

- **Reports**: There is a portfolio of Argos budget reports located at: [https://reports.oxy.edu](https://reports.oxy.edu) (select the Finance folder in Oxy Reports); all reports are able to export to Excel.
  - Operating Budget to Actuals by PERIOD report
  - Operating Budget to Actuals YEAR to DATE report
  - VENDOR Payment Detail Reports

- **Banner Finance Self Service**: This is a web-base financial information tool allowing users to view and query real-time financial data; download queried data into Excel, drill down to transaction detail, and facilitate budget transfers. Only non-labor accounts are available in this tool. The tool is located at: MyOxy – Finance Tab

- **Oxy’s Administrator of Academic and Faculty Affairs**: Liz Boyd, email: boyde@oxy.edu, (ext. 1326)

**Non-Operating Funds** (restricted funds, designated funds, reserve accounts)

Many departments also have responsibility over the management of non-operating funds and reserve accounts. The Dean’s Office would like to ensure that you are tracking and evaluating those non-operating funds regularly, and that your Department develop a plan for spending those funds on an annual basis. As an incoming Department Chair, you will want to familiarize yourself with those accounts, their restrictions, and the current
amounts of funds available in those accounts for your program. If you are not currently set-up with this access in Banner and have non-operating funds in your portfolio (or if you don’t know if you have such non-operating funds), you may request access by contacting the Administrator of Academic and Faculty Affairs: Liz Boyd, email: boyde@oxy.edu, (ext. 1326)

Health and Safety Management

For information on Health and Safety, please contact the Human Resources office. A helpful document with an overview of Health and Safety Management information is also located on the HR webpage.

Grants Management

Institutional Signature Requirements: Scott Bogue, Director of Sponsored and Undergraduate Research at Occidental College. General information on the Sponsored Research Office may be found at http://www.oxy.edu/sro/. Contact the SRO for guidelines and policy for submitting proposals.

Additional Reviews: For proposals that involve human subjects, animals or recombinant DNA and select organisms research, approvals must be secured from Human Subjects Research Review Committee (Eric Frank, Chair), Institutional Animal Care and Use Committee (Nancy Dess, Chair), or Institutional Biosafety Committee (Roberta Pollock, Chair), respectively, prior to submission. Information on these committees may be found at http://www.oxy.edu/institutional-review-boards and on the Faculty Council Committee Listing. Please contact Scott Bogue, College Compliance Officer and Associate Dean, or Susan Molik, IRB Coordinator, if you have questions on these federally mandated review processes.

Grants Account Setup: When faculty members or departments receive grants from funding agencies, these grants are assigned special account numbers and are monitored by Jaletta White-Griego (ext. 2528), Business Office.

Contracts and Agreements with Independent Contractors and/or Visiting or Guest Artists: Please contact your Associate Dean to understand the process.

Resources for Faculty

Please refer to the Faculty Resource Guidebook, online in the Faculty tab of myOxy. There is also an area for department chair resources and guides that includes key calendar dates for APC, AC, and Dean’s Office work by Department Chairs. (myOxy OR http://www.oxy.edu/dean-college/department-chairs/resources).

Annual Department Report from Department Chairs

An online form with instructions is being designed and will be available by the Spring Semester 2017.
DEPARTMENT CHAIRS’ CALENDAR 2016-17
Due Dates

**ONGOING:**
Travel Requests

**FALL SEMESTER 2016:**

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<th>APC</th>
<th>Dean's Office</th>
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<tr>
<td>New &amp; Revised Courses</td>
<td>Annual Assessment Report</td>
<td>Assoc. Prof review</td>
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<td>New &amp; Revised Catalog</td>
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<td>DUE SEPT 1</td>
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<td>Pre-Tenure review</td>
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<td><strong>DUE DEC 1</strong></td>
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<td><strong>DUE NOV 1</strong></td>
<td>Course Grid for 2016-17</td>
<td>Full Professor Review</td>
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<td>Review Committee report – 1st</td>
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**SPRING SEMESTER 2017:**

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<td>NTT Promotion Review Files</td>
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<td><strong>DUE FEB 1</strong></td>
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<td>NTT Annual Reports to Chairs</td>
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**Faculty Meetings**

**Location:** Lower Herrick  
**Time:** 11:30 a.m. - 1:00 p.m. unless otherwise noted

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<th>Spring 2017</th>
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<td>Monday, August 26 (9:00 a.m.)</td>
<td>Thursday, January 26</td>
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<td>Thursday, November 10</td>
<td>Thursday, April 20</td>
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<td>Thursday, December 1</td>
<td>Thursday, May 4 (9:00 a.m.)</td>
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**Department Chair Meetings**

**Location:** Salsbury/Young  
**Time:** 11:30 a.m. - 1:00 p.m. unless otherwise noted

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<td>Thursday, October 6</td>
<td>Tuesday, March 21</td>
</tr>
<tr>
<td>Tuesday, November 29</td>
<td>Tuesday, April 18</td>
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</table>

**Advisory Council Meetings**

**Location:** Coons 3rd Floor Conference Room  
**Time:** 11:30 a.m. - 1:00 p.m. unless otherwise noted

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>Tuesday, September 6</td>
<td>Thursday, January 31</td>
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<tr>
<td>Tuesday, September 20</td>
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<td>Tuesday, October 4</td>
<td>Thursday, March 2</td>
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<td>Tuesday, October 18</td>
<td>Thursday, March 16</td>
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<td>Thursday, November 8</td>
<td>Thursday, March 30</td>
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<td>Thursday, November 22</td>
<td>Thursday, April 13</td>
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<tr>
<td>Thursday, December 6</td>
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Academic Planning Committee

**Location:** Faculty Commons JSC  
**Time:** 11:30 a.m. - 1:00 p.m. unless otherwise noted

<table>
<thead>
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<th>Fall</th>
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</thead>
<tbody>
<tr>
<td>Thursday, September 15</td>
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<td>Thursday, September 29</td>
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<td>Thursday, October 27</td>
<td>Tuesday, March 28</td>
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<td>Thursday, November 3</td>
<td>Tuesday, April 11</td>
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<td>Thursday, November 17</td>
<td>Tuesday, April 25</td>
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<td>Thursday, December 8</td>
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**All Meeting Dates and Times** [http://www.oxy.edu/faculty/meeting-dates](http://www.oxy.edu/faculty/meeting-dates)
## APPROVED CLASS PERIODS 2016-17:

### Lecture Periods

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
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<tbody>
<tr>
<td>Monday through Friday</td>
<td>8:30</td>
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<tr>
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<td>1:55</td>
<td>2:50 Pm</td>
</tr>
<tr>
<td>Monday, Wednesday, and Friday</td>
<td>8:30</td>
<td>9:25 Am</td>
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<tr>
<td></td>
<td>9:35</td>
<td>10:30 Am</td>
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<tr>
<td></td>
<td>4:05</td>
<td>5:00 Pm</td>
</tr>
<tr>
<td>Tuesday, and Thursday</td>
<td>8:30</td>
<td>9:55 Am</td>
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<td></td>
<td>10:05</td>
<td>11:30 Am</td>
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<td></td>
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<td>5:00</td>
<td>6:25 Pm</td>
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<tr>
<td>Monday, and Wednesday</td>
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<td>4:05</td>
<td>5:30 Pm</td>
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<td>7:05 Pm</td>
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<td>7:15</td>
<td>8:40 Pm</td>
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<td>8:50</td>
<td>10:15 Pm</td>
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<td>Monday and Friday</td>
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<td>4:05</td>
<td>5:30 Pm</td>
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<tr>
<td>Wednesday, and Friday</td>
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<td></td>
<td>4:05</td>
<td>5:30 Pm</td>
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<tr>
<td>Tuesday or Thursday</td>
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<tr>
<td>Tuesday, Wednesday or Thursday</td>
<td>7:15</td>
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<tr>
<td>Laboratory Periods</td>
<td>Start</td>
<td>End</td>
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<tr>
<td>Tuesday or Thursday</td>
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<td>11:25 Am</td>
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<td>Wednesday or Friday</td>
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<td>Monday or Wednesday</td>
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<tr>
<td>Monday or Wednesday or Thursday</td>
<td>7:15</td>
<td>10:10 Pm</td>
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</tbody>
</table>
American Studies
Xiao-huang Yin  (323) 259-2578
*Patricia Micciche
  x 1305

Art and Art History
Mary Beth Heffernan  (323) 259-2729
*Betsy Dillion
  x 2749

Biochemistry
Chris Craney  (323) 259-2767
Gary Schindekman  (323) 259-2524
*Krizia Dion Oasin
  x 2697

Biology
Dan Pondella  (323) 259-2955
*Krizia Dion Oasin
  x 2697

Chemistry
Michael Hill  (323) 259-2766
*Patricia Flick
  x 2761

Cognitive Science
Andrew Shtulman  (323) 259-2633
*Patricia Micciche
  x 1305

Comparative Studies in Literature and Culture
Damian Stocking  (323) 259-2807
*Romy Corona
  x 2769

Critical Theory and Social Justice
Mary Christianakis  (323) 259-2580
*Betsy Dillion
  x 2749

Diplomacy and World Affairs
Lan Chu  (323) 259-2769
*Romy Corona
  x 2769

East Asian Languages and Cultures
Tsung Chi  (323) 259-2866
*Romy Corona
  x 2769

Economics
Kirsten Wandschneider  (323) 259-2932
*Marguerite Dessornes
  x 2822

Education
Ron Solorzano  (323) 259-2517
*Jacquelyn Moon
  x 2785

English
Leila Neti  (323) 259-2865
*Patricia Micciche
  x 1305

Geology
Margi Rusmore  (323) 259-2565
Tracy Mikuriya  x 2821

History
Sharla Fett  (323) 259-2868
*Patricia Micciche
  x 1305

Kinesiology
Lynn Mehl  (323) 259-2929
*Krizia Dion Oasin
  x 2697

Latino/a Latin American Studies
Raul Villa  (323) 259-2695
*Patricia Micciche
  x 1305

Mathematics
Alec Schramm  (323) 259-2809
*Marguerite Dessornes
  x 2822

Media Arts and Culture
Broderick Fox (Fall)  (323) 259-2883
Alison De Fren (Sp)  (323) 259-1328
*Betsy Dillon
  x 2749

Music
David Kasunic  (323) 259-2959
*Jacquelyn Moon
  x 2785

Philosophy
Clair Morrissey  (323) 259-2838
*Patricia Micciche
  x 1305

Physics
Janet Scheel  (323) 259-2777
*Tracy Mikuriya
  x 2821

Politics
Regina Freer  (323) 259-2924
*Romy Corona
  x 2769

Psychology
Brian Kim  (323) 259-2790
*Patricia Micciche
  x 1305

Religious Studies
Kristi Upson-Saia  (323) 259-2855
*Marguerite Dessornes
  x 2822

Sociology
Richard Mora  (323) 259-2871
*Patricia Micciche
  x 1305
Spanish and French Studies
Mike Shelton (323) 259-1313
Romy Corona x 2769

Theater
Susan Gratch (Fall) (323) 259-2576
John Bouchard (Sp) (323) 259-2873
Beatrice Gonzales x 2771

Urban and Environmental Policy
Peter Dreier (Fall) (323) 259-2913
Virginia Parks (Sp) (323) 341-4090
Sylvia Chico x 2991

Writing & Rhetoric
Julie Prebel (323) 259-1307
Jerilynn Powers x 2545
NEW PT/FT NTT Hiring Process

1. DEPT CHAIR Identifies NTT for an approved NTT course
2. DEPT CHAIR turns in NTT request form and CV to Carolyn
3. NTT info gets processed by Dean’s Office, HR & Registrar (1-2 days)
4. DEPT CHAIR assigns NTT to courses in CGP
5. AD APPROVES CGP
6. Dean’s Office generates a contract and emails it to NTT

Est. Time from NTT Form to Contract 4-5 days

RETURNING PT/FT NTT Hiring Process

1. Identify NTT for an approved NTT course
2. DEPT CHAIR assigns NTT to courses in CGP
3. AD APPROVES CGP
4. Dean’s Office generates a contract and emails it to NTT

Est. Time from CGP to Contract 1-2 days