

# Department Chairs: Important Dates & Actions by Month



- Application for Tenure
- Application for Promotion
- Assignment of Teaching Workload
- Application for Reclassification & Continuing Appointments (IAs & AAs)
- Application for Sabbatical
- Program & Course Changes
- Scholarships

*Key sources for the processes, actions, and timelines within this document include the [Brandon University Calendars](#) and [Faculty Association Collective Agreement](#).*

*(A) - indicates an action by the Department Chair/Coordinator is required.*

## September

---

1	Program & Course Changes	(A) The Department determines what, if any, course and/or program/co-op changes will be proposed for the following academic year. The Department develops and approves formal proposals at the Departmental level.	Academic Calendar
15	Tenure	Dean/Director will notify faculty whose terms of appointment require that they be considered in that year, by Sept 15.	12.1
30	Program & Course Changes	The Registrar's Office provides Departments a copy of their respective sections of the Undergraduate/ Graduate Calendars, soliciting any changes <b>NOT REQUIRING</b> Senate approval. <i>*changes to take effect for the following year</i>	Academic Calendar

## October

---

1	Promotion	Faculty members wishing to apply for promotion in the current year must submit their application and supporting dossier to their Dean/Director, by Oct 1.	13.1
1	Tenure	Eligible Faculty wishing to apply for tenure in the current year must apply in writing to their application and supporting dossier to their Dean/Director, by Oct 1.	12.1
1	Workload	(A) The Department schedules a properly constituted departmental meeting to discuss the factors outlined in 9.4 (a) and formulate a recommendation for teaching workload assignments and courses of Department members, as well as all other courses offered by or through the Department.	9.4 (c)
3	Promotion	Upon receipt of an application, within two working days, the Dean/Director will inform the member's Department of the application for promotion.	13.1
5	Tenure	Deans/Directors will send the names of all applicants to relevant Departments, by Oct 5.	12.1

15	Promotion	(A) Members of an applicant’s Department, excluding the Dean/Director and those serving on related committees, will review the applicant’s dossier and meet with the applicant before Oct 15, to formulate a recommendation based on relevant sections of Article 13.	13.3
15	Tenure	(A) Members of an applicant’s Department, excluding the Dean/Director and those serving on related committees, will review the applicant’s dossier and meet with the applicant before Oct 15, to formulate a recommendation based on relevant sections of Article 12.	12.3
15	Workload	(A) The Department will submit its written recommendation to the Dean/Director by Oct 15 for approval.	9.4 (c)
15	Program & Course Changes	(A) Final opportunity to submit course and/or program change proposals to Faculty/School Council for changes to take effect the following year.  Send the Department’s approved proposal to the Dean/Director for consideration at the next Faculty/School Council.  Return a single copy of the Department’s Undergraduate/ Graduate Calendar section(s), including all changes* <b>NOT REQUIRING</b> Senate approval, to the Registrar’s Office. <i>*changes to take effect for the following year</i>	

## November

---

1	Promotion	(A) The Department’s recommendations will be sent to the Dean/Director and the Chair of the University Promotions Committee by Nov 1.	13.3
1	Tenure	(A) The Department’s recommendations will be sent to the Dean/Director, the Chair of the Faculty/Unit Tenure Committee, and the Chair of the University Tenure Committee by Nov 1, with copies to the applicant.	12.3
15	Tenure	Departments, applicants, and the Chair of the University Tenure Committee will receive a copy of the Dean/Director’s recommendation by Nov 15.	12.5

By Nov 15	<a href="#">Program &amp; Course Changes</a>	Program/course change proposals approved by Faculty/School Councils forwarded to Senate Office for consideration by the Curriculum & Academic Planning (CAP) Committee and/or the Graduate Studies (GSC) Committee.	Academic Calendar
	<a href="#">Three weeks prior to December Senate Meeting</a>	Program/course change proposals approved at CAP and/or GSC submitted to Senate Office for consideration at December meeting of Senate.	

## December

---

15	<a href="#">Promotion</a>	The University Promotions Committee recommendations will normally be sent to the Vice-President by Dec 15, with copies to the applicants, Departments, Deans/Directors, and the Union.	13.6
15	<a href="#">Tenure</a>	The University Tenure Committee recommendations will normally be sent to the Vice-President by Dec 15, with copies to the applicants, Departments, Deans/Directors, and the Union.	12.5
15	<a href="#">Workload</a>	<p><b>(A)</b> The Dean/Director will inform the Department of the teaching workloads for all courses offered by or through the Department and advise of all approved term and/or sessional appointments, no later than Dec 15. This will be communicated to all members of the Department in writing, through the Department Chair/Program Coordinator.</p> <p><b>EXCEPTION:</b> In the absence of precise student numbers by this date, the School of Music Applied Department works to build flexibility into their assignments, recognizing that adjustments may need to be made beyond Dec 15.</p>	<p>9.4 (d)</p> <p>9.4 (h)</p>

## January

---

15	<a href="#">Reclassification</a>	Instructional Associates (IAs) and Administrative Associates (AAs) applying for reclassification must submit their application and supporting dossier to their Dean/Director by Jan 15 to be considered in that academic year.	G2
----	----------------------------------	--	----

17	Reclassification	Normally within two working days of receipt, the Dean/Director will ask Departments of each member who has applied for reclassification to meet to review the application.	G2
31	Promotion	<p>Promotions approved by the Vice-President are implemented by Jan 31, with copies sent to applicants, Departments, Deans/Directors, and Union.</p> <p>Applicants are notified of promotions that are not approved by Jan 31, with copies sent to Departments, Deans/Directors, and Union.</p>	13.7
31	Tenure	<p>Tenure recommendations approved by the Vice-President are implemented by Jan 31, with copies sent to applicants, Departments, Deans/Directors, and Union.</p> <p>Applicants are notified of applications for tenure that are not approved by Jan 31, with copies sent to Departments, Deans/Directors, and Union.</p>	12.9
31	Program & Course Changes	The Registrar's Office provides Departments a copy of their respective sections of the Undergraduate/Graduate Calendars, reflecting all non-Senate and Senate approved changes for final verification.	

## February

---

1	Reclassification	(A) Department recommendations, along with supporting rationale, are submitted to the Dean/Director by Feb 1, with copies sent to the applicant and Union.	G2
15	Reclassification	The Dean/Director will send their recommendation, along with the recommendation of the Department, application and supporting documentation, to the Chair of the Reclassification Committee, normally by Feb 15.	G6
20	Reclassification	The Reclassification Committee normally meets between Feb 20 and Mar 15 to make a decision.	G6

## March

---

1	Sabbatical	Eligible faculty wishing to apply for sabbatical leave to start between July 1 of the following year – June 30, must apply in writing to their Dean/Director by March 1 of the current year.	21.23
20	Reclassification	The Reclassification Committee normally makes its decisions by March 20 and sends them to the President for implementation, with copies to the applicant, Department, Dean/Director, and Union.	G8
31	Program & Course Changes	Undergraduate and Graduate Calendars for next academic year published to Registrar's Office website.	

## April

---

1	Sabbatical	(A) The Department of the applicant meets with the applicant and makes a recommendation to the Dean/Director by Apr 1.	21.25
1-7	Scholarships & Awards	Requests will come for Silver Medal recipients – due in about two weeks.	Academic Calendar
15	Sabbatical	(A) The Dean/Director meet with the applicant and forward the application, the Department's recommendation, and their own recommendation to the President by Apr 15.	21.25

## May

---

1-7	Scholarships & Awards	(A) Requests will come for Department Recommended Awards recipients – due in about two weeks.	Academic Calendar
31	Sabbatical	The President's decisions are submitted to the Board of Governors for ratification and informs applicants by May 31.	21.30

## June

---

Workload (School of Music)	(A) The Department schedules a department meeting where necessary to discuss potential changes to assigned teaching workload for required applied courses. The Faculty member, Department, and Dean meet to consider priorities.	9.4 (h)
----------------------------------	--	---------

## July

---

15	Workload (School of Music)	For applied instruction, the Dean works to finalize potential changes as early as possible, and no later than July 15.	9.4 (h)
----	----------------------------------	--	---------

## Ongoing

---

Application for Continuing Appointments for IAs & AAS	Instructional Associates (IAs) and Administrative Associates (AAs) applying for a continuing appointment must submit their dossier to their Department no later than the 20 <sup>th</sup> month of their probationary period and normally no earlier than the 19 <sup>th</sup> month.	7.6 (c)
Application for Continuing Appointments for IAs & AAS	(A) The Department of the applicant reviews the application and makes a recommendation to the Dean/Director by the 24 <sup>th</sup> month of the probationary period.	7.6 (c)