

ORGANIZING YOUR LIFE AS CHAIR:

1. During the first 2 weeks:
 - E determine that all classes are covered
 - E determine who, if anyone is going for tenure and promotion (their files are due Oct. 1)
 - check in with your staff member and make sure you have clear ground rules (attendance, scope of duties, how to reach each other)
 - determine the evaluation procedures to be used for all faculty

2. Make sure that:
 - you have an appropriately constituted RTP committee
 - all faculty have posted office hours
 - familiarize yourself with who is available to teach in the Winter quarter
 - if you are doing a search: get familiar with the timelines, discuss with our staff person the specifics of your search committee, applicant deadlines, interview timelines, etc.

3. As time permits:
 - review the contract, if you have lecturers, particularly Chapter 12
 - review the RTP document
 - download the Lecturer's Handbook

4. If you are interested:
 - CSU has a Chair's workshop in Long Beach on in October, would you like to go? Contact L. Dobb
 - Make an appointment to come and chat
 - attend ongoing Chair luncheons held by the Provost or training sessions held by Academic Affairs

5. Important Events this Fall:
 - September 18-Back to the Bay
 - October 7-Fall Faculty Reception