

**TIMETABLE FOR ASSIGNMENT OF DUTIES (AODs)
for AY2011-2012**

October 14, 2011	Provost distributes Timetable for AODs for AY2012-2013 to deans/director, chairs and faculty. CUE information is located on the intranet http://gsunet/provost/t_provost.asp?id=108
November 2011 through January 2012	Division/Department Chairs (hereinafter referred to as Chairs) obtain input from program coordinators/directors, student advisors and faculty about offerings needed for AY2012-2013.
January 26, 2012*	Rollover of Datatel (Paper copy if Datatel not available) course information from AY2011-012 into AY2012-2013 is completed by this date. Prior to the rollover, the Registrar enters the AY12-13 academic calendar into Datatel
January 22, 2012	Unit A tenured/tenure track faculty may submit proposals for assignments to their Chairs for consideration. This may include requests to teach in summer school – be sure to consider the new academic calendar.
January 10, 2012	<i>Proposals for release time for scholarship or scholarship CUEs for Resource Faculty are due at this time to the division/department/unit chair, and the college Research Review Committee (RRC), which review research proposals for scholarship release time and scholarship CUEs for Resource Faculty and recommend to the Chair.</i>
January 27, 2012	Unit B Lecturers may submit proposals for assignments to the Chairs for consideration.
January 27, 2012*	Using above information, Chairs start to enter into Datatel the schedule of offerings for AY12-13.
February 16, 2012	By February 15, 2012 Lecturers notify Chairs, in writing, of reemployment request(s).
February 9, 2012	The college Research Review Committee (RRC), which reviews faculty research proposals for scholarship CUEs, will submit recommendations to the Chairs.
March 10, 2012*	Chairs forward draft AOD worksheets from Datatel and submit them to Deans/Unit Heads for initial review.
March 16, 2012	Chairs submit reemployment rosters for Unit B faculty to the deans and Provost.
March 21, 2012*	Chairs make necessary changes in CARS (paper copy if Datatel not available) and print AOD worksheets for consultation with faculty.
March 23, 2012	Chairs begin the consultation process with faculty. The consultation process requires a discussion of the proposed assignment with each teaching and resource faculty. (Scholarship proposals: "The scheduling of any teaching or work release time for scholarship will be determined between faculty and Division/Department Chair in the consultation phase of the AOD process.")
April 16, 2012*	Chairs begin to input any changes to the AY2012-2013 schedule/AODs in Datatel, print the AODs, and secure the employees' signatures.
April 30, 2012	Chairs submit AOD worksheets, signed by the employee and the Chair, to their Dean/Unit Head.
May 14, 2012	Deans/Unit Heads forward individual AODs to the Provost for review and approval.
May 25, 2012	Provost distributes the approved AODs to Deans/Unit Heads.
May 28, 2012	Deans/Unit Heads distribute official assignment of duties worksheets for AY2012-2013 to the chairs and Unit A and Unit B faculty members.
By August 3, 2012	Unit B Lecturers who will be reemployed and new hires when possible will receive a written offer prior to August 1 of each academic year [Article 10.2.d.(4)].

*Coordinate with IRIS project