

Academic Administrative Assistant Calendar

VARIED TASKS
<ul style="list-style-type: none"> • Cyclical Program Reviews – undergraduate & graduate programs every seven years. Schedule determined by Office of the Provost.
<ul style="list-style-type: none"> • New Degree Program Reviews are scheduled by the Office of the Provost
<ul style="list-style-type: none"> • Submit department meeting minutes as they are approved to the Office of the Dean
<ul style="list-style-type: none"> • Records Retention Cycle is maintained by the University Secretariat
<ul style="list-style-type: none"> • Print shop – set up account through the Print Shop
<ul style="list-style-type: none"> • Grand and Toy – set up account for AAA by contacting Finance – Purchasing division
<ul style="list-style-type: none"> • Keys for office access – contact Security to arrange for key cutting and pickup. There are standard forms on their website
<ul style="list-style-type: none"> • TWSP funding – check with student financial aid for deadlines
<ul style="list-style-type: none"> • Check the s:\registrar\academic department folder for helpful hints, manuals and registration forms

MONTH	
August	Check Chair Calendar for chair due dates
	Remind faculty to submit fall and full year course syllabus online via the myTrent Academics Tab. Department chair has final approval. Office of the Dean will perform random audits.
	Associate outstanding faculty in Colleague
	Remind chairs to establish Personnel Committee (must have) and other committees dependent on past practices and CA
	Track enrolment numbers, open/close sections where needed
	Assign GTA's to courses and ensure their funding forms are submitted to graduate studies by the deadline. When GTA's are assigned, prepare and submit Fall and Winter AA/lab demonstrator budget requests.
	Register thesis/reading course applications
	Set annual department operational and equipment fund budgets and allocate to object codes
	Set up new TUFA / CUPE / Course Assistants / Workshop leader hires (emails, office space, phone, etc)
	Remind faculty to place their textbook order online
	If applicable, prompt Chair to contact the Advancement Office about endowed / restricted funds and designate which funds are to be used for which purposes
	Post & hire AA's / Lab Demonstrators (pending budget approval)
	Schedule department/committee meetings
	Submit department meeting minutes to Office of the Dean
September	Check Chair Calendar for chair due dates
	Prepare spreadsheets to track approved and submitted AA and Lab demonstrator hours
	Circulate ER info updates to faculty
	Schedule Curriculum Committee meetings for USC
	Book Space for Thesis defenses

Academic Administrative Assistant Calendar

	Check OneDrive for CUPE 1 ROFR requests and schedule evaluation dates
	Deadline for applications for first allocation from Teaching Support Fund – TUFA & CUPE will be announced. When funding per faculty member has been approved, prep the CUPE 1 marker/grader or the CUPE 2 student marker job posting. Forward the posting (both CUPE 1 and CUPE 2) to the Office of the Dean for approval before posting.
	Submit the Marker/Grader, Student marker or Lab demonstrator hiring paperwork to the Office of the Dean.
	Ontario Universities Fair - assist chair with scheduling faculty to attend the fair
	Submit department meeting minutes to Office of the Dean
	Summarize faculty office hours and timetables. Post for students to reference.
October	Check Chair Calendar for chair due dates
	Prepare spreadsheets to track approved and submitted Marker/Grader and Student Marker hours
	Double check requested ROFR evaluations are scheduled
	Organize Open House (if applicable)
	Reading Week
	Teaching Evaluations preparations – last date to distribute is 2 weeks before the last scheduled class. Online evaluations will be communicated by IT.
	Submission of one year staffing plan to Office of the Dean of Arts & Science will be coming due – check Chair Calendar
	Submit department meeting minutes to Office of the Dean
November	Check Chair Calendar for chair due dates
	USC deadline for submissions that require approval in order to appear in the Academic Calendar
	Communicate Winter syllabus department & dean’s final deadline
	Communicate textbook order will be due online
	Submit department meeting minutes to Office of the Dean
December	Check Chair Calendar for chair due dates
	Post & hire AA’s / Lab Demonstrators (pending budget approval)
	Classes end
	Exam Period
	DCU opens – organize scheduling info and enrolment projections (if applicable)
	Grading reminder emails with due dates – RO will communicate
	ROFR evaluation reports remind chair/evaluator are due to the CUPE member, by day 60 upon completion of duties. CC: Office of the Dean.
	Submit department meeting minutes to Office of the Dean
January	Check Chair Calendar for chair due dates
	Submit TWSP reimbursement for the fall term
	Run XQRM reports – deregister student without pre-requisites. See the S:\drive for instructions.
	TUFA members must indicate in writing to their Chair if they wish to teach Summer courses

Academic Administrative Assistant Calendar

	Deadline for applications for first allocation from Teaching Support Fund – TUFA & CUPE will be announced. When funding per faculty member has been approved, prep the CUPE 1 marker/grader or the CUPE 2 student marker job posting. Forward the posting (both CUPE 1 and CUPE 2) to the Office of the Dean for approval before posting.
	Prepare spreadsheets to track approved and submitted AA and Lab demonstrator hours
	Submission of calendar copy to Office of Provost – Provost office will communicate due date in fall term
	Check OneDrive for CUPE 1 ROFR requests and schedule evaluation dates
	Share TUFA teaching evaluations with the division Dean and cc: Administrative Coordinator TUFA - on OneDrive.
	Share TUFA/CUPE teaching evaluations with faculty after final marks have been submitted
	Start Department Budget Review for next fiscal year
	Submit the Marker/Grader, Student marker or Lab demonstrator hiring paperwork to the Office of the Dean.
	Assess Program Review requirements (if applicable)
	Organize New Program Degree Review requirements (if applicable)
	Organize / issue departmental rewards if applicable
	Submit department meeting minutes to Office of the Dean
February	Check Chair calendar for due dates
	Forward acclaimed summer courses by TUFA to the Office of the Dean
	Prepare spreadsheets to track approved and submitted Marker/Grader and Student Marker hours
	Organize summer enrolment limitation requests for the Office of the Provost – memo will be sent to the departments Dec/Jan.
	Organize / issue departmental rewards if applicable
	Reading Week
	Teaching Evaluations preparations – last date to distribute is 2 weeks before the last scheduled class. Online evaluations will be communicated by IT.
	Submit department meeting minutes to Office of the Dean
March	Check Chair calendar for due dates
	Enrolment limitation requests fall/Winter will be coming due to the Office of the Provost. Office of the Provost will communicate in Dec/Jan.
	Put together carry forward request if applicable; order outstanding items in preparation for fiscal year end
	Submit department meeting minutes to Office of the Dean
April	Check Chair calendar for due dates
	Submit TWSP reimbursement for the Winter term
	Submit CUPE Fall and Winter postings to the Office of the Dean. Fall, winter courses must be posted by June 1.
	ROFR evaluation reports remind chair/evaluator are due to the CUPE member, by day 60 upon completion of duties. CC: Office of the Dean.
	Summer Syllabi check for due dates

Academic Administrative Assistant Calendar

	Request prize/scholarships cheques from finance
	Remind faculty to place textbook orders for summer term online
	Grading reminder emails with due dates – RO office will communicate
	Classes end
	Summer courses hiring recommendations
	Exam Period
	Submit department meeting minutes to Office of the Dean
May	Check Chair calendar for due dates
	Remind chair about departmental committee requirements for next academic year
	Submit request for TWSP funding for the Fall term
	Share TUFA teaching evaluations with the division Dean and cc: Administrative Coordinator TUFA - on OneDrive.
	Share TUFA/CUPE teaching evaluations with faculty after final marks have been submitted
	Check OneDrive for CUPE 1 ROFR requests and schedule evaluation dates
	Check summer enrollment - adjust seminar / faculty needs
	Submit department meeting minutes to Office of the Dean
June	Check Chair calendar for due dates
	Associate faculty in Colleague for summer courses
	ROFR evaluation reports remind chair/evaluator are due to the CUPE member, by day 60 upon completion of duties. CC: Office of the Dean
	Submit department meeting minutes to Office of the Dean
July	Check Chair calendar for due dates
	Post GTA requirements on departmental website
	AAA / faculty order fall textbooks online
	ROFR evaluation reports remind chair/evaluator are due to the CUPE member, by day 60 upon completion of duties. CC: Office of the Dean
	Fall Winter hiring recommendations
	Submit department meeting minutes to Office of the Dean