

Rules of Thumb for Scheduling Appointments with the CAS Dean
For Hiring and Program Review
11/2/06

Faculty, administrators, and staff all have very busy and often complicated schedules. The following rules of thumb aim to make it easier for the Dean's and Departments' administrative and executive assistants to be as mutually helpful as possible, given everyone's schedule constraints.

- ❖ The Dean's office aims to return all phone calls for appointments with 24 hours. This is sometimes difficult to do, particularly when there are clusters of appointment requests for hiring, program review, and other matters. Let us know emergencies that require quicker turnaround.
- ❖ Please schedule appointments as soon as possible. For example, if a Chair or her or his delegate knows in December or early January that certain blocks of time are best for hiring candidates or for external reviewers to come to campus, he or she should try to reserve those blocks of time with the Dean's office.
- ❖ A Chair or delegate may ask the Dean's office for a "hold" on a limited number of times for each candidate or external program reviewer. However, a "hold" will not be considered a "confirmed" appointment until a department gives the Dean's office a specific person's name. Once the Dean's office receives a name, the appointment will be confirmed in an e-mail. **Hold appointments that are not "confirmed" within ten days of the "hold" will be cancelled. Cancelled "holds" will be announced in an e-mail.** (This process should also be followed with the VPAA's office at the same time – see next bullet.)
- ❖ Experience shows it is best to schedule from "the bottom up". That is, the Chair or delegate can find a group of agreeable times for the candidates or external reviewers, then contact the CAS Dean's office for some times (whether "hold" times without specific names or "confirmed" times with specific names), and finally contact the VPAA's office with the remaining possible times.
- ❖ It is easier to schedule appointments on Mondays, Wednesdays, or Friday (especially Friday afternoons) than Tuesdays or Thursdays (because of the number of standing meetings the Dean has on Tuesdays, Thursdays, and Friday mornings). Once again, the earlier an appointment can be made, the more flexible the schedule is.
- ❖ Sharita Planter schedules appointments for the Dean. She has a relatively comprehensive knowledge of the Deans' schedules. Scheduling with Departments works best if one person within the Department is the point of contact for all the folks involved in scheduling a visit to campus – that is, one person should have a relatively comprehensive knowledge of the schedules of all the persons (faculty and students, administration and staff) who need to be put on the schedule of a hiring candidate or external program reviewer. Chairs who assign administrative assistants the task of scheduling appointments should make sure that the administrative assistant has all the needed information and authority to schedule appointments as effectively as possible.

- ❖ Sometimes emergencies happen that require the Deans and/or Department to modify set schedules. But we need to remember that accommodating one emergency usually involves inconveniencing someone else. We need to keep such emergencies to a minimum
- ❖ If the scheduling really creates unusual problems, please let Jim Buckley, Suzanne Keilson, or Sharita Planter know directly.

SCHEDULING HIRING CANDIDATES. Remember that a complete dossier for a hiring candidate is due to the Dean's office (and, as needed, to the Associate Dean's office) one week prior to the date of the appointment. If a folder is incomplete or not received at the one week mark, we will notify the Chair that we need the whole dossier or some part. If we do not receive the dossier, we will assume the interview has been cancelled. The increasing use of electronic applications may change this process in the future.