

To: Department Chairs

From: Alberto Cardelle, Provost and Vice President for Academic Affairs

I am requesting that you be available the following days during the summer. I have selected only ten (10) days and provide the purpose associated with each. The remaining five days may be at your discretion, please coordinate and inform your Deans of the days you will be available. If you have any conflicts with any of the dates please inform your Deans so we can work on an alternative or identify a designee.

June 5 (1)—for pre-registration review and to assist transfer students

June 18, 20, 25 and 27 (4)—to attend and participate in summer orientation sessions and assist transfer students

One day of the July 22 to 26 week (1)—to assist transfer students and to resolve any scheduling issues more than 30 days prior to the start of the semester—choice of date to be mutually agreed upon with your dean

August 26-29 (4)—to address issues and training opportunities prior to the start of the semester and scheduled to coincide with the reception for new faculty (with a scheduled chair workshop on August 26)

Your role as a Department Chair is a critical one to the success of the integrity of academic programs at Fitchburg State University. I sincerely appreciate your work during these times on behalf of the university and our students.

Alberto J.F. Cardelle, Ph.D., MPH

Provost and Vice President

Academic Affairs

Fitchburg State University

