



Advising Community Chair Timeline

October 2022 to November 2023

| Time Frame | Date & Task |
|---|--|
| Early October | <ul style="list-style-type: none"> October 7, 2022: ACD Annual Division Meeting/Training via Zoom |
| Early October/ Late October <small>*Alternates every other year</small> | <ul style="list-style-type: none"> October 23-26, 2022: Annual Conference at Oregon Convention Center in Portland, Oregon <ul style="list-style-type: none"> Leadership attendance is required at annual conference division activities |
| Late October | <ul style="list-style-type: none"> October 31, 2022: Nominations for elections close |
| Late October – Early November | <ul style="list-style-type: none"> New Chairs send an AC all-member email via the ACD Executive Office liaison to introduce yourself and solicit volunteers to serve on Advising Community's steering committee. Confirm volunteers for your steering committee (make sure they are NACADA members) Work with your Steering Committee to develop goals/plans for the year in preparation of the Post-Conference Report November 1-18, 2022: Chairs may schedule virtual Advising Community meetings |
| Mid-November | <ul style="list-style-type: none"> November 15, 2022: Post-conference report is due to the ACD Reps, EO Liaison, and your Cluster Rep Region conference proposals are typically due around this time |
| Early December | <ul style="list-style-type: none"> December 1, 2022: Final day that article submissions for Academic Advising Today (AAT) have potential to be considered for the March 2023 edition. Please note: Submission review is ongoing, and priority is given according to date of submission. |
| Mid-December | <ul style="list-style-type: none"> December 13, 2022: Annual Conference call for proposals opens. <i>Soliciting for Proposal Reviewers:</i> Send a post out on social media, include this info if you send out a newsletter, and/or ask the EO Liaison to send an email to your members via the Executive Office email system (also, include your LISTSERV if you want to reach nonmembers) |
| Late December | <ul style="list-style-type: none"> December 31, 2022: AC steering committee member appointments are due. <ul style="list-style-type: none"> Names are to be submitted to the EO liaison. |

| Time Frame | Date & Task |
|----------------|--|
| Early January | <ul style="list-style-type: none"> ● January 1, 2023: Global Awards Program opens. ● The EO will send out solicitations to all members via email and social media for proposal reader volunteers. ● Interested readers will submit a universal survey form. ● Consider posting the survey form link to your AC's social media accounts to gather more interest and/or AC's LISTSERV ● January 27, 2023: Deadline to solicit volunteers from your Advising Community to serve as conference proposal readers. <ul style="list-style-type: none"> ● EO will assign readers per AC proposals submitted |
| Early February | <ul style="list-style-type: none"> ● NACADA's General Election Voting <ul style="list-style-type: none"> ● Election results are announced within two weeks after the voting deadline. |
| Mid-February | <ul style="list-style-type: none"> ● February 23, 2023: Call for Annual Conference Proposals closes, and Hot Topics for Annual Conference are due. ● Send announcement out to all members of your AC that nominations are being accepted for the ACD Service Awards |
| Late February | <ul style="list-style-type: none"> ● February 28-March 13, 2023: Proposals readers begin reviewing submissions. ● Consider scheduling an online discussion for this spring |
| Early March | <ul style="list-style-type: none"> ● NACADA's Division Representative Election Voting and Appointments <ul style="list-style-type: none"> ● Following the General Election, and winner announcements, the Division Representative election and appointment process is held for the Region, Administrative, and Advising Communities Division. Results are announced within two weeks after the voting and appointment deadline. |
| Mid-March | <ul style="list-style-type: none"> ● March 13, 2023: Deadline for proposal readers to have nominations read, evaluations complete, and submitted. <ul style="list-style-type: none"> ● Readers Review from February 28 – March 13 <ul style="list-style-type: none"> ● Readers submit an evaluation per proposal. ● Chairs are responsible for summarizing the evolution and forwarding recommendations on each proposal to the Annual conference Planning Committee. ● Chairs must select two Community-Sponsored sessions. ● March 14 – 27, 2023: Proposals are read and evaluated by AC Chairs ● March 15, 2023 Final day that article submissions for Academic Advising Today (AAT) have potential to be considered for the June 2023 edition. Please note: Submission review is ongoing, and priority is given according to date of submission. |
| Late March | <ul style="list-style-type: none"> ● March 28, 2023: Deadline for Chairs to have their summaries of reader reviews and evaluations submitted to the Conference Program Chair - including selection of two sponsored session |
| Early April | <ul style="list-style-type: none"> ● Annual Conference proposal acceptances are sent to submitters |
| Late April | <ul style="list-style-type: none"> ● Newly elected and appointed NACADA leaders are added to the NACADA Leadership Engagement Program (N-LEP) to be completed before start of term. |

| Time Frame | Date & Task |
|-----------------|--|
| Early May | <ul style="list-style-type: none"> ● May 1, 2023: ACD Service Award nominations are due. ● Global Advising Week is usually the first week in May. Consider celebrating advisors in your AC this week! |
| Mid-May | <ul style="list-style-type: none"> ● Advising Community Meetings at Annual Conference are scheduled mid to end of May and notifications will be sent to Chairs of date/time in early June at the same time presenters are notified of conference sessions. |
| Early June | <ul style="list-style-type: none"> ● Chairs are notified by Annual Conference EO staff (who will email Chairs directly) of their community meeting session date and time the first or second week of June. <ul style="list-style-type: none"> ● Chairs will work with EO staff to draft the abstract for the session. ● Submit your Annual Conference social event information to EO staff for inclusion in the Annual Conference program. ● Consider Sustainable Leadership Practices in your Advising Community and plan for upcoming Election Nominations to open in September |
| Mid-June | <ul style="list-style-type: none"> ● June 15, 2023: Final day that article submissions for Academic Advising Today (AAT) have potential to be considered for the September 2023 edition. Please note: Submission review is ongoing and priority is given according to date of submission. |
| Mid-July | <ul style="list-style-type: none"> ● Gather data/feedback on the goals in the Post-Conference Report ● Meet with your Steering Committee about the Annual Report ● Register for the Annual Conference if you haven't already |
| Early August | <ul style="list-style-type: none"> ● August 1, 2023: AC social event information is due to EO Annual Conference Staff for inclusion in the annual conference program. ● Ask your members about submissions/collaborations for Region Conferences call for proposals (opening in mid-fall) |
| Mid-August | <ul style="list-style-type: none"> ● August 15, 2023: Annual Report is due to the ACD Reps, EO Liaison, and your Cluster Rep |
| Late August | <ul style="list-style-type: none"> ● Consider encouraging your members to join a Writing Group to develop your AC's scholarly focus ● If an outgoing Chair, plan to reach out to incoming Chair to establish a plan for succession and transition following Annual Conference. |
| Early September | <ul style="list-style-type: none"> ● September 1, 2023: Final day that article submissions for Academic Advising Today (AAT) have potential to be considered for the December 2023 edition. Please note: Submission review is ongoing and priority is given according to date of submission. ● Nominations for election positions open in early September – if your community Chair position is up for election, remind members about submitting or contacting you if interested. |
| Mid-September | <ul style="list-style-type: none"> ● Prepare for Annual Conference by creating a business meeting agenda and asking for volunteers to help with tasks such as finding a place to hold a social <ul style="list-style-type: none"> ● Meet with your Cluster Rep for additional guidance or direction. ● Consider an email to your members or social media post on the events happening at Annual Conference |

| Time Frame | Date & Task |
|---|--|
| Early October | <ul style="list-style-type: none"> ● TBD: ACD Annual Division Meeting/Training |
| Early October/ Late October <small>*Alternates every other year</small> | <ul style="list-style-type: none"> ● October 4-7, 2023: Annual Conference at Rosen Shingle Creek in Orlando, Florida <ul style="list-style-type: none"> ● Leadership attendance is required at annual conference division activities |
| Late October | <ul style="list-style-type: none"> ● October 31, 2023: Nominations for elections close |
| Late October – Early November | <ul style="list-style-type: none"> ● New Chairs send an AC all-member email via the ACD Executive Office liaison to introduce yourself and solicit volunteers to serve on Advising Community’s steering committee. ● Confirm volunteers for your steering committee (make sure they are NACADA members) ● Work with your Steering Committee to develop goals/plans for the year in preparation of the Post-Conference Report ● November 1-18, 2023: Chairs may schedule virtual Advising Community meetings |
| Mid-November | <ul style="list-style-type: none"> ● November 15, 2023: Post-conference report is due to the ACD Reps, EO Liaison, and your Cluster Rep ● Region conference proposals are typically due around this time |