

2013-2014 Important Dates (subject to change)
Department Chairs, Deputy Chairs, Administrative Coordinators

Category	Generic Date	Date 13-14	Action	Performed By	Recipient	Type
P&T	September 1	September 1, 2013	Dean's office sends out request for external letters for all internal cases	Vice Dean	External Reviewers	DEADLINE
P&T	September 15	September 15, 2013	Completed P&T binders (with departmental votes) due to Faculty Affairs for faculty whose p&t decisions are due by January	Admin. Coordinators & Department Chairs	Faculty Affairs	DEADLINE
Overload	October 1	October 1, 2013	Deadline for Fall 2013 teaching overload requests	Admin. Coordinators & Department Chairs	Department Chairs	DEADLINE
P&T	November (late)	November 26, 2013	Department p&t committees to meet and vote on cases	Department Chairs	Faculty Affairs	DEADLINE
P&T	December 1	December 3, 2013	Completed P&T binders (with departmental votes) due to Faculty Affairs for faculty whose p&t decisions will be made in the spring	Admin. Coordinators & Department Chairs	Faculty Affairs	DEADLINE
Sabbatical/Leave	December (early)	December 9, 2013	Deadline for sabbatical and Leave of Absence Requests to be sent to Faculty Affairs	Admin. Coordinators & Department Chairs	Faculty Affairs	DEADLINE
AMR	January - 3rd week	January 24, 2014	Academic and Program Directors complete Faculty Comment Forms assessing contributions by faculty to their areas of responsibility. Copies are sent to the relevant Department Chairs and Faculty Affairs	Program Directors	Dept. Chairs & OFA	DEADLINE
AMR	January - 3rd week	January 24, 2014	Completed Faculty Activity Reports due to Department Chairs and Faculty Affairs	Faculty Members	Dept. Chairs & OFA	DEADLINE
AMR	February 7	February 7, 2014	Annual Merit Review Forms and Departmental Summary are due to Faculty Affairs	Department Chairs	Faculty Affairs	DEADLINE
Clinical	February (mid)	February 17, 2014	Clinical Reappointment Materials sent to Faculty Affairs	Department Chairs	Faculty Affairs	DEADLINE
AMR	March	March 6-20, 2014	Annual Merit Review Meetings, exact dates TBD	Department Chairs with Vice Dean		Meeting
Overload	March 1	March 1, 2014	Deadline for Spring 2014 teaching overload requests	Admin. Coordinators & Department Chairs	Department Chairs	DEADLINE
Sabbatical/Leave	March (mid)	Mid-March	Sabbatical and Leave of Absence Approval Notification sent to Faculty and Chairs by Dean's Office	Faculty Affairs	Faculty Member, Department Chair	Process
AMR	March (mid)	March 21, 2014	Annual Merit Increase and Summer Payment Recommendations due to Faculty Affairs	Department Chairs	Faculty Affairs	DEADLINE
AMR	April (early)	Early April	AMI Final Recommendation Meetings with Vice Dean for Faculty	Deans and VDF	Deans and VDF	Meeting
P&T	April 15	April 15, 2014	P&T external review materials (CV, statements, papers) and list of proposed letter writers due to Faculty Affairs for faculty whose P&T decisions are due by January	Department Chairs	Faculty Affairs	DEADLINE
AMR	April (end)	April 28, 2014	AMI Final Recommendations Due	Department Chairs	Faculty Affairs	DEADLINE
P&T	May 1	May 1, 2014	Dean's office sends out request for external letters for faculty whose p&t decisions are due by January	Vice Dean	External Reviewers	DEADLINE
P&T	June 1	May 31, 2014	3rd Year, 6th Year, Tenure, and Clinical Review Spreadsheet sent to Department Chairs	Faculty Affairs	Department Chairs	DEADLINE
AMR	June (end)	June 27, 2014	Written Notifications from Chairs to Faculty Regarding Salary Increases	Department Chairs	Faculty Members	DEADLINE
AMR	Summer	July 8, 2014	Final Approved Salary to chairs from Faculty Affairs	Faculty Affairs	Department Chairs	DEADLINE
P&T	August	August 15, 2014	P&T external review materials (CV, statements, papers) and list of proposed letter writers due to Faculty Affairs for faculty whose p&t decisions will be made in the spring	Department Chairs	Faculty Affairs	DEADLINE
P&T	August 31	August 31, 2014	Mandatory 3rd year reviews due to Faculty Affairs (for faculty who have concluded their 3rd year). Mandatory 6th year reviews are due to Faculty Affairs for faculty who are beginning their 6th year and for whom external letters are not being sought	Department Chairs	Faculty Affairs	DEADLINE

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MEETINGS AND EVENTS

CATEGORY	GENERIC DATE	2013-14 DATE	DETAILS
CHAIRS' MEETING	September - 3rd Monday	September 23, 2013	3-4:30pm, DCR
CHAIRS' MEETING	October - 3rd Monday	October 14, 2013	3-4:30pm, DCR
CHAIRS' MEETING	November - 3rd Monday	November 18, 2013	3-4:30pm, DCR
CHAIRS' MEETING	December - 3rd Monday	December 16, 2013	3-4:30pm, DCR
CHAIRS' MEETING	January - 3rd Monday	January 27, 2014	3-4:30pm, DCR
CHAIRS' MEETING	February - 3rd Monday	February 24, 2014	3-4:30pm, DCR [Agenda: clinical reappointments]
CHAIRS' MEETING	March - 3rd Monday	March 24, 2014	3-4:30pm, DCR
CHAIRS' MEETING	April - 3rd Monday	April 28, 2014	3-4:30pm, DCR
CHAIRS' MEETING	May - 3rd Monday	May 19, 2014	3-4:30pm, DCR

FACULTY MEETING	October - Early	October 8, 2013	11:30 a.m. - 2:00 p.m., Cantor Boardroom
FACULTY MEETING	Jan (Late) - Feb (Early)	January 28, 2014	11:30 a.m. - 2:00 p.m., Cantor Boardroom
FACULTY MEETING	May - Early	May 7, 2014	11:30 a.m. - 2:00 p.m., Cantor Boardroom

EVENT	September - Early	September 11, 2013	New Faculty Reception
EVENT	TBD	TBD	Annual Faculty High Tea
EVENT	TBD	TBD	Department Chairs Dinner with Dean