

TO: Department Chairs
 Deputy Chairs
 Center Directors
 Program Directors
 Administrative Coordinators

FROM: Susanna Stein, Director of Faculty Affairs

DATE: October 21, 2013

RE: **2013-2014 Important Dates for Faculty Actions (subject to change)**

Type	Date	Action	Performed By	Recipient
August				
FYI	August 28, 2013	New Faculty Orientation - Day 1	CITL	New Faculty
FYI	August 29, 2013	New Faculty Orientation - Day 2	CITL	New Faculty
September				
DEADLINE	September 2, 2013	Dean's office sends out request for external letters for all internal cases	Ross Cunningham for EM	External Reviewers
Event	September 11, 2013	New Faculty Reception	Dean's Office	Dept. Chairs & OFA
DEADLINE	September 15, 2013	All completed P&T binders (with departmental votes) are due to Dean's Office for faculty whose p&t decisions are due in January 2014	Admin. Coordinators & Department Chairs	R. Cunningham/Nadia Cureton
Meeting	September 18, 2013	Admin Coordinators Meeting, 12-2pm, DCR	Dean's Office	Admin Coordinators
Meeting	September 23, 2013	Chairs Meeting, 3-4:30pm, DCR	Dean's Office	Department Chairs
October				
DEADLINE	October 1, 2013	Deadline for Fall 2013 teaching overload requests	Dept. P&T Committee	Department Chairs
Meeting	October 8, 2013	Fall General Faculty Meeting, 11:30 a.m. - 2:00 p.m., Cantor Boardroom	Dean's Office	All Faculty
Meeting	October 14, 2013	Chairs Meeting, 3-4:30pm, DCR	Dean's Office	Department Chairs
November				
DEADLINE	November 18, 2013	Spring 2014 Adjunct Compensation Sheets to Human Resources	Admin. Coordinators	Maryann Zwaryczuk
Meeting	November 20, 2013	Admin Coordinators Meeting, 12-2pm, DCR	Dean's Office	Admin Coordinators
Meeting	November 18, 2013	Chairs Meeting, 3-4:30pm, DCR	Dean's Office	Department Chairs
DEADLINE	November 26, 2013	Deadline for department p&t committees to meet and vote on cases	Department Chairs	R. Cunningham/Nadia Cureton
December				
DEADLINE	December 3, 2013	All completed 2013-2014 P&T binders are due to Dean's Office for review by school P&T committee	Admin. Coordinators & Department Chairs	R. Cunningham/Nadia Cureton
DEADLINE	December 9, 2013	Sabbatical and Leave of Absence Requests sent to Faculty Affairs	Admin. Coordinators & Department Chairs	Nadia Cureton
Process	December 13, 2013	FAR Opens (tentative)	Dean's Office	All FT faculty (except Vis.)
Meeting	December 16, 2013	Chairs Meeting, 3-4:30pm, DCR	Dean's Office	Department Chairs
January				
DEADLINE	January 24, 2014	Program Directors complete Faculty Comment Forms assessing contributions by faculty to their areas of responsibility. Copies of completed forms are sent to the relevant Department Chairs and the Dean's Office	Program Directors	Dept. Chairs & OFA
DEADLINE	January 24, 2014	Completed Faculty Activity Reports due to Department Chairs and Faculty Affairs	Faculty Members	Dept. Chairs & OFA
Meeting	January 22, 2014	Admin Coordinators Meeting, 12-2pm, DCR	Dean's Office	Admin Coordinators
Meeting	January 28, 2014	Spring General Faculty Meeting, 11:30 a.m. - 2:00 p.m., Cantor Boardroom	Dean's Office	All Faculty
Meeting	January 27, 2014	Chairs Meeting, 3-4:30pm, DCR	Dean's Office	Dept. Chairs
February				
DEADLINE	February 7, 2014	Annual Merit Individual Review Forms and Departmental Summary to Faculty Affairs	Department Chairs	Nadia Cureton
DEADLINE	February 17, 2014	Clinical Reappointment Materials sent to Faculty Affairs	Department Chairs	R. Cunningham for Elizabeth Morrison
Meeting	February 24, 2014	Chairs Meeting, 3-4:30pm, DCR [Agenda: clinical reappointments]	Dean's Office	Department Chairs
March				
Meeting	March 6-20, 2014	Annual Merit Review Meetings, exact dates TBD		
DEADLINE	March 1, 2014	Deadline for Spring 2014 teaching overload requests	Dept. P&T Committee	Department Chairs
Meeting	March 12, 2014	Admin Coordinators Meeting, 12-2pm, DCR	Dean's Office	Admin Coordinators
Process	Mid-March	Sabbatical and Leave of Absence Approval Notification sent to Faculty and Chairs by Dean's Office	Susanna Stein	Faculty Member, Dept. Chair, Maryann Zwaryczuk
Meeting	March 24, 2014	Chairs Meeting, 3-4:30pm, DCR	Dean's Office	Department Chairs
DEADLINE	March 21, 2014	Annual Merit Increase Salary and Summer Payment Recommendations to Faculty Affairs	Department Chairs	Nadia Cureton for Elizabeth Morrison

Updated 10/21/2013

TO: Department Chairs
 Deputy Chairs
 Center Directors
 Program Directors
 Administrative Coordinators

FROM: Susanna Stein, Director of Faculty Affairs

DATE: October 21, 2013

RE: **2013-2014 Important Dates for Faculty Actions (subject to change)**

Type	Date	Action	Performed By	Recipient
DEADLINE	March 21, 2014	Summer 2014 Adjunct Compensation Sheets Sent to Human Resources	Admin. Coordinators	Maryann Zwaryczuk
April				
Meeting	Early April	AMI Final Recommendation Meetings with Vice Dean for Faculty	Deans and VDF	Deans and VDF
Event	TBD	Department Chairs Dinner with Dean	Dean's Office	Department Chairs
DEADLINE	April 15, 2014	P&T external review materials (CV, statements, papers) and list of proposed letter writers due to OFA for faculty whose PT decisions are due in January 2015	Department Chairs	R. Cunningham/Nadia Cureton
Meeting	April 28, 2014	Chairs Meeting, 3-4:30pm, DCR	Dean's Office	Department Chairs
DEADLINE	April 28, 2014	AMI Final Recommendations Due	Department Chairs	Nadia Cureton
May				
DEADLINE	May 1, 2014	Dean's office sends out request for external letters for faculty whose p&t decisions are due in January 2015	Ross Cunningham for EM	External Reviewers
Meeting	May 19, 2014	Chairs Meeting, 3-4:30pm, DCR	Dean's Office	Department Chairs
DEADLINE	May 2, 2014	Submit to Faculty Affairs explanations for Salary Increases outside Provost's range (pending Provost approval)	Department Chairs	Nadia Cureton
Meeting	May 7, 2014	Admin Coordinators Meeting, 12-2pm, DCR	Dean's Office	Admin Coordinators
Meeting	May 7, 2014	End-of-Year General Faculty Meeting, 11:30 a.m. - 2:00 p.m., Cantor	Dean's Office	All Faculty
DEADLINE	May 31, 2014	3rd Year, 6th Year, Tenure, and Clinical Review Spreadsheet to Department Chairs	Nadia Cureton	Department Chairs
June				
DEADLINE	June 13, 2014	Fall 2014 Adjunct Compensation Sheets to Human Resources	Admin. Coordinators	Maryann Zwaryczuk
DEADLINE	June 27, 2014	Written Notifications from Chairs to Faculty Regarding Salary Increases	Department Chairs	Faculty Members
July				
DEADLINE	July 8, 2014	Final Approved Salary to chairs from Faculty Affairs	Nadia Cureton	Department Chairs
DEADLINE	July 8, 2014	Affirmative Action Year-End Reports from Departments to Faculty Affairs	Admin. Coordinators	Nadia Cureton
August				
DEADLINE	Throughout August	P&T external review materials (CV, statements, papers) and list of proposed letter writers due to OFA	Department Chairs	R. Cunningham/Nadia Cureton
DEADLINE	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	Nadia Cureton