

TO: Department Chairs
 Deputy Chairs
 Program Directors
 Administrative Coordinators
 FROM: Susanna Stein, Director of Faculty Affairs
 DATE: September 5, 2014

RE: **2014-2015 Important Dates for Faculty Actions (subject to change)**

Type	Date	Action	Responsible Party	Recipient
August				
FYI	August 27, 2014	New Faculty Orientation - Day 1	Faculty Affairs	New Faculty
FYI	August 28, 2014	New Faculty Orientation - Day 2	CITL	New Faculty
September				
DEADLINE	September 2, 2014	Dean's office sends out request for external letters for all internal cases	Kerin McCauley for EM	External Reviewers
DEADLINE	September 15, 2014	All completed P&T binders (with departmental votes) are due to Dean's Office for faculty whose p&t decisions are due in January 2015	Admin. Coordinators & Department Chairs	K. McCauley/Nadia Cureton
Meeting	September 15, 2014	Chairs Meeting, 12-1:30 pm, DCR	Elizabeth Morrison	Department Chairs
Meeting	September 17, 2014	Admin Coordinators Meeting, 12:30-2pm, DCR	Faculty Affairs	Admin Coordinators
Event	September 18, 2014	New Faculty Reception, 4-6pm, KMC 5-50	Faculty Affairs	Dept. Chairs & OFA
October				
DEADLINE	October 1, 2014	Deadline for Fall 2014 teaching overload requests	Admin. Coordinators & Department Chairs	Nadia Cureton
Meeting	October 9, 2014	Fall General Faculty Meeting, 12-2pm, Cantor Boardroom	Dean's Office	All Faculty
Meeting	October 27, 2014	Chairs Meeting, 12-1:30pm, DCR	Elizabeth Morrison	Department Chairs
November				
Meeting	November 3, 2013	Deputy Chairs Meeting, 12:30-2pm, MGMT Conference Room Tisch 720	Faculty Affairs	Deputy Chairs & Admin Coordinators
DEADLINE	November 18, 2014	Spring 2015 Adjunct Compensation Sheets to Human Resources	Admin. Coordinators	Maryann Zwaryczuk
Meeting	November 24, 2014	Chairs Meeting, 12-1:30pm, DCR	Elizabeth Morrison	Department Chairs
DEADLINE	November 26, 2014	Deadline for department p&t committees to meet and vote on cases	Department Chairs	K. McCauley/Nadia Cureton
December				
DEADLINE	December 3, 2014	All completed 2014-2015 P&T binders are due to Dean's Office for review by school P&T committee	Admin. Coordinators & Department Chairs	K. McCauley/Nadia Cureton
DEADLINE	December 9, 2014	Sabbatical and Leave of Absence Requests sent to Faculty Affairs	Admin. Coordinators & Department Chairs	Kerin McCauley
Meeting	December 15, 2014	Chairs Meeting, 12-1:30pm, DCR	Elizabeth Morrison	Department Chairs
Meeting	December 17, 2014	Admin Coordinators Meeting, 12:30-2pm, DCR	Faculty Affairs	Admin Coordinators
January				
Process	January 6, 2015	Faculty Activity Report (FAR) Opens	Faculty Affairs	All FT faculty (except Vis.)
DEADLINE	January 30, 2015	Completed Faculty Activity Reports due to Department Chairs and Faculty Affairs	Faculty Members	Dept. Chairs & OFA
February				
Meeting	February 3, 2015	Spring General Faculty Meeting, 12-2pm, Cantor Boardroom	Dean's Office	All Faculty
DEADLINE	February 6, 2015	Annual Merit Individual Review Forms and Departmental Summary to Faculty Affairs (3 weeks before mtg w/ vice deans)	Department Chairs	Nadia Cureton
DEADLINE	February 16, 2015	Clinical Reappointment Materials sent to Faculty Affairs	Department Chairs	K. McCauley for Elizabeth Morrison
March				
Meeting	March 6-20, 2015	Annual Merit Review Meetings, exact dates TBD		
DEADLINE	March 2, 2015	Deadline for Spring 2014 teaching overload requests	Admin. Coordinators & Department Chairs	Nadia Cureton
Process	Mid-March	Sabbatical and Leave of Absence Approval Notification sent to Faculty and Chairs by Dean's Office	K. McCauley for Susanna Stein	Faculty Member, Dept. Chair, Maryann Zwaryczuk (cc: Nadia Cureton)
DEADLINE	March 20, 2015	Annual Merit Increase Salary and Summer Payment Recommendations to Faculty Affairs	Department Chairs	Nadia Cureton for Elizabeth Morrison
DEADLINE	March 20, 2015	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
DEADLINE	April 15, 2015	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 2016	Department Chairs	K. McCauley/Nadia Cureton
DEADLINE	April 28, 2015	AMI Final Recommendations Due	Department Chairs	Nadia Cureton
May				

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DEADLINE	May 1, 2015	Dean's office sends out request for external letters for faculty whose p&t decisions are due in January 2016	Kerin McCauley for EM	External Reviewers
Meeting	May 7, 2015	End-of-Year General Faculty Meeting, 12-2pm, Cantor Boardroom	Dean's Office	All Faculty
DEADLINE	May 29, 2015	3rd Year, 6th Year, Tenure, and Clinical Review Spreadsheet to Department Chairs	Nadia Cureton	Department Chairs
June				
DEADLINE	June 12, 2015	Fall 2014 Adjunct Compensation Sheets to Human Resources	Admin. Coordinators	Maryann Zwaryczuk
DEADLINE	June 26, 2015	Written Notifications from Chairs to Faculty Regarding Annual Merit Review	Department Chairs	Faculty Members
July				
DEADLINE	July 8, 2015	Final Approved Salary and letters to chairs from Faculty Affairs	Nadia Cureton	Department Chairs
DEADLINE	July 8, 2015	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	K. McCauley/Nadia Cureton
DEADLINE	August 31, 2015	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