

## 2020 Consolidated Calendar for Department Chairs/School Directors

Revised June 16, 2020

Note: dates marked with asterisks are tentative pending schedules set by the Office of Academic Affairs, the Registrar's Office, and other university offices.

<b>January 1, 2020</b>	Course change forms for summer semester to registrar (after ASC approvals)
<b>January 6, 2020</b>	Spring semester begins  P&T candidates notified of results of college review; 10-day comment period begins  Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for February 22 Board meeting
<b>January 15, 2020</b>	Reappointment reviews for endowed chairs due to divisional deans
<b>January 16, 2020</b>	Deadline for faculty to submit P&T comments to college
<b>January 17, 2020</b>	Recommended latest departmental due date for faculty to submit FPL and special assignment applications to chairs/directors (units may set earlier deadlines to facilitate peer review)
<b>January 27, 2020*</b>	Deadline for college to submit all P&T dossiers to OAA
<b>January-February</b>	Mid-year budget review with divisional deans
<b>January-April</b>	Recruitment letters from chairs and directors to admitted undergraduate students
<b>February 3, 2020</b>	Deadline for college awards submissions  Recommended departmental due date for submission of faculty annual review materials and fourth year review materials (may use different date as spelled out in departmental documents)  Course change forms for autumn semester to registrar (after ASC approvals)  Due date for faculty filing salary grievances to submit required data to chairs and directors for review



<b>February 4, 2020</b>	Initial teaching inventory for 2020-2021 due to the college  Letter summarizing rank-ordered FPL applications due to the college  Spreadsheet listing special assignment applications due to the college
<b>February-April</b>	Screening meetings for non-mandatory tenure and promotion reviews (following process in unit APT documents)  TIU annual review and fourth year review meetings
<b>March 2, 2020</b>	Suggested deadline to solicit annual review letters for faculty supported through Discovery Themes (DT) funding from DT focus area faculty leaders  Deadline for providing letter of support for ASC Grants for new Service-Learning Course Proposals  Deadline for chairs and directors to submit any salary appeals to the divisional deans for review  Reports from faculty on FPL in fall 2019 due to divisional dean and <a href="mailto:ascfacultyaffairs@osu.edu">ascfacultyaffairs@osu.edu</a>
<b>March 11, 2020*</b>	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for May 31 Board meeting
<b>March 9-13, 2020</b>	Spring break
<b>March 18, 2020</b>	Recommended last date to schedule review meetings of the eligible faculty for fourth year reviews of assistant professors and renewal reviews for clinical and research professors
<b>March 27, 2020</b>	Deadline to request exclusions of the probationary period for candidates scheduled for mandatory tenure review in 2020-21
<b>March 31, 2020</b>	End of annual performance period for staff
<b>April 1, 2020</b>	Fourth year review and clinical/research reappointment dossiers due to the college



	<p>Probationary faculty non-renewal recommendations due to college</p> <p>Curriculum forms (other than course changes) for summer term due to Registrar (after ASC approval)</p> <p>Recommended final deadline for TIU comments period for fourth year reviews</p> <p>Annual activity report from department chairs, school directors and college center directors due to divisional deans</p>
<b>April 8, 2020</b>	Deadline for submitting nominations for faculty to participate in the Big Ten Alliance Academic Leadership and Department Executive Officer Programs to <a href="mailto:ascfacultyaffairs@osu.edu">ascfacultyaffairs@osu.edu</a>
<b>April 20, 2020</b>	Last day of regularly scheduled spring semester classes
<b>April 30, 2020</b>	<p>Suggested target date for completing annual review meetings</p> <p>Suggested target date for identifying all candidates for non-mandatory P&amp;T reviews</p>
<b>April-July, 2020</b>	Budget meetings with divisional deans
<b>May 11, 2020*</b>	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for June Board meeting
<b>May 15, 2020</b>	<p>College target date for notifying candidates of results of fourth year review; 10 day comments period begins</p> <p>Deadline for completion of faculty annual reviews</p>
<b>May 18, 2020</b>	FY 21 faculty hiring proposals due to the college
<b>May 25, 2020</b>	Lists of proposed external reviewers for 2020-21 P&T cases due to <a href="#">Tina Henkin</a> for approval
<b>May 26, 2020</b>	Deadline for faculty to submit comments on fourth year reviews
<b>May 29, 2020</b>	College deadline for notifying OAA of non-renewals of probationary faculty appointments



	Copies of staff reviews due to college
<b>June 3, 2020*</b>	Board of Trustees meeting at which promotion and tenure cases are formally approved
<b>June 24, 2020</b>	ASC P&T dossier preparation workshop for chairs and directors of TIUs, departmental administrators, eligible faculty, PODs
<b>July 1, 2020</b>	Curriculum forms (other than course changes) for autumn semester due to Registrar (after ASC approval)
<b>July 2, 2020</b>	Copies of annual review letters to assistant, associate and full professors due to college
<b>July 8, 2020</b>	Undergraduate assessment reports for each program due to college
<b>July 13, 2020*</b>	AMCP worksheets due to fiscal managers
<b>August 3, 2020*</b>	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for August 26 Board meeting
<b>August 14, 2020*</b>	Announcement of authorized searches by college (approximate date)
<b>August 19-20, 2020</b>	OAA orientation for new faculty
<b>August 20, 2020*</b>	College orientation for new faculty
<b>August 21, 2020</b>	OAA P&T Workshop for TIU Teams (TIU head, chair of eligible faculty, Procedures Oversight Designee)
<b>August 25, 2020</b>	Autumn semester begins
<b>September 1, 2020</b>	Course change forms for spring semester to registrar (after ASC approvals)
<b>September 8, 2020</b>	Completed course proposals for college-supported interdisciplinary team-taught courses due in ASC Curriculum and Assessment services queue in curriculum.osu.edu
<b>September 15, 2020</b>	OAA P&T Workshop for TIU Teams (TIU head, chair of eligible faculty, Procedures Oversight Designee)



<b>October 2020</b>	Staff mid-year performance reviews
<b>October 1, 2020</b>	Regional campus promotion and tenure review materials due to chairs and directors
<b>October 14, 2020</b>	Recommended last date to schedule P&T review meetings of the eligible faculty
<b>October 26, 2020</b>	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for November 18 Board meeting
<b>October 26, 2020</b>	Recommended final deadline for TIU comments period for P&T reviews
<b>October 30, 2020</b>	Deadline for submission of P&T dossiers to college
	Deadline for faculty members to initiate faculty salary appeal process (provide info to appellant, notify divisional dean)
<b>November 2, 2020</b>	Reports from faculty on FPL in spring 2020 due to divisional dean and <a href="mailto:ascfacultyaffairs@osu.edu">ascfacultyaffairs@osu.edu</a>
<b>November 25, 2020</b>	Last day of in-class meetings for autumn semester
<b>December 1, 2020</b>	Curriculum forms (other than course changes) for spring semester due to Registrar (after ASC approval)
<b>December 2, 2020</b>	Preliminary nominations for Distinguished University Professor due to divisional deans
<b>December 4, 2020</b>	Last day of regularly scheduled classes for autumn semester

