

2020 Consolidated Calendar for Department Chairs/School Directors

Revised December 3, 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.

January 1, 2020	Course change forms for summer semester to registrar (after ASC approvals)
January 6, 2020	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
January 15, 2020	Reappointment reviews for endowed chairs due to divisional deans
January 16, 2020	Deadline for faculty to submit P&T comments to college
January 17, 2020	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)
January 27, 2020*	Deadline for college to submit all P&T dossiers to OAA
January-February	Mid-year budget review with divisional deans
January-April	Recruitment letters from chairs and directors to admitted undergraduate students
February 3, 2020	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



February 4, 2020	<p>Initial teaching inventory for 2020-2021 due to the college</p> <p>Letter summarizing rank-ordered FPL applications due to the college</p> <p>Spreadsheet listing special assignment applications due to the college</p>
February-April	<p>Screening meetings for non-mandatory tenure and promotion reviews (following process in unit APT documents)</p> <p>TIU annual review and fourth year review meetings</p>
March 2, 2020	<p>Suggested deadline to solicit annual review letters for faculty supported through Discovery Themes (DT) funding from DT focus area faculty leaders</p> <p>Deadline for providing letter of support for ASC Grants for new Service-Learning Course Proposals</p> <p>Deadline for chairs and directors to submit any salary appeals to the divisional deans for review</p> <p>Reports from faculty on FPL in fall 2019 due to divisional dean and ascfacultyaffairs@osu.edu</p>
March 11, 2020*	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for May 31 Board meeting
March 9-13, 2020	Spring break
March 18, 2020	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
March 27, 2020	Deadline to request exclusions of the probationary period for candidates scheduled for mandatory tenure review in 2020-21
March 31, 2020	End of annual performance period for staff
April 1, 2020	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>
April 8, 2020	Deadline for submitting nominations for faculty to participate in the Big Ten Alliance Academic Leadership and Department Executive Officer Programs to ascfacultyaffairs@osu.edu
April 20, 2020	Last day of regularly scheduled spring semester classes
April 30, 2020	<p>Suggested target date for completing annual review meetings</p> <p>Suggested target date for identifying all candidates for non-mandatory P&T reviews</p>
April-July, 2020	Budget meetings with divisional deans
May 11, 2020*	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for June Board meeting
May 15, 2020	<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>
May 18, 2020	FY 21 faculty hiring proposals due to the college
May 25, 2020	Lists of proposed external reviewers for 2020-21 P&T cases due to Tina Henkin for approval
May 26, 2020	Deadline for faculty to submit comments on fourth year reviews
May 29, 2020	College deadline for notifying OAA of non-renewals of probationary faculty appointments



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



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

