

2021 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.

January 1, 2021	Course change forms for summer semester to registrar (after ASC approvals)
January 11, 2021	Spring semester begins P&T candidates notified of results of college review; 10-day comments period begins Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for February board meeting*
January 15, 2021	Reappointment reviews for endowed chairs due to divisional deans
January 21, 2021	Deadline for faculty to submit P&T comments to the college
January 18, 2021	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, 2021*	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 1, 2021	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 2, 2021	<p>Initial teaching inventory for 2021-2022 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 1, 2021	<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 autumn 2020 due to divisional dean and ascfacultyaffairs@osu.edu</p>
March 10, 2021*	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for May Board meeting
March 15-19, 2021	Spring break
March 14, 2021	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 29, 2021	<p>Deadline to submit requests for exclusions of the probationary period to the college for candidates scheduled for mandatory tenure review in 2021-2022</p> <p>Recommended final deadline for TIU comments period for fourth year reviews</p>
March 31, 2021	End of annual performance period for staff



April 1, 2021	<p>Fourth year review and clinical/research reappointment dossiers due to the college</p> <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>Annual activity report from department chairs, school directors and college center directors due to divisional deans</p>
April 9, 2021	<p>Deadline for submitting nominations for faculty to participate in the Big Ten Alliance Academic Leadership and Department Executive Officer Programs to ascfacultyaffairs@osu.edu</p>
April 26, 2021	<p>Last day of regularly scheduled spring semester classes</p>
April 30, 2021	<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, 2021	<p>Budget meetings with divisional deans</p>
May 11, 2021*	<p>Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for June Board meeting</p>
May 17, 2021	<p>College target date for notifying candidates of results of fourth year review; 10 day comments period begins</p> <p>Suggested deadline for completion of faculty annual reviews</p>
May 18, 2021*	<p>FY22 faculty hiring proposals due to the college</p>
May 27, 2021	<p>Lists of proposed external reviewers for 2021-22 P&T cases due to Shari Speer for approval</p> <p>Deadline for faculty to submit comments on fourth year reviews</p>
May 28, 2021	<p>College deadline for notifying OAA of non-renewals of probationary faculty appointments</p>



	Copies of staff reviews due to college
June 1, 2021	Copies of annual review letters to assistant, associate and full professors due to college
June 4, 2021*	Board of Trustees meeting at which promotion and tenure cases are formally approved
July 1, 2021	Curriculum forms (other than course changes) for autumn semester due to Registrar (after ASC approval)
July 9, 2021	Undergraduate assessment reports for each program due to college
July 14, 2021*	AMCP worksheets due to fiscal managers
August 4, 2021*	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for August 27 Board meeting
August 13, 2021*	Announcement of authorized searches by college (approximate date)
August 12-13, 2021*	OAA orientation for new faculty
August 13, 2021*	College orientation for new faculty
August 24, 2021	Autumn semester begins
September 1, 2021	Course change forms for spring semester to registrar (after ASC approvals)
September 8, 2021	Completed course proposals for college-supported interdisciplinary team-taught courses due in ASC Curriculum and Assessment services queue in curriculum.osu.edu
October 2021	Staff mid-year performance reviews
October 1, 2021	Regional campus promotion and tenure review materials due to chairs and directors
October 14-15, 2021	Autumn break
October 13, 2021	Recommended last date to schedule P&T review meetings of the eligible faculty



October 26, 2021*	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for November 19 Board meeting
October 27, 2021	Recommended final deadline for TIU comments period for P&T reviews
October 29, 2021	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 1, 2021	Reports from faculty on FPL in spring 2021 due to divisional dean and ascfacultyaffairs@osu.edu
December 1, 2021	Curriculum forms (other than course changes) for spring semester due to Registrar (after ASC approval)
December 2, 2021	Preliminary nominations for Distinguished University Professor due to divisional deans
December 9, 2021	Last day of regularly scheduled classes for autumn semester

