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 27, 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
Initial teaching inventory for 2021-2022 due to the college
Letter summarizing rank-ordered FPL applications due to the college
Spreadsheet listing special assignment applications due to the college

February-April
Screening meetings for non-mandatory tenure and promotion reviews (following process in unit APT documents)
TIU annual review and fourth year review meetings

March 1, 2021
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 autumn 2020 due to divisional dean and ascfacultyaffairs@osu.edu

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
Deadline to submit requests for exclusions of the probationary period to the college for candidates scheduled for mandatory tenure review in 2021-2022
Recommended final deadline for TIU comments period for fourth year reviews

March 31, 2021
End of annual performance period for staff
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>April 1, 2021</td>
<td>Fourth year review and clinical/research reappointment dossiers due to the college</td>
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<td>Probability faculty non-renewal recommendations due to college</td>
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<td>Curriculum forms (other than course changes) for summer term due to Registrar (after ASC approval)</td>
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<td>Annual activity report from department chairs, school directors and college center directors due to divisional deans</td>
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<td>April 9, 2021</td>
<td>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></td>
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<td>April 26, 2021</td>
<td>Last day of regularly scheduled spring semester classes</td>
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<td>April 30, 2021</td>
<td>Suggested target date for completing annual review meetings</td>
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<td>Suggested target date for identifying all candidates for non-mandatory P&amp;T reviews</td>
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<tr>
<td>April-July, 2021</td>
<td>Budget meetings with divisional deans</td>
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<tr>
<td>May 11, 2021*</td>
<td>Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for June Board meeting</td>
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<tr>
<td>May 17, 2021</td>
<td>College target date for notifying candidates of results of fourth year review; 10 day comments period begins</td>
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<td>Suggested deadline for completion of faculty annual reviews</td>
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<td>May 18, 2021*</td>
<td>FY22 faculty hiring proposals due to the college</td>
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<td>May 27, 2021</td>
<td>Lists of proposed external reviewers for 2021-22 P&amp;T cases due to Shari Speer for approval</td>
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<td>Deadline for faculty to submit comments on fourth year reviews</td>
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<tr>
<td>May 28, 2021</td>
<td>College deadline for notifying OAA of non-renewals of probationary faculty appointments</td>
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<tr>
<td>June 4, 2021*</td>
<td>Board of Trustees meeting at which promotion and tenure cases are formally approved</td>
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<td>July 1, 2021</td>
<td>Copies of annual review letters to assistant, associate and full professors due to college</td>
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<td>Curriculum forms (other than course changes) for autumn semester due to Registrar (after ASC approval)</td>
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<td>July 9, 2021</td>
<td>Undergraduate assessment reports for each program due to college</td>
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<td>July 14, 2021*</td>
<td>AMCP worksheets due to fiscal managers</td>
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<tr>
<td>August 4, 2021*</td>
<td>Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for August 27 Board meeting</td>
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<tr>
<td>August 13, 2021*</td>
<td>Announcement of authorized searches by college (approximate date)</td>
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<tr>
<td>August 12-13, 2021*</td>
<td>OAA orientation for new faculty</td>
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<tr>
<td>August 13, 2021*</td>
<td>College orientation for new faculty</td>
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<td>August 24, 2021</td>
<td>Autumn semester begins</td>
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<tr>
<td>September 1, 2021</td>
<td>Course change forms for spring semester to registrar (after ASC approvals)</td>
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<tr>
<td>September 8, 2021</td>
<td>Completed course proposals for college-supported interdisciplinary team-taught courses due in ASC Curriculum and Assessment services queue in curriculum.osu.edu</td>
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<td>October 2021</td>
<td>Staff mid-year performance reviews</td>
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<tr>
<td>October 1, 2021</td>
<td>Regional campus promotion and tenure review materials due to chairs and directors</td>
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<td>October 14-15, 2021</td>
<td>Autumn break</td>
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<tr>
<td>October 13, 2021</td>
<td>Recommended last date to schedule P&amp;T review meetings of the eligible faculty</td>
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<tr>
<td>October 26, 2021*</td>
<td>Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for November 19 Board meeting</td>
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<td>October 27, 2021</td>
<td>Recommended final deadline for TIU comments period for P&amp;T reviews</td>
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<tr>
<td>October 29, 2021</td>
<td>Deadline for submission of P&amp;T dossiers to college</td>
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<td>Deadline for faculty members to initiate faculty salary appeal process (provide info to appellant, notify divisional dean)</td>
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<td>November 1, 2021</td>
<td>Reports from faculty on FPL in spring 2021 due to divisional dean and <a href="mailto:ascfacultyaffairs@osu.edu">ascfacultyaffairs@osu.edu</a></td>
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<td>December 1, 2021</td>
<td>Curriculum forms (other than course changes) for spring semester due to Registrar (after ASC approval)</td>
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<tr>
<td>December 2, 2021</td>
<td>Preliminary nominations for Distinguished University Professor due to divisional deans</td>
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<tr>
<td>December 9, 2021</td>
<td>Last day of regularly scheduled classes for autumn semester</td>
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