

## 2024 Consolidated Calendar for Department Chairs/School Directors

Revised January 4, 2024

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 8, 2024</b>	Spring semester begins
<b>January 9, 2024</b>	Spring New Faculty Orientation
<b>January 10, 2024</b>	FY2025 Course Assignment Inventory template available in department folders in Teams.
<b>January 15, 2024</b>	College target date for notifying candidates of results of college-level P&T reviews (10-day comments period begins)
<b>January 17, 2024</b>	Fourth-Year Reappointment Review Workshop
<b>Mid-January 2024</b>	Newark Campus: Due date for submission of faculty annual review materials
<b>January 19, 2024</b>	Deadline to submit emeritus faculty requests and other personnel-related requests to the college ( <a href="mailto:ascfacultyaffairs@osu.edu">ascfacultyaffairs@osu.edu</a> ) for consideration at the February Board of Trustees meeting
<b>January 25, 2024</b>	Deadline for candidates to submit comments on college-level P&T reviews (10-day comments period ends)
<b>January 26, 2024</b>	Recommended latest due date for faculty and TIU heads to submit FPL and special assignment (SA) applications to the college via ASC Intranet (units may set earlier deadlines to facilitate peer review)
	Deadline for college to submit all P&T dossiers to OAA
<b>January 31, 2024</b>	Reappointment reviews for endowed chairs due to divisional deans
<b>January-Feb, 2024</b>	Mid-year budget review with divisional deans
<b>January-April, 2024</b>	Recruitment letters from chairs and directors to admitted undergraduate students



<b>February 1, 2024</b>	<p>Deadline for college awards submissions</p> <p>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)</p> <p>Course change forms for autumn semester to registrar (after ASC approvals)</p> <p>Due date for faculty filing salary grievances to submit required data to chairs and directors for review</p>
<b>February 23, 2024</b>	<p>Completed FY2025 Course Assignment Inventory file due to the college via department folders in Teams.</p> <p>Chair/Director letter summarizing rank-ordered FPL and SA applications due to the college</p>
<b>February-April, 2024</b>	<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>
<b>March 1, 2024</b>	<p>Suggested deadline to solicit letters for faculty with Discovery Theme (DT) and joint appointments.</p> <ul style="list-style-type: none"> <li>• DT focus area leads provide letters for tenure-track (TT) annual and fourth-year reviews. They provide reappointment review letters for C/T/P and Research faculty.</li> <li>• The chair/director of the joint appointment unit provides letters for TT annual, fourth-year reviews. They provide reappointment review letters for C/T/P and Research faculty.</li> </ul> <p>Regional campus fourth year review and C/T/P and research reappointment review materials due to chairs and directors</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 2023 due to <a href="mailto:ascfacultyaffairs@osu.edu">ascfacultyaffairs@osu.edu</a></p>



<b>March 8, 2024</b>	Recommended last date to schedule review meetings of the eligible faculty for fourth year reviews of assistant professors and reappointment reviews for C/T/P and Research faculty
<b>March 11-15, 2024</b>	Spring Break
<b>March 18, 2024</b>	Recommended last date for notifying candidates of results of TIU-level fourth-year reviews and C/T/P and Research faculty reappointment reviews (10-day comments period begins)
<b>March 28, 2024</b>	Recommended final deadline for candidate to submit comments on TIU-level fourth-year reviews and C/T/P and Research faculty reappointment reviews to TIU (10-day comments period ends)  Deadline to submit requests for exclusions from the probationary period to the college for candidates scheduled for mandatory tenure review in 2024-2025
<b>March 29, 2024</b>	Fourth year review and C/T/P and Research reappointment dossiers due to the college via Interfolio  End of annual performance period for staff  Probationary faculty non-renewal recommendations due to college  Curriculum forms (other than course changes) for summer term due to Registrar (after ASC approval)  Annual activity report from department chairs, school directors and college center directors due to divisional deans
<b>March TBD</b>	Lima Campus: Tenure-track annual reviews conducted
<b>April 5, 2024</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>  *Notification to college office of P&T decisions by the provost
<b>April 12, 2024</b>	Target date for dean of college to notify candidates of the provost's P&T decisions



<b>Mid-April, 2024</b>	Divisional Deans to complete review of Course Assignment Inventories and communicate with chairs/directors regarding any changes
<b>April 12, 2024</b>	Deadline to submit emeritus faculty requests and other personnel-related requests to the college ( <a href="mailto:ascfacultyaffairs@osu.edu">ascfacultyaffairs@osu.edu</a> ) for consideration at the May Board of Trustees meeting
<b>April 22, 2024</b>	Last day of regularly scheduled spring semester classes
<b>April 26, 2024</b>	Suggested target date for completing annual review meetings
	Suggested target date for identifying all candidates for non-mandatory P&T reviews
	Suggested target date to begin determining and seeking approval from college for External Evaluators for 2024-25 P&T cases
	Deadline for completion of all faculty searches.
<b>April-July, 2024</b>	Budget meetings with divisional deans
<b>May 15-16, 2024*</b>	Board of Trustees meeting at which promotion and tenure cases are formally approved
<b>May 17, 2024</b>	Suggested deadline for completion of faculty annual reviews
	FY24 faculty hiring proposals due to the college
<b>May 24, 2024</b>	Lists of proposed external evaluators for 2024-24 P&T cases due to <a href="#">Shari Speer</a> for approval
<b>May TBD</b>	Lima Campus: Associated faculty annual reviews conducted
<b>May 28, 2024</b>	College deadline for notifying OAA of non-renewals of probationary faculty appointments
	Copies of staff reviews due to college
<b>June 17, 2024</b>	College target date for notifying candidates of results of College-level fourth year reviews and C/T/P and Research reappointment reviews (10-day comments period begins)



<b>June TBD</b>	ASC P&T dossier preparation workshop for chairs and directors of TIUs, departmental administrators, eligible faculty, PODs
<b>June 27, 2024</b>	Deadline for candidates to submit comments on College-level fourth year reviews and C/T/P and Research reappointment reviews (10-day comments period ends)
<b>June 28, 2024</b>	Curriculum forms (other than course changes) for autumn semester due to Registrar (after ASC approval)
<b>July 8, 2024</b>	Undergraduate assessment reports for each program due to college  Copies of annual review letters to assistant, associate, and full professors due to college via department folders in Teams
<b>July 12, 2024*</b>	AMCP worksheets due to fiscal managers
<b>July 19, 2024</b>	Deadline to submit emeritus faculty requests and other personnel-related requests to the college ( <a href="mailto:ascfacultyaffairs@osu.edu">ascfacultyaffairs@osu.edu</a> ) for consideration at the August Board of Trustees meeting
<b>August 16, 2024*</b>	OAA orientation for new faculty
<b>August TBD</b>	ASC orientation for new faculty
<b>August 20, 2024</b>	Autumn semester begins
<b>September 2, 2024*</b>	Course change forms for spring semester to registrar (after ASC approvals)
<b>September 9, 2024*</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 25, 2024</b>	Regional campus promotion and tenure review dossier materials due from candidates to chairs and directors  Suggested deadline to solicit letters for faculty with Discovery Theme (DT) and joint appointments. <ul style="list-style-type: none"> <li>DT focus area leads provide letters for tenure-track (TT) promotion and tenure reviews. They provide promotion review letters for C/T/P and Research faculty.</li> </ul>



- The chair/director of the joint appointment unit provides letters for TT promotion and tenure reviews. They provide promotion review letters for C/T/P and Research faculty.

<b>September TBD</b>	ASC orientation for new chairs and directors  Newark Campus: P&T review meetings for all fourth-year, mandatory and non-mandatory promotion and tenure and promotion cases
<b>October 2024</b>	Staff mid-year performance reviews
<b>October 2, 2024</b>	Recommended last date to schedule P&T review meetings of the eligible faculty
<b>October 7, 2024</b>	Recommended last date for notifying candidates of results of TIU P&T review (10-day comments period begins)
<b>October 10-11, 2024</b>	Autumn break
<b>October 17, 2024</b>	Recommended final deadline for candidates to submit comments on P&T reviews to TIU (10-day comments period ends)  *Deadline to submit emeritus faculty requests and other personnel-related requests to the college ( <a href="mailto:ascfacultyaffairs@osu.edu">ascfacultyaffairs@osu.edu</a> ) for consideration at the November Board of Trustees meeting
<b>October 18, 2024</b>	Deadline for submission of P&T dossiers to college via Interfolio
<b>October 23, 2024*</b>	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for November Board meeting
<b>October 25, 2024</b>	Deadline for faculty members to initiate faculty salary appeal process (provide info to appellant, notify divisional dean)
<b>October/November</b>	Lima Campus: Faculty Professional Development Committee sends recommendations for SA/FPL to the Dean and Director
<b>November 1, 2024</b>	Reports from faculty on FPL in spring 2024 due to <a href="mailto:ascfacultyaffairs@osu.edu">ascfacultyaffairs@osu.edu</a>



- December 2, 2024** Curriculum forms (other than course changes) for spring semester due to Registrar (after ASC approval)
- Preliminary nominations for Distinguished University Professor due to divisional deans
- Newark Campus: Due date for faculty to submit FPL and special assignment applications to dean and director
- December 4, 2024** Last day of regularly scheduled classes for autumn semester

