

TO: Department Chairs
 Deputy Chairs
 Program Directors
 Administrative Coordinators

FROM: Susanna Stein, Director of Faculty Affairs

DATE: September 9, 2016

RE: **2016-2017 Important Dates for Faculty Actions (subject to change)**

[Link to Faculty Affairs Actions Google Calendar:](#)

Type	Date	Action	Responsible Party	Recipient
August				
FYI	August 30, 2016	New Faculty Orientation - Day 1	Faculty Affairs	New Faculty
FYI	August 31, 2016	New Faculty Orientation - Day 2	CITL	New Faculty
September				
DEADLINE	September 1, 2016	Dean's office sends out request for external letters for all internal cases	Kerin McCauley for EM	External Reviewers
Event	September 14, 2016	New Faculty Reception, 4-6pm, Cantor Boardroom	Faculty Affairs	Dept. Chairs & OFA
Meeting	September 15, 2016	Chairs Meeting, 11:00 am - 12:30 pm, DCR	Elizabeth Morrison	Department Chairs
DEADLINE	September 15, 2016	All completed P&T binders (with departmental votes) are due to Dean's Office for faculty whose p&t decisions are due in January 2017	Admin. Coordinators & Department Chairs	K. McCauley/Nadia Cureton
Meeting	September 22, 2016	Admin Coordinators Meeting, 2:00-3:30 pm, DCR	Faculty Affairs	Admin Coordinators
October				
Meeting	October 6, 2015	Fall General Faculty Meeting	Dean's Office	All Faculty
DEADLINE	October 7, 2016	Final Deadline for Fall 2016 teaching overload requests (unforeseen circumstances only)	Admin. Coordinators & Department Chairs	Nadia Cureton
Meeting	October 26, 2016	Chairs Meeting, 1:30-3:00 pm, DCR	Elizabeth Morrison	Department Chairs
November				
Meeting	TBD	Deputy Chairs Meeting	Faculty Affairs	Deputy Chairs
Meeting	November 10, 2016	Chairs Meeting, 11am-12:30pm, DCR	Elizabeth Morrison	Department Chairs
DEADLINE	November 18, 2016	Spring 2017 Adjunct Compensation Sheets to Human Resources	Admin. Coordinators	Maryann Zwaryczuk
Meeting	November 30, 2016	Admin Coordinators Meeting, 2:00-3:30 pm, DCR	Faculty Affairs	Admin Coordinators
DEADLINE	November 30, 2016	Deadline for department p&t committees to meet and vote on cases	Department Chairs	K. McCauley/Nadia Cureton
December				
DEADLINE	December 1, 2016	Deadline for Summer 2017 teaching overload requests (final revisions for Spring 2017 overloads)	Admin. Coordinators & Department Chairs	Nadia Cureton
DEADLINE	December 1, 2016	All completed 2016-2017 P&T binders (with Departmental votes) are due to Dean's Office for review by school P&T committee	Admin. Coordinators & Department Chairs	K. McCauley/Nadia Cureton
Meeting	December 7, 2016	Chairs Meeting, 1:30-3:00pm, DCR	Elizabeth Morrison	Department Chairs
DEADLINE	December 9, 2016	Deadline for Sabbatical and Leave of Absence Requests sent to Faculty Affairs	Admin. Coordinators & Department Chairs	Kerin McCauley
January				
Process	January 10, 2017	Faculty Activity Report (FAR) Opens	Faculty Affairs	All FT faculty (except Vis.)
Meeting	TBD	Chairs Meeting	Elizabeth Morrison	Department Chairs
Meeting	TBD	Admin Coordinators Meeting	Faculty Affairs	Admin Coordinators
DEADLINE	January 31, 2017	AMR Reports and Statistical Summaries to Department Chairs	Faculty Affairs	Dept. Chairs & OFA
DEADLINE	January 31, 2017	Completed Faculty Activity Reports due to Department Chairs and Faculty Affairs	Faculty Members	Dept. Chairs & OFA
February				
Meeting	February 6, 2017	Annual Merit Individual Review Forms and Departmental Summary to Faculty Affairs (3 weeks before mtg w/ vice deans)	Dean's Office	All Faculty
DEADLINE	February 8, 2017	Clinical Reappointment Materials sent to Faculty Affairs	Department Chairs	K. McCauley for Elizabeth Morrison
DEADLINE	February 10, 2017	Final Deadline for Spring 2017 teaching overload request (unforeseen circumstances only)	Department Chairs	Nadia Cureton
Meeting	February 14, 2017	Spring General Faculty Meeting, 12-2pm, Cantor Boardroom	Dean's Office	All Faculty
Meeting		Chairs Meeting (Clinical Reappointments discussion)	Elizabeth Morrison	Department Chairs
March				
DEADLINE	March 1, 2017	Clinical faculty with short contracts ending August 31, 2017 must be notified of reappointment status	Faculty Affairs & Dept. Chairs	Clinical Faculty
DEADLINE	March 16, 2017	Summer 2017 Adjunct Compensation Sheets Sent to Human Resources	Admin. Coordinators	Maryann Zwaryczuk

Updated 9/9/2016

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Process	Mid-March	Sabbatical and Leave of Absence Approval Notification sent to Faculty and Chairs by Dean's Office	K. McCauley for Susanna Stein	Faculty Member, Dept. Chair, Maryann Zwaryczuk (cc: Nadia Cureton)
Meeting	TBD	Chairs Meeting, 11:00 am - 12:30 pm, DCR	Elizabeth Morrison	Department Chairs
Meeting	TBD	Deputy Chairs Meeting, 12:30-2pm, Dean's Conference Room	Faculty Affairs	Deputy Chairs & Admin Coordinators
Meeting	End of March - Mid-April	Annual Merit Review Meetings, exact dates TBD		
April				
Meeting	Early April	AMI Final Recommendation Meetings with Vice Dean for Faculty	Deans and VDF	Deans and VDF
DEADLINE	April 3, 2017	Deadline for Fall 2017 teaching overload requests (final revisions for Summer 2017 overloads)	Department Chairs	K. McCauley/Nadia Cureton
DEADLINE	April 14, 2017	P&T external review materials (CV, statements, papers) and list of proposed letter writers due to OFA for faculty whose PT decisions are due in January 2018	Department Chairs	K. McCauley/Nadia Cureton
Meeting	TBD	Chairs Meeting	Elizabeth Morrison	Department Chairs
DEADLINE	April 25, 2017	Annual Merit Increase Salary and Summer Payment Recommendations to Department Chairs	Faculty Affairs	Department Chairs
May				
DEADLINE	May 1, 2017	Dean's office sends out request for external letters for faculty whose p&t decisions are due in January 2018	Kerin McCauley for EM	External Reviewers
DEADLINE	May 11, 2017	Annual Merit Increase Salary and Summer Payment Recommendations to Faculty Affairs	Department Chairs	Nadia Cureton for Elizabeth Morrison
DEADLINE	Mid - End of May	AMI Final Recommendation Meetings with Vice Dean for Faculty	Deans and VDF	Deans and VDF
Meeting	TBD	End-of-Year General Faculty Meeting, 12-2pm, Cantor Boardroom	Dean's Office	All Faculty
Meeting	TBD	Chairs Meeting	Elizabeth Morrison	Department Chairs
June				
DEADLINE	June 1, 2017	3rd Year, 6th Year, Tenure, and Clinical Review Spreadsheet to Department Chairs	Nadia Cureton	Department Chairs
DEADLINE	June 1, 2017	AMI Final Recommendations Due	Department Chairs	Faculty Affairs
DEADLINE	June 9, 2017	Final Deadline for Summer 2017 teaching overload requests (unforeseen circumstances only)	Admin. Coordinators & Department Chairs	Nadia Cureton
DEADLINE	June 23, 2017	Written Notifications from Chairs to Faculty Regarding Annual Merit Review	Department Chairs	Faculty Members
Meeting	TBD	Chairs Meeting	Elizabeth Morrison	Department Chairs
July				
DEADLINE	July 10, 2017	Final Approved Salary and letters to chairs from Faculty Affairs	Nadia Cureton	Department Chairs
DEADLINE	July 17, 2017	Final Approved Salary to Chairs from Faculty Affairs	Faculty Affairs	Department Chairs
DEADLINE	July 17, 2017	Fall 2017 Adjunct Compensation Sheets to Human Resources	Admin. Coordinators	Maryann Zwaryczuk
August				
DEADLINE	Throughout August	P&T external review materials (CV, statements, papers) and list of proposed letter writers due to OFA for faculty whose P&T decisions will be made in the spring	Department Chairs	K. McCauley/Nadia Cureton
DEADLINE	August 3, 2017	Deadline for Spring 2018 teaching overload requests (final revisions for Fall 2017 overloads)	Admin. Coordinators & Department Chairs	Faculty Affairs
DEADLINE	August 31, 2017	Mandatory 3rd year reviews due to Faculty Affairs (for faculty who have concluded their 3rd year). Mandatory 6th year reviews are due to Faculty Affairs for faculty who are beginning their 6th year and for whom external letters are not being sought	Department Chairs	Nadia Cureton