2018 Consolidated Calendar for Department Chairs/School Directors
Last update: March 19, 2018

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, 2018: Course change forms for summer semester to registrar (after ASC approvals)

January 8, 2018: Spring semester begins
P and 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 2 Board meeting

January 16, 2018: Reappointment reviews for endowed chairs due to divisional deans

January 18, 2018: Deadline for faculty to submit P and T comments to the college

January 19, 2018: 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 26, 2018: Deadline for college to submit all P and 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, 2018: 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
2018 Consolidated calendar for chairs/directors

Deadline for college awards

February 5, 2018:
- Initial teaching inventory for 2018-2019 due to the college
- Letter summarizing rank-ordered FPL applications due to college office
- Spread sheet listing special assignment applications due to college office

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, 2018:
- 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 fall 2017 due to divisional dean and ascfacultyaffairs@osu.edu
- Annual activity report from department chairs, school directors and college center directors due to divisional deans

March 12, 2018
- Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for April 6 Board meeting

March 12-16, 2018:
- Spring Break

March 20, 2018:
- Recommended last date to schedule review meetings of the eligible faculty for 4th year reviews of assistant professors and renewal reviews for clinical and research professors

March 30, 2018:
- Deadline to request exclusions of the probationary period for candidates scheduled for mandatory tenure review in 2018-19
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 31, 2018:</td>
<td>End of annual performance period for staff</td>
</tr>
<tr>
<td>April 1, 2018:</td>
<td>Curriculum forms (other than course changes) for summer term due to Registrar (after ASC approval)</td>
</tr>
<tr>
<td>April 2, 2018:</td>
<td>Recommended final deadline for TIU comments period for 4th year reviews</td>
</tr>
<tr>
<td>April 3, 2018:</td>
<td>4th year review and clinical/research reappointment dossiers due to the college</td>
</tr>
<tr>
<td></td>
<td>Probationary faculty non-renewal recommendations due to college</td>
</tr>
<tr>
<td>April 6, 2018:</td>
<td>Board of Trustees meeting at which FPLs formally approved</td>
</tr>
<tr>
<td>April 23, 2018:</td>
<td>Last day of regularly scheduled spring semester classes</td>
</tr>
<tr>
<td>April 30, 2018:</td>
<td>Suggested target date for completing annual review meetings</td>
</tr>
<tr>
<td></td>
<td>Suggested target date for identifying all candidates for non-mandatory P&amp;T reviews</td>
</tr>
<tr>
<td>April-July, 2018:</td>
<td>Budget meetings with divisional deans</td>
</tr>
<tr>
<td>May 1, 2018*:</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>
</tr>
<tr>
<td>May 14, 2018:</td>
<td>Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for June 8 Board meeting</td>
</tr>
<tr>
<td>May 16, 2018:</td>
<td>College target date for notifying candidates of results of fourth year review</td>
</tr>
<tr>
<td>May 18, 2018:</td>
<td>FY 19 faculty hiring proposals due to the college</td>
</tr>
<tr>
<td>May 25, 2018:</td>
<td>Proposed list of external reviewers for 2018-19 P&amp;T cases due to Tina Henkin for approval</td>
</tr>
</tbody>
</table>
June 1, 2018: College deadline for notifying OAA of non-renewals of probationary faculty appointments

Copies of staff reviews due to college

June 8, 2018: Board of Trustees meeting at which promotion and tenure cases are formally approved

July 2, 2018: Copies of annual review letters to assistant, associate and full professors due to college

Curriculum forms (other than course changes) for autumn semester due to Registrar (after ASC approval)

July 6, 2018: Undergraduate assessment reports for each program due to college

July 13, 2018*: AMCP worksheets due to fiscal managers

August 6, 2018 Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for August 31 Board meeting

August 15, 2018: Announcement of authorized searches by college (approximate date)

August 15, 2018*: OAA orientation for new faculty

August 17, 2018: College orientation for new faculty

August 21, 2018: Fall Semester Begins

September 1, 2018: Course change forms for spring semester to registrar (after ASC approvals)

September 4, 2018 Completed course proposals for college-supported interdisciplinary team-taught courses due in ASC Curriculum and Assessment services queue in curriculum.osu.edu

October 2018: Staff mid-year performance reviews

October 1, 2018: Regional campus promotion and tenure review materials due to chairs and directors
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 11-12, 2018</td>
<td>Autumn Break</td>
</tr>
<tr>
<td>October 15, 2018</td>
<td>Recommended last date to schedule P&amp;T review meetings of the eligible faculty</td>
</tr>
<tr>
<td>October 22, 2018</td>
<td>Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for November 16 Board meeting</td>
</tr>
<tr>
<td>October 26, 2018</td>
<td>Recommended final deadline for TIU comment period for P&amp;T reviews</td>
</tr>
<tr>
<td>October 29, 2018</td>
<td>Deadline for submission of P&amp;T dossiers to college</td>
</tr>
<tr>
<td>October 31, 2018</td>
<td>Deadline for faculty members to initiate faculty salary appeal process (provide info to appellant, notify divisional dean)</td>
</tr>
<tr>
<td>November 1, 2018</td>
<td>Reports from faculty on FPL in fall 2017 due to divisional dean and <a href="mailto:ascfacultyaffairs@osu.edu">ascfacultyaffairs@osu.edu</a></td>
</tr>
<tr>
<td>December 1, 2018</td>
<td>Curriculum forms (other than course changes) for spring semester due to Registrar (after ASC approval)</td>
</tr>
<tr>
<td>December 3, 2018</td>
<td>Preliminary nominations for Distinguished University Professor due to divisional deans</td>
</tr>
<tr>
<td>December 5, 2018</td>
<td>Last day of regularly scheduled classes for fall semester</td>
</tr>
</tbody>
</table>