2023 Consolidated Calendar for Department Chairs/School Directors
Revised June 30, 2023

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 9, 2023	Spring semester begins
January 10, 2023	FY2024 Course Assignment Inventory template available in department folders in Teams.
January 13, 2023	College target date for notifying candidates of results of P&T reviews (10-day comments period begins) Reappointment reviews for endowed chairs due to divisional deans
Mid-January 2023	Newark Campus: Due date for submission of faculty annual review materials
January 23, 2023	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for February 15 board meeting* Deadline for candidates to submit comments on P&T reviews (10-day comments period ends)
January 27, 2023	Recommended latest due date for faculty and TIU heads to submit FPL and special assignment 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
January-Feb, 2023	Mid-year budget review with divisional deans
January-April, 2023	Recruitment letters from chairs and directors to admitted undergraduate students
February 1, 2023	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)

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	Due date for faculty filing salary grievances to submit required data to chairs and directors for review
February 24, 2023	Completed FY2024 Course Assignment Inventory file due to the college via department folders in Teams.
	Letter summarizing rank-ordered FPL applications due to the college
	Spreadsheet listing special assignment applications due to the college
February-April, 2023	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, 2023	Suggested deadline to solicit letters for faculty with Discovery Theme (DT) and joint appointments.

March 1, 2023 (continued):

- DT focus area leads provide letters for tenure-track (TT) annual and fourth-year reviews. They provide reappointment review letters for Clinical/Teaching/Practice (C/T/P) and Research faculty.
- 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.

Regional campus fourth year review and C/T/P and research reappointment review materials due to chairs and directors

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 2022 due to divisional dean and ascfacultyaffairs@osu.edu

March 10, 2023	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

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March 13-17, 2023	Spring Break
March 17, 2023	Recommended last date for notifying candidates of results of TIU fourth-year reviews and C/T/P and Research faculty reappointment reviews (10-day comments period begins)
March 27, 2023	Recommended final deadline for candidate to submit comments on 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 2023-2024
March 31, 2023	Fourth year review and C/T/P and Research reappointment dossiers due to the college
	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
March TBD	Lima Campus: Tenure-track annual reviews conducted
April 7, 2023	Deadline for submitting nominations for faculty to participate in the Big Ten Alliance Academic Leadership and Department Executive Officer Programs to ascfacultyaffairs@osu.edu
	Notification to college office of P&T decisions by the provost
April 14, 2023	Target date for dean of college to notify candidates of the provost's P&T decisions
Mid-April, 2023	Divisional Deans to complete review of Course Assignment Inventories and communicate with chairs/directors regarding any changes

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April 17, 2023	Deadline to submit emeritus faculty requests and other personnel-related requests to the college (ascfacultyaffairs@osu.edu) for consideration at the May Board of Trustees meeting
April 24, 2023	Last day of regularly scheduled spring semester classes
	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for May 17 Board meeting*
April 28, 2023	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 2023-24 P&T cases
	Deadline for completion of all faculty searches.
April-July, 2023	Budget meetings with divisional deans
May 16, 2023	Suggested deadline for completion of faculty annual reviews
May 17, 2023*	Board of Trustees meeting at which promotion and tenure cases are formally approved
May 18, 2023*	FY24 faculty hiring proposals due to the college
May 26, 2023	Deadline for candidates to submit comments on fourth year reviews and C/T/P and Research reappointment reviews (10-day comments period ends)
	Lists of proposed external evaluators for 2023-24 P&T cases due to Shari Speer for approval
May TBD	Lima Campus: Associated faculty annual reviews conducted
May 28, 2023	College deadline for notifying OAA of non-renewals of probationary faculty appointments
	Copies of staff reviews due to college

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June 9, 2023	College target date for notifying candidates of results of fourth year reviews and C/T/P and Research reappointment reviews (10-day comments period begins)
June 30, 2023	Curriculum forms (other than course changes) for autumn semester due to Registrar (after ASC approval)
July 7, 2023	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
July 14, 2023*	AMCP worksheets due to fiscal managers
July 17, 2023	Deadline to submit emeritus faculty requests and other personnel-related requests to the college (ascfacultyaffairs@osu.edu) for consideration at the August Board of Trustees meeting
July 18, 2023	ASC P&T dossier preparation workshop for chairs and directors of TIUs, departmental administrators, eligible faculty, PODs
July 24, 2023*	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for August 16 Board meeting
August 14, 2023	ASC orientation for new faculty
August 16, 2023*	OAA orientation for new faculty
August 22, 2023	Autumn semester begins
September 1, 2023	Course change forms for spring semester to registrar (after ASC approvals)
September 8, 2023	Completed course proposals for college-supported interdisciplinary team-taught courses due in ASC Curriculum and Assessment services queue in curriculum.osu.edu
September 25, 2023	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.

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- 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.
- 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.

September TBD	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
October 2023	Staff mid-year performance reviews
October 2, 2023	Recommended last date to schedule P&T review meetings of the eligible faculty
October 6, 2023	Recommended last date for notifying candidates of results of TIU P&T review (10-day comments period begins)
October 12-13, 2023	Autumn break
October 16, 2023	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 (ascfacultyaffairs@osu.edu) for consideration at the November Board of Trustees meeting
October 20, 2023	Deadline for submission of P&T dossiers to college
October 23, 2023*	Deadline for Board of Trustees (via OAA) to receive emeritus faculty requests and other personnel actions for November 15 Board meeting
October 27, 2023	Deadline for faculty members to initiate faculty salary appeal process (provide info to appellant, notify divisional dean)
October/November	Lima Campus: Faculty Professional Development Committee sends recommendations for SA/FPL to the Dean and Director

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November 1, 2023	Reports from faculty on FPL in spring 2023 due to divisional dean and ascfacultyaffairs@osu.edu
December 1, 2023	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 6, 2023	Last day of regularly scheduled classes for autumn semester

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