

## Academic Master Calendar, AY 2007-2008

*NOTE: Except as noted (\*), the dates listed below are campus deadlines; dates preceded by asterisks are Trustee-mandated deadlines. When a Trustee-mandated deadline falls on a Saturday/Sunday personnel actions should be completed by the preceding Friday.*

*The terms "department," "chairperson," "college" and "dean" also refer to centers or programs, program directors, schools or institutes, or their directors. Unit heads who are not clear as to the application of these terms to their unit in this document should refer their questions to the Provost's office at 617-287-5600.*

### AUGUST 2007

**15** Chairpersons remind faculty to provide materials by 9/10/07 for personnel reviews scheduled during AY 07-08

(\* ) Notification of reappointment or expiration of appointment of all probationary faculty whose current contracts expire 8/31/08 from Delegated Appointing Authority to candidate, with copies to intervening administrators

(\* ) Deadline for notification of Expiration of Appointment (8/31/08) in tenure cases in which the chancellor does not recommend tenure to the president and the Board of Trustees

Notification of promotion from Delegated Appointing Authority to faculty and librarians with copies to intervening administrators (this deadline may be extended in certain cases)

**23** Summer Session #2 ends

**29** New Faculty Orientation

**31** Last day of AY 06-07 academic-basis appointments

### SEPTEMBER 2007

**01** Effective date for faculty appointments and reappointments commencing Fall 2007

**03** Holiday (Labor Day)

**04** First day of classes

**06** Final updates for Spring 2008 course schedules from deans to Registrar by noon

Departmental requests for continuation of, or changes in, existing lab fees and requests for establishment of new lab fees from departments to provost for Spring 2008 charges

**10** Chairpersons receive materials from faculty for personnel reviews scheduled during AY 07-08 and confirm to deans faculty members being reviewed

**11** Add/Drop Ends

**13** Rosh Hashanah (begins at sunset 9/12/07, lasts through nightfall 9/14/07)

**14** Tenure files from chairperson to departmental personnel committees for review

Annual Reports from faculty/librarians to chairpersons/supervisors with appropriate sections completed; chairpersons and supervisors pass reports to personnel committees

**18** Request for exception to Board of Trustee policy on required return from current sabbatical from faculty/librarian to chairperson/department head in cases in which the sabbatical leave ends before 1/27/08 (NOTE: requests made after this date will normally not be considered)

**20** Requests for exception to Board of Trustee policy on immediate return from sabbatical leave from faculty/librarian to chairperson/department head in cases in which the sabbatical leave ends before 1/27/08 (NOTE: requests made after this date will normally not be considered)

**22** Yom Kippur (begins at sundown 9/21/07)

**24** Librarian supervisors forward annual reports to Associate University Librarian

**25** Requests for exception to Board of Trustee policy on required return from current sabbatical leave from chairpersons/department heads to deans/University Librarian in cases in which the sabbatical leave ends before 1/27/08

**26** NA grades due to Registrar

**27** Requests for exception to Board of Trustee policy on immediate return from sabbatical leave from chairpersons to deans or department heads to University Librarian in cases in which the sabbatical leave ends before 1/27/08

## OCTOBER 2007

**03** Requests for exception to Board of Trustee policy on required return from sabbatical leave from deans or University Librarian to provost in cases in which the leave ends before 1/27/08

**05** Personnel committee return annual reports to chair with appropriate sections completed

Requests for exception to Board of Trustee policy on immediate return from sabbatical leave from deans/University Librarian to provost in cases in which the sabbatical leave ends before 1/27/08

**08** Holiday (Columbus Day)

**11** Annual Reports from chairperson to faculty (with appropriate sections completed by department personnel committee and chairperson) and from librarians to personnel committee

**12** Chairpersons submit names of faculty scheduled for PMYR during AY 07-08 to deans

Recommendations regarding tenure from department personnel committee to chairperson

**15** Requests for exception to Board of Trustee policy on required or immediate return from sabbatical leave from provost to chancellor in cases in which the sabbatical leave ends before 1/27/08

Deans submit names of faculty scheduled for PMYR in AY 07-08 to provost

**17** Faculty Annual Reports (with signature) returned by faculty to chairpersons

Librarian annual reports from personnel committee to University Librarian

**19** Recommendations regarding award of tenure from chairpersons to deans (for forwarding to college personnel committee)

**22** Mid-Semester

Faculty Annual Reports from chairpersons to deans

Librarian Annual Reports from University Librarian to librarians for signature

Requests for exception to Board of Trustee policy on required or immediate return from sabbatical leave from chancellor to president in cases in which the sabbatical leave ends before 1/27/08

**25** Annual reports from librarians (with signature) forwarded to University Librarian

## NOVEMBER 2007

**01** Faculty scheduled for PMYR receive written notification from chairpersons to prepare their statements and submit by 02/01/08

**08** Application for sabbatical leave or leaves of absence for AY 08-09 from faculty to chairpersons and from librarians to Associate University Librarian

Pass/Fail and Course Withdrawal deadline

Recommendations regarding reappointment to 3rd Probationary Year from chairs to deans

**12** Holiday (Veteran's Day)

**20** Recommendations regarding reappointment to 3rd Probationary Year from deans to provost

**22** Holiday (Thanksgiving Day); Thanksgiving Recess begins; lasts through 11/25/07

**26** Classes resume

Registration for Spring 2008 begins

**30** All Fall 2008/Spring 2009 course schedule materials from Registrar to deans

Recommendations regarding reappointment through the 6th Probationary Year from chairpersons to deans (for forwarding to the college personnel committee)

## DECEMBER 2007

**05** Hanukkah begins

**06** Recommendations regarding sabbatical leaves and leaves of absence for AY 08-09 from chairpersons to deans and from Associate University Librarian to University Librarian

**07** Recommendations regarding tenure from college personnel committee to dean

Written notification from librarian to University Librarian of intent to submit name for promotion

**10** By this date, notification to faculty or librarians regarding decision on request for exception to Board of Trustee policy on required or immediate return from sabbatical leave which ends before 1/27/08

**14** Last day of classes

**15** (\*) By this date, notification of reappointment or expiration of appointment of probationary faculty in 2nd service year (those whose current contracts expire 8/31/08) from Delegated Appointing Authority to candidate (with copies to intervening administrators)

Study Period begins (through 12/16/07)

**17** Final Examination period begins; lasts through 12/21/07

**22** Emergency snow day (for makeup examinations)

**25** Holiday (Christmas)

**26** All grades submitted online to Registrar

## **JANUARY 2008**

**01** Holiday (New Year's Day)

**07** Winter session begins

**14** Recommendations regarding tenure from deans to provost

**21** Holiday (Martin Luther King Day)

**22** Departmental requests for continuation of, or changes in, existing lab fees and requests for establishment of new lab fees from departments to provost for Summer 2008 and Fall 2008

**25** Winter session ends

**26** Effective end date for Fall 2007 faculty appointments

**27** Effective date for faculty appointments and reappointments commencing Spring 2008.

**28** Classes begin

**30** Requests for exception to Board of Trustee policy on required or immediate return from sabbatical leave from faculty or librarian to chairperson or department head in cases of faculty or librarians on leave for AY 07-08 year or on leave in the spring 2008 semester

**31** Recommendation regarding sabbatical leaves and leaves of absence for AY 08-09 from deans to provost and from University Librarian to provost

Final Fall 2008 course schedule from deans to Registrar due by noon (final Spring 2009 will be due first week of September)

## **FEBRUARY 2008**

**01** Faculty scheduled for PMYR submit 2000 word (or less) statement, CV, and any request for professional development support to department personnel committee and chairpersons; Chairs provide personnel committees with copies of annual reports and student evaluations

Recommendation regarding reappointment to 2nd Probationary Year from departments to deans

Recommendation regarding reappointment through the 6th Probationary Year from college personnel committee to dean

Materials for librarian promotion file submitted to supervisor

Revised Fall 2008/Spring 2009 course schedule from Registrar to deans

**04** Add/Drop period ends

**05** Recommendation regarding promotion to senior rank (without tenure consideration) for faculty from chairpersons to deans (for distribution to college personnel committees)

**06** Requests for exception to Board of Trustee policy on required return from sabbatical leave from chairperson to deans or from department heads to University Librarian

**08** Requests for exception to Board of Trustee policy on immediate return from sabbatical leave from chairperson to deans or from department heads to University Librarian

**15** Requests for exception to Board of Trustee policy on required return from sabbatical leave from deans or University Librarian to provost

Recommendations regarding reappointment to 2nd Probationary Year from deans to provost

**18** Holiday (Presidents' Day)

**19** NA grades due to Registrar

Requests for exception to Board of Trustee policy on immediate return from current sabbatical leave from deans or University Librarian to provost

**22** Recommendation regarding librarian promotion from supervisor to personnel committee

**26** Requests for exception to Board of Trustee policy on required or immediate return from sabbatical leave from provost to chancellor

## **MARCH 2008**

**01** (\*) By this date, notification of reappointment or expiration of appointment of probationary faculty members in 1st service year (those whose current contracts expire 8/31/08) from Delegated Appointing Authority to candidates (with copies to intervening administrators)

**03** Recommendation for reappointment through 6th Probationary Year from deans to provost

**04** PMYR recommendations of personnel committee and chairpersons to PMYR faculty and dean

**10** By this date, all recommendations regarding tenure from provost to chancellor

Recommendation regarding promotion to senior rank (without tenure consideration) for full or part-time faculty from college personnel committee to dean and from library personnel committee to University Librarian

**14** Requests for exception to Board of Trustee policy on required or immediate return from current sabbatical leave from chancellor to president

**15** Spring vacation begins after last class; lasts through 03/24/08 (CCDE starts on 3/23/08)

**17** Holiday (Evacuation Day)

**21** Good Friday

**24** Classes resume; Mid-Semester

**25** Deans submit PMYR recommendations to PMYR faculty, personnel committees & chairs

**31** Notification due to faculty or librarians regarding full-year sabbatical leaves or leaves of absence for AY 08-09

Recommendation for reappointment to 4th or 5th Probationary Year from departments to deans

## **APRIL 2008**

**03** Notification to faculty regarding half-year sabbatical leaves for AY 07-08

**10** Pass/Fail and Course Withdrawal deadline

All recommendations regarding tenure from chancellor to president

**18** Recommendations regarding promotion to senior rank (without tenure consideration) for full or part-time faculty from deans and University Librarian to provost

**20** Passover begins at sundown, 4/19/08; lasts through 4/27/08

**21** Holiday (Patriot's Day)

Fall 2008 registration begins

- 25** PMYR development plans and request for support submitted from faculty to dean
- 30** Recommendations for reappointment to 4th or 5th Probationary Years from deans to provost

## **MAY 2008**

**01** Deans confirm with chairpersons the names of faculty who will be considered for personnel actions (PMYR, reappointment, reappointment through the tenure decision year, tenure and, to the extent known, and promotion to senior rank) during AY 08-09. Chairpersons are responsible for ensuring that such faculty members are aware of their rights and responsibilities

Notification of reappointment through the 6th Probationary Year to faculty members

**05** Deans notify provost of all faculty personnel reviews scheduled during AY 08-09

Deans submit annual PMYR report to provost for PMYR faculty reviewed in AY 07-08

**09** Requests for modifications in period of sabbatical leave during AY 08-09 from applicant to chairperson. (NOTE: requests for changes from full-year to one-semester sabbaticals will normally not be granted if submitted after this date)

**10** By this date, notification to faculty or librarians regarding decision on requests for exception to Board of Trustee policy on required and immediate return from current sabbatical leave

**14** Classes end

**15** Study Period begins; lasts through 5/18/08

**19** Final Examination period begins; lasts through 5/23/08

**20** Requests for modification in period of sabbatical leave during AY 08-09 from chairpersons to deans or University Librarian

**23** Requests for modification in period of sabbatical leave during AY 08-09 from deans and University Librarian to provost

**26** Holiday (Memorial Day)

**27** All grades submitted online to Registrar

Summer Session #1 begins

**30** COMMENCEMENT

## **JUNE 2008**

**10** Notification of promotion from Delegated Appointing Authority to librarians with copies to intervening administrators (this deadline may be extended in certain cases)

By this date, notification to faculty or librarians regarding decision on requests for exception to Board of Trustee policy on required and immediate return from current sabbatical leave

**15** Notification to faculty of Board of Trustee approval of tenure in cases submitted for consideration at the June Board Meeting

**17** Holiday (Bunker Hill Day)

**20** Notification to faculty and librarians regarding requests for modification in period of sabbatical leave during AY 08-09

## **JULY 2008**

**04** Holiday (Independence Day)

**09** Summer Session #1 ends

**14** Summer Session #2 begins

**15** List of faculty on sabbatical and on leave of absence during AY 08-09 from deans to provost

## **AUGUST 2008**

**15** (\*) By this date, notification of reappointment or expiration of appointment of all faculty in 3rd , 4th , or 5th probationary year whose current contracts expire 8/31/09 from Delegated Appointing Authority to candidates

(\*) Deadline for notification of Expiration of Appointment (8/31/09) in tenure cases in which the chancellor does not recommend tenure to the president and the Board of Trustees

Chairpersons remind faculty and University Librarian reminds librarians to provide materials by 9/10/08 for personnel reviews scheduled during AY 07-08

Notification of promotion from Delegated Appointing Authority to faculty and librarians (with copies to intervening administrators) Deadline may be extended in certain cases

**21** Summer Session #2 ends

**27** New Faculty Orientation

**31** Last day of AY 07-08 academic-basis appointments