

## Academic Master Calendar - AY 2009-2010

*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 that 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 2009

**15** By this date, chairpersons remind faculty and University Librarian reminds librarians to provide materials by 9/15/09 for personnel reviews scheduled during AY 09-10

(\* ) Notification of reappointment or expiration of appointment of all probationary faculty whose current contracts expire 8/31/10 from Delegated Appointing Authority to candidate, with copies to intervening administrators

(\* ) Deadline for notification of Expiration of Appointment (8/31/10) in tenure cases in which the chancellor does not recommend tenure to the president and the Board of Trustees

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

**20** Summer Session #2 ends

**24** Departmental requests for continuation of, or changes in, existing lab fees and requests for establishment of new lab fees from colleges to provost for Spring 2010 charges

**31** Last day of AY 08-09 academic-basis appointments

### SEPTEMBER 2009

**01** Effective date for faculty appointments and reappointments commencing Fall 2009

**02** New Faculty Orientation

**03** Final updates for Spring 2010 course schedules from deans to Registrar by noon

**07** Holiday (Labor Day)

**08** First day of classes

**14** Departmental requests for continuation of, or changes in, existing lab fees and requests for establishment of new lab fees from provost to Registrar for Spring 2010 charges

**15** Chairpersons receive materials from faculty for personnel reviews scheduled during AY 09-10 and confirm to deans faculty members being reviewed

Add drop ends (except for CCDE courses)

**15** 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 1/24/10 (NOTE: requests made after this date will normally not be considered)

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

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 1/24/10 (NOTE: requests made after this date will normally not be considered)

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

**19** Last date to drop a CCDE course

Rosh Hashanah (begins at sunset 9/18/09, lasts through nightfall 9/20/09)

**22** 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 1/24/10

**24** NA grades due to Registrar

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 1/24/10

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

**26** Last date to add a CCDE course

**28** Yom Kippur (begins at sundown 9/27/09)

**29** Departmental requests for continuation of, or changes in, existing lab fees and requests for establishment of new lab fees from colleges to provost for Winter 2010 charges

**30** 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 1/24/10

## OCTOBER 2009

**02** 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 1/24/10

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

Chairpersons submit names of faculty scheduled for PMYR during AY 09-10 to deans

**12** Holiday (Columbus Day)

**13** 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 1/24/10

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

List of faculty and librarians who are eligible for merit sent from provost to colleges

**16** Recommendations regarding tenure from department personnel committee to chairperson

Deans submit names of faculty scheduled for PMYR in AY 09-10 to provost

**19** Departmental requests for continuation of, or changes in, existing lab fees and requests for establishment of new lab fees from provost to Bursar for Winter 2010 charges

**20** 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 1/24/10

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

Librarian annual reports from personnel committee to University Librarian

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

**26** Faculty Annual Reports from chairpersons to deans

**27** Librarian Annual Reports from University Librarian to librarians for signature

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

## **NOVEMBER 2009**

**02** Faculty scheduled for PMYR receive written notification from chairpersons to prepare their statements and submit no later than 02/01/10

Registration for Spring 2010 begins

**05** Application for sabbatical leave or leaves of absence for AY 10-11 from faculty to chairpersons and from librarians to Associate University Librarian

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

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

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

**15** Recommendations regarding merit pools A1 (tenure-system faculty and librarians) and A2 (non-tenure system faculty) from department personnel committees to chairpersons

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

**23** Departmental requests for continuation of, or changes in, existing lab fees and requests for establishment of new lab fees from colleges to provost for Summer 2010 charges

**26** Holiday (Thanksgiving Day); Thanksgiving Recess begins; lasts through 11/29/09

**30** Classes resume

Notification to deans regarding list of faculty eligible for promotion to Senior Lecturer

## DECEMBER 2009

**01** All Fall 2010/Spring 2011 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)

Recommendations regarding faculty & librarian merit pools A1 and A2 from chairpersons to deans

**03** Recommendations regarding sabbatical leaves and leaves of absence for AY 10-11 from chairpersons to deans and from Associate University Librarian to University Librarian

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

**08** By this date, notification to faculty or librarians regarding decision on request for exception to Trustee policy on required or immediate return from sabbatical leave which ends before 1/24/10

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

Chairpersons notify lecturers to provide promotion materials by 2/5/10 for reviews scheduled during AY 09-10

**11** Hanukkah begins at sundown

**14** Last day of classes

Departmental requests for continuation of, or changes in, existing lab fees and requests for establishment of new lab fees from provost to Bursar for Summer 2010 charges

**15** Study Period

(\* By this date, notification of reappointment or expiration of appointment of probationary faculty in 2nd service year (those whose current contracts expire 8/31/10) from Delegated Appointing Authority to candidate (with copies to intervening administrators)

**16** Final Examination period begins; lasts through 12/22/09

**18** Sabbatical reports from Spring 09 due to provost

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

**25** Holiday (Christmas)

**28** All grades submitted online to Registrar

## **JANUARY 2010**

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

**04** Winter session begins

**11** Departmental requests for continuation of, or changes in, existing lab fees and requests for establishment of new lab fees from colleges to provost for Fall 2010

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

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

**22** Winter session ends

**23** Effective end date for Fall 2009 faculty appointments

**24** Effective date for faculty appointments and reappointments commencing Spring 2010

**25** Classes begin

**27** 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 09-10 year or on leave in the Spring 2010 semester

**28** Final Fall 2010 course schedule from deans to Registrar due by noon (final Spring 2011 will be due first week of September)

**29** Recommendation regarding sabbatical leaves and leaves of absence for AY 10-11 from deans to provost and from University Librarian to provost

## **FEBRUARY 2010**

**01** By this date, 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 through the 6th Probationary Year from college personnel committee to dean

Add/Drop period ends (except for CCDE courses)

Departmental requests for continuation of, or changes in, existing lab fees and requests for establishment of new lab fees from provost to Registrar for Fall 2010

**03** 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

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

Materials for librarian promotion file submitted to supervisor

**05** 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

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

Chairpersons receive promotion materials from lecturers for reviews scheduled during AY 09-10 and confirm to deans the names of the lecturers being reviewed

**06** Last date to drop a CCDE course

**10** Revised Fall 2010 course schedule from Registrar to deans

Chairpersons distribute promotion materials for Senior Lecturer to departmental personnel committees

**12** 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

**13** Last date to add a CCDE course

**15** Holiday (Presidents' Day)

**16** 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

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

NA grades due to Registrar

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

## MARCH 2010

**01** (\*) By this date, notification of reappointment or expiration of appointment of probationary faculty members in 1st service year (those whose current contracts expire 8/31/10) from Delegated Appointing Authority to candidates (with copies to intervening administrators)

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

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

**10** 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

Recommendations regarding promotion to Senior Lecturer from departmental personnel committee to chairpersons

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

**13** Spring vacation begins after last class; lasts through 03/21/10

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

Recommendations regarding faculty & librarian merit pools A1 and A2 from deans to provost

**17** Holiday (Evacuation Day)

**22** Classes resume

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

**30** Passover begins at sundown, 3/29/10; lasts through 4/5/10

Recommendations regarding promotion to Senior Lecturer from chairpersons to dean for distribution to college personnel committee

**31** Notification due to faculty or librarians regarding full-year sabbatical leaves or leaves of absence for AY 10-11

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

## **APRIL 2010**

**02** Good Friday

**05** Fall 2010 registration begins

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

**10** All recommendations regarding tenure from chancellor to president

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

**17** Recommendations regarding promotion to Senior Lecturer from college personnel committee to dean

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

**30** PMYR development plans and request for support submitted from faculty to dean

Recommendations for reappointment to 4th or 5th Probationary Years from deans to provost

## MAY 2010

**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 10-11. 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 10-11

Deans submit annual PMYR report to provost for PMYR faculty reviewed in AY 09-10

Written notification from faculty member to chairpersons of intent to submit name for promotion to senior rank in AY 10-11

**07** Requests for modifications in period of sabbatical leave during AY 10-11 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

Recommendations regarding promotion to Senior Lecturer from deans to provost

**12** Classes end

**13** Study Period begins; lasts through 5/16/10

**17** Final Examination period begins; lasts through 5/21/10

**18** Requests for modification in period of sabbatical leave during AY 10-11 from chairpersons to deans or University Librarian

**21** Requests for modification in period of sabbatical leave during AY 10-11 from deans and University Librarian to provost

**25** All grades submitted online to Registrar

**28** Sabbatical reports from Fall 09 due to provost

**31** Holiday (Memorial Day)

## JUNE 2010

**01** Summer Session #1 begins

**04** COMMENCEMENT

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

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

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

**17** Holiday (Bunker Hill Day)

**18** Notification to faculty and librarians regarding requests for modification in period of sabbatical leave during AY 10-11

## JULY 2010

**05** Holiday Observed (Independence Day)

**15** Summer Session #1 ends

**19** Summer Session #2 begins

## AUGUST 2010

**14** By this date, notification of promotion to Senior Lecturer from Delegated Appointing Authority to faculty (with copies to intervening administrators); this deadline may be extended in certain cases

**15** By this date, notification of promotion from Delegated Appointing Authority to faculty and librarians (with copies to intervening administrators). Deadline may be extended in certain cases

(\*) By this date, notification of reappointment or expiration of appointment of all faculty in 3rd, 4th, or 5th probationary year whose current contracts expire 8/31/11 from Delegated Appointing Authority to candidates

(\*) Deadline for notification of Expiration of Appointment (8/31/11) in tenure cases in which the chancellor does not recommend tenure to the president and the Board of Trustees

By this date, chairpersons remind faculty and University Librarian reminds librarians to provide materials by 9/15/10 for personnel reviews scheduled during AY 10-11

**26** Summer Session #2 ends

**31** Last day of AY 09-10 academic-basis appointments