

Academic Master Calendar - AY 2023-2024

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.*

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 2023

01 Dean of university libraries notifies librarians of impending major personnel reviews scheduled during AY 23-24

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

(*) 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 of reappointment or expiration of appointment of all faculty in 3rd, 4th, 5th, or 6th probationary year whose current contracts expire 8/31/24 from Delegated Appointing Authority to candidates

(*) Deadline for notification of Expiration of Appointment (8/31/24) in tenure cases in which the chancellor does not recommend tenure to the president and the Board of Trustees

Notification of emeritus status from provost to retiree, dean, and department chair

By this date, chairpersons remind faculty to provide materials by 9/08/23 for personnel reviews scheduled during AY 23-24

30 New Faculty Orientation

31 Last day of AY 22-23 academic-basis appointments

SEPTEMBER 2023

01 Effective date for faculty academic appointments and reappointments commencing Fall 2023

04 Holiday (Labor Day)

05 First day of classes

Request for exception to Board of Trustee policy on required or immediate return from current sabbatical from faculty/librarian to chairperson/department head in cases in which the sabbatical leave ends before 1/21/24 (NOTE: requests made after this date will normally not be considered)

08 Chairs receive materials from tenure system faculty for personnel reviews scheduled during AY 23-24 and confirm to dean the faculty members being reviewed

11 Requests for exception to Board of Trustee policy on required return from current sabbatical leave from chairperson/department head to dean in cases in which the sabbatical leave ends before 1/21/24

Promotion files for rank of Professor (without tenure consideration) from chairperson to departmental personnel committees

Tenure files from chairperson to department personnel committee for review

Requests for exception to Board of Trustee policy on immediate return from sabbatical leave from chairperson or department head to dean in cases in which the sabbatical leave ends before 1/21/24

12 Annual reports forwarded from librarians to immediate supervisor with appropriate sections completed

Add/Drop Ends

15 Requests for exception to Board of Trustee policy on required return from sabbatical leave from dean to provost in cases in which the leave ends before 1/21/24

Requests for exception to Board of Trustee policy on immediate return from sabbatical leave from dean to provost in cases in which the sabbatical leave ends before 1/21/24

Rosh Hashanah (begins at sundown 9/15/23, lasts through nightfall 9/17/23)

Librarian Annual Reports returned to librarians for their signatures/comments

18 Annual Reports from faculty to chairperson/supervisor with appropriate sections completed; chairpersons and supervisors pass reports to personnel committee

24 Yom Kippur (begins at sundown 09/24/22, lasts through nightfall 09/25/23)

OCTOBER 2023

01 By this date, the department personnel committee and the dean shall disseminate to the bargaining-unit members the principles upon which merit awards will be decided for Pools A and B, respectively. These principles relate to the AFRs and merit processes that will follow the academic year that the October 1st notification falls within.

02 Personnel committees return Annual Faculty Reports to chairperson with appropriate sections completed

Librarian Annual Reports from librarians provided to Library Personnel Committee with comments of supervisor

03 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 1/21/24

09 Annual Faculty Reports from chairperson to faculty (with appropriate sections completed by department personnel committee and chairperson)

Holiday (Indigenous People's Day)

10 Recommendations regarding tenure from department personnel committee to chairperson

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 1/21/24

16 Recommendations regarding tenure from chairperson to dean for distribution to college personnel committee

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

18 Annual Faculty Reports from chairpersons to deans

20 Librarian Annual Reports from personnel committee to dean for reviews/comments

26 Applications for sabbatical leaves or leaves of absence for AY 24-25 from faculty to chairperson and from librarian to associate dean of university libraries

27 Last day to file for December 2023 graduation

Recommendations regarding reappointment to 3rd Probationary Year from chair to dean

NOVEMBER 2023

03 Librarian Annual Reports from dean of university libraries to librarians for final signature/comments

06 Spring/Winter 2024 Registration Begins

08 Librarian Annual Reports (with final signature) forwarded to dean of university libraries

11 Holiday (Veteran's Day observed)

13 Recommendations regarding reappointment to 3rd Probationary Year from dean to provost

16 Recommendations regarding reappointment through the 6th Probationary Year (Fourth Year Review) from chairperson to dean for distribution to the college personnel committee

Pass/Fall and Course Withdrawal Deadline

Recommendations regarding sabbatical leaves and leaves of absence for AY 24-25 from chairperson/associate dean of university libraries to dean

20 Recommendations regarding tenure from college personnel committee to dean

23 Holiday (Thanksgiving Day); Thanksgiving Recess begins, lasts through 11/26/23

27 Classes Resume

29 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 1/21/24

Written notification from librarian to dean of intent to submit name for promotion

DECEMBER 2023

07 Hanukkah (begins at sundown, lasts through nightfall 12/15/23)

13 Semester Ends

Sabbatical reports from Spring 23 due to provost

14 Study Period

15 (*) By this date, notification of reappointment or expiration of appointment of probationary faculty in 2nd service year (those whose current contracts expire 8/31/24) from Delegated Appointing Authority to candidate (with copies to intervening administrators)

18 Final Exam Period Begins (Ends December 21)

22 Emergency Final Exam Snow Day (if needed)

25 Holiday (Christmas)

27 Fall 2023 Grades Due Online

JANUARY 2024

01 Holiday (New Year's Day)

02 Classes Begin

08 Recommendations from dean to provost regarding any Spring 24 continuing appointment for eligible NTT faculty

12 Course pass/fail/withdrawal deadline

Recommendations regarding tenure from dean to provost

For librarians with one to five years of service, recommendations for reappointment from dean to provost

15 Promotion files for rank of Professor (without tenure consideration) from department personnel committee to department chair

Holiday (Martin Luther King Day)

19 Winter 2023 Classes End

20 Recommendation regarding sabbatical leaves and leaves of absence for AY 24-25 from dean to provost

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 23-24 year or on leave in the Spring 2024 semester

21 Effective end date for Fall 2023 faculty appointments

22 Effective date for faculty appointments and reappointments commencing Spring 2024

Spring Semester Begins

23 Materials for librarian promotion file submitted to supervisor

26 Chair receives materials from non-tenure track faculty for personnel reviews scheduled during AY 23-24 and confirms to dean the faculty members being reviewed

Winter 2023 Grades Due

29 Add/Drop Ends

30 Non-tenure track faculty promotion files from chairperson to departmental personnel committee

FEBRUARY 2024

01 Recommendations regarding promotions to the rank of Professor (without tenure consideration) from chairperson to dean for distribution to college personnel committee

Recommendation regarding reappointment to 2nd Probationary Year from department to dean

Recommendation regarding reappointment through the 6th Probationary Year (Fourth Year Review) from college personnel committee to dean

Requests for exception to Board of Trustee policy on required or immediate return from sabbatical leave from chairperson or department head to dean

02 By this date, faculty scheduled for PMYR submit their 2000 word (or less) statement and CV to departmental personnel committee and chairperson, and chairperson provides personnel committee with annual reports and student evaluations for PMYR faculty

07 Recommendations on reappointment to 2nd Probationary Year from dean to provost

08 Recommendations regarding librarian promotions or continuing appointments from supervisor to library personnel committee

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

10 For librarians with one to five years of service, approval of reappointment from provost to librarian (with copy to personnel committee and dean)

19 Holiday (Presidents' Day)

20 Non-tenure track promotion files from department personnel committee to department chair

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

MARCH 2024

01 (*) By this date, notification of reappointment or expiration of appointment of probationary faculty members in 1st service year (those whose current contracts expire 8/31/24) from Delegated Appointing Authority to candidates (with copies to intervening administrators)

Recommendations regarding promotions to the rank of Professor (without tenure consideration) from college personnel committee to dean

Recommendation for reappointment through 6th Probationary Year (Fourth Year Review) from dean to provost

PMYR recommendations of personnel committee and chairperson to PMYR faculty and dean

04 Summer 2024 Registration Begins

07 Recommendations regarding librarian promotions from personnel committee to dean of university libraries

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

08 Recommendations regarding non-tenure track faculty promotions from chairperson to dean for distribution to college personnel committee

Last Day to File for May/August 2024 Graduation

10 Spring Break begins (ends March 17)

15 By this date, all draft recommendation letters regarding tenure from provost to chancellor

18 Classes Resume

22 Recommendation for reappointment to 4th or 5th Probationary Year from department to dean

29 Good Friday

APRIL 2024

01 Notification to faculty and/or librarians regarding sabbatical leaves or leaves of absence for AY 24-25

Fall 2024 Registration Begins

05 Recommendations regarding library promotions or continuing appointments from dean of university libraries to provost

Recommendations regarding promotions to the rank of Professor (without tenure consideration) from dean to provost

12 For librarians with up to one year of service, recommendations for reappointment from dean to provost

All recommendations regarding tenure from chancellor to president

15 Holiday (Patriots' Day)

17 Deans submit PMYR recommendations to PMYR faculty, personnel committees, and chairpersons

Recommendations regarding non-tenure track faculty promotions from college personnel committee to dean

18 Course Pass/Fail/Withdrawal deadline

19 PMYR development plans, if needed, submitted from faculty to dean

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

23 Written notification from tenured faculty members to chairperson of intent to submit name for promotion to professor in AY 24-25

Passover (begins at sundown, lasts through nightfall 4/29/24)

MAY 2024

01 Requests for modifications in period of sabbatical leave during AY 24-25 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)

02 Deans confirm with chairpersons the names of faculty who will be considered or are eligible for personnel actions (PMYR, reappointment, reappointment through the tenure decision year, tenure and, to the extent known, and promotion to senior rank) during AY 23-24. Chairpersons are responsible for ensuring that such faculty members are aware of their rights and responsibilities.

08 Requests for modification in period of sabbatical leave during AY 24-25 from chairperson/department head to dean

Sabbatical reports from Fall 23 due to provost

Last Day of Classes

09 Study Period (May 09-12)

10 Deans submit annual PMYR report to provost for PMYR faculty reviewed during AY 23-24

Deans notify provost of all faculty personnel reviews scheduled during AY 24-25

For librarians with up to one year of service, approval of reappointment from provost to librarian (with copy to personnel committee and dean)

13 Final Exam Period (May 13-17)

14 Requests for modification in period of sabbatical leave during AY 24-25 from dean to provost

15 Written notification from non-tenure track faculty member to chairperson of intent to submit name for promotion to senior rank in AY 24-25

Notification of reappointment through the 6th Probationary Year (Fourth Year Review) to faculty members

17 Recommendations regarding non-tenure track faculty promotions from dean to provost

22 DOCTORAL HOODING CEREMONY

GRADUATE COMMENCEMENT

23 UNDERGRADUATE COMMENCEMENT

24 Spring 2023 Grades Due Online

27 Holiday (Memorial Day)

28 Summer Session 1 (CE1) begins (ends June 27)

Summer Session 1 (CE2) begins (ends July 11)

Summer Session 1 (CE3) begins (ends July 25)

JUNE 2024

03 Recommendation for emeritus status from department chair to dean

08 Recommendations from deans to provost regarding any Fall 24 continuing appointments for eligible NTT faculty

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

Recommendation for emeritus status from dean to provost

Notification to faculty and librarians regarding requests for modification in period of sabbatical leave during AY 24-25

19 Holiday (Juneteenth)

21 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 AY 23-24 sabbatical leave

JULY 2024

01 Summer Session II (CE4) begins (ends August 1)

02 Colleges tell Graduate Studies the names/changes to GPD lists

04 Holiday (Independence Day)

15 Summer Session II (CE5) begins (ends August 1)

Summer Session II (CE6) begins (ends August 22)

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