

SEPTEMBER 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
						1	
							Early to mid September - Vice Provost notifies units of allotted PLP quarters
2	3	4	5	6	7	8	
		Payroll cutoff					
9	10	11	12	13	14	15	
	Faculty Fellows Program						
				Regents meeting	•Administrators - update faculty leave statuses in OPUS	•Fall Quarter payroll begins	Mid September Chair's Asst. should send out reminders to faculty
16	17	18	19	20	21	22	
•Beginning of instructional year for 9-month faculty •Promotional increases and title changes effective for 9-month faculty	Payroll cutoff			Due date for materials to arrive at AHR for October Board of Regents agenda			
23	24	25	26	27	28	29	
	Units should conclude merit review process for faculty						
	Fall Quarter instruction begins						
30	31						
	Deadline for faculty to submit report on PLP activities for AY 2011-12 to the Provost						

OCTOBER 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
	1	2	3	4	5	6	
	<ul style="list-style-type: none"> •Reminder of Annual Report of Outside Activities (formerly 1461) from AHR •Payroll cutoff 						
7	8	9	10	11	12	13	
				Regents meeting			
14	15	16	17	18	19	20	
		Payroll cutoff		Due date for materials to arrive at AHR for November Board of Regents agenda	Mandatory P&T dossiers due in Dean's Office		
21	22	23	24	25	26	27	
28	29	30	31				
			Final list of all non-mandatory promotion cases due to Summer		Units should be conducting review/reappointment of limited term faculty.* Faculty should receive notice of non-renewal by 12/31.		

*0141,0142, 0143, 0180, 0117, 0178, 0179, 0115, 0181, 0182

NOVEMBER 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
				1	2	3	
					Payroll cutoff		
4	5	6	7	8	9	10	
				Regent's meeting			
11	12	13	14	15	16	17	
			Due date for materials to arrive at AHR for December Regents agenda	Outside Professional Activity Summaries due (formerly 1461)	Payroll cutoff		
18	19	20	21	22	23	24	
			All mandatory P&T reommendations due to Dean				
25	26	27	28	29	30	31	
						PLP requests due to Dean's Office	

DECEMBER 2012							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
						1	
2	3	4	5	6	7	8	
	•Non-Mandatory cases due to Dean's Office •Payroll cutoff			Regents meeting			
9	10	11	12	13	14	15	
					•Deadline to submit non-renewal notices to 9 month faculty* •Mandatory promotions due to AHR •Winter Quarter payroll begins	Fall Quarter ends	
16	17	18	19	20	21	22	
	Payroll cutoff Affiliate Promotions						
23	24	25	26	27	28	29	
	Applications for Paid Professional Leaves due to AHR						
			Due date for materials to arrive at AHR for January Regents agenda				
30	31						
	Deadline to submit non-renewal notices to 12-month faculty						

*0141,0142, 0143, 0180, 0117, 0178, 0179, 0115, 0181, 0182

JANUARY 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
		1	2	3	4	5	
	Applications for Paid Professional Leave due to AHR						
			<ul style="list-style-type: none"> •Winter Quarter instruction begins •Payroll cutoff 				
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
			All non-mandatory P&T reommendations due to Dean				
27	28	29	30	31			
	AHR runs first summary report of outside professional work						

FEBRUARY 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
					1	2	
					<ul style="list-style-type: none"> •Non-Mandatory Promotions Due to AHR •Affiliate promotions due to Dean's Office 		
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28			
							Departments set merit review timeline

MARCH 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
					1	2	
					Clinical and Affiliate Promotions Due to AHR		
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
	Units should begin second year reviews of Assistant Professors						
					<ul style="list-style-type: none"> • Winter Quarter ends • Spring Quarter payroll begins 		
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
	Spring Quarter instruction begins						

APRIL 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes	
	1	2	3	4	5	6		
	Assistant Professor second year reappointment reviews							
	Units conduct faculty merit reviews							
7	8	9	10	11	12	13		
	Units conduct faculty merit reviews							
	Units conduct faculty merit reviews							
14	15	16	17	18	19	20		
	Units conduct faculty merit reviews							
	Units conduct faculty merit reviews							
21	22	23	24	25	26	27		
	Units conduct faculty merit reviews							
	Units conduct faculty merit reviews							
28	29	30						

*Clinical (non-salaried), Affiliate, and Adjunct appointments

MAY 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
			Assistant Professor second year reappointment recommendations due to Dean' Office				
19	20	21	22	23	24	25	
26	27	28	29	30	31		
	Assistant Professor second year reappointment recommendations due to AHR						
				Units enter summer distributions in OPUS for Benefits continuation		Start Planning P&T for AY 13-14	

JUNE 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
						1	
2	3	4	5	6	7	8	
	Faculty submit requests for summer employment						
9	10	11	12	13	14	15	
	Faculty submit requests for summer employment						
						End of instructional year for 9-month faculty	Mid-June - Reappointment memo from the Vice Provost is released
16	16	16	16	16	16	16	
	Summer Quarter Term A begins						
24	25	26	27	28	29	30	
						<ul style="list-style-type: none"> •Units enter summer distributions in OPUS for Benefits continuation •End of 12-month academic year 	