

# Academic Master Calendar - AY 2024-2025

*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 2024

**01** Dean of university libraries notifies librarians of impending major personnel reviews scheduled during AY 24-25

**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 8/31/25 from Delegated Appointing Authority to candidates

(\*) Deadline for notification of Expiration of Appointment (8/31/25) 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 9/09/24 for personnel reviews scheduled during AY 24-25

**28-29** New Faculty Orientation

**31** Last day of AY 23-24 academic-basis appointments

## SEPTEMBER 2024

**01** Effective date for faculty academic appointments and reappointments commencing Fall 2024

**02** Holiday (Labor Day)

**03** 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 1/26/25 (NOTE: requests made after this date will normally not be considered)

**06** Chairs receive materials from tenure system faculty for personnel reviews scheduled during AY 24-25 and confirm to dean the faculty members being reviewed

**09** 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 1/26/25

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 1/26/25

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

Add/Drop Ends

**13** 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 1/26/25

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 1/26/25

Librarian Annual Reports returned to librarians for their signatures/comments

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

## OCTOBER 2024

**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 1<sup>st</sup> notification falls within.

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

Rosh Hashanah (begins at sundown 10/02/24, lasts through nightfall 10/04/24)

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 1/26/25

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

**08** 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 1/26/25

**11** Yom Kippur (begins at sundown 10/11/24, lasts through nightfall 10/12/24)

**14** Holiday (Indigenous People's Day)

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

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

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

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

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

**25** Last day to file for December 2024 graduation

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

## NOVEMBER 2024

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

**05** Spring/Winter 2025 Registration Begins

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

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

**12** Recommendations regarding reappointment to 3rd Probationary Year from dean to provost

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

Recommendations regarding sabbatical leaves and leaves of absence for AY 25-26 from chairperson/associate dean of university libraries to dean

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

**21** Pass/Fall and Course Withdrawal Deadline

**27** 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 1/26/25

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

**28** Holiday (Thanksgiving Day); Thanksgiving Recess begins, lasts through 12/01/24

## DECEMBER 2024

**02** Classes Resume

**13** Semester Ends

Sabbatical reports from Spring 24 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 8/31/25) from Delegated Appointing Authority to candidate (with copies to intervening administrators)

**16** Final Exam Period Begins (Ends December 20)

**21** Emergency Final Exam Snow Day (if needed)

**25** Holiday (Christmas)

Hanukkah (begins at sundown, lasts through nightfall 01/02/25)

**27** Fall 2024 Grades Due Online

## **JANUARY 2025**

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

**06** Classes Begin

**07** Recommendations from dean to provost regarding any Spring 25 continuing appointment for eligible NTT faculty

**10** Recommendations regarding tenure from dean to provost

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

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

**17** Course pass/fail/withdrawal deadline

**18** Recommendation regarding sabbatical leaves and leaves of absence for AY 25-26 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 24-25 year or on leave in the Spring 2025 semester

**21** Materials for librarian promotion file submitted to supervisor

**26** Effective end date for Fall 2024 faculty appointments

**27** Chair receives materials from non-tenure track faculty for personnel reviews scheduled during AY 24-25 and confirms to dean the faculty members being reviewed

Effective date for faculty appointments and reappointments commencing Spring 2025

Spring Semester Begins

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

**30** 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

**31** Winter 2024 Grades Due

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

## **FEBRUARY 2025**

**03** Add/Drop Ends

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

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

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

**17** Holiday (Presidents' Day)

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

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

**28** 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

## **MARCH 2025**

**01** (\*) By this date, notification of reappointment or expiration of appointment of probationary faculty members in 1st service year (those whose current contracts expire 8/31/25) from Delegated Appointing Authority to candidates (with copies to intervening administrators)

**03** Summer 2025 Registration Begins

**05** 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

**07** Last Day to File for May/August 2025 Graduation

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

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

**16** Spring Break begins (ends March 23)

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

**24** Classes Resume

## **APRIL 2025**

**01** Notification to faculty and/or librarians regarding sabbatical leaves or leaves of absence for AY 25-26

**04** 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

**07** Fall 2025 Registration Begins

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

All recommendations regarding tenure from chancellor to president

**12** Passover (begins at sundown, lasts through nightfall 4/20/25)

**15** Deans submit PMYR recommendations to PMYR faculty, personnel committees, and chairpersons

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

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

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

**21** Holiday (Patriots' Day)

**22** Written notification from tenured faculty members to chairperson of intent to submit name for promotion to professor in AY 25-26

**24** Course Pass/Fail/Withdrawal deadline

## MAY 2025

**01** Requests for modifications in period of sabbatical leave during AY 25-26 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 25-26. 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 25-26 from chairperson/department head to dean

**09** Deans submit annual PMYR report to provost for PMYR faculty reviewed during AY 24-25

Deans notify provost of all faculty personnel reviews scheduled during AY 25-26

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

**13** Requests for modification in period of sabbatical leave during AY 25-26 from dean to provost

**14** Sabbatical reports from Fall 24 due to provost

Last Day of Classes

Written notification from non-tenure track faculty member to chairperson of intent to submit name for promotion to senior rank in AY 25-26

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

**15** Study Period (May 15-18)

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

- 19** Final Exam Period (May 19-23)
- 26** Holiday (Memorial Day)
- 27** Summer Session 1 (SS1) begins (ends July 10)
- Summer Session 3 (SS3) begins (ends August 21)
- Special Session 1 and 2 (SP1 and SP2) begins (ends August 21)
- 28** DOCTORAL HOODING CEREMONY
- GRADUATE COMMENCEMENT
- 29** UNDERGRADUATE COMMENCEMENT
- 30** Spring 2025 Grades Due Online

## **JUNE 2025**

- 02** Recommendation for emeritus status from department chair to dean
- 06** Recommendations from deans to provost regarding any Fall 25 continuing appointments for eligible NTT faculty
- 16** 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 25-26
- 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 24-25 sabbatical leave

## **JULY 2025**

- 01** Colleges tell Graduate Studies the names/changes to GPD lists
- 04** Holiday (Independence Day)
- 14** Summer Session 2 (SS2) begins (ends August 21)

## **AUGUST 2025**

- 01** Dean of University Libraries notifies librarians of impending major personnel reviews scheduled during AY 25-26



**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 8/31/25 from Delegated Appointing Authority to candidates

(\*) By this date, deadline for notification of Expiration of Appointment (8/31/25) 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 9/08/25 for personnel reviews scheduled during AY 25-26

**31** Last day of AY 24-25 academic-basis appointments