



Administrative Planning Calendar 2023-2024

AUGUST 2023

August 9, 2023	Meeting of CAS Department Chairs, Academic Program Directors and Dean
August 16, 2023	Faculty Reviews: Deadline to notify eligible candidates in writing to prepare 2023-2024 Tenure-Progress Review files and advise candidates of the timetable for submission.
August 22, 2023	Sabbatical Leave: Call for Sabbatical Leave Requests for Academic Year 2024-2025 sabbaticals sent to Chairs and Directors from CAS-HR New Undergraduate Directors & Coordinators Orientation
August 24, 2023	Classes Begin
August 25, 2023	Faculty Reviews: List of all eligible candidates undergoing 2023-2024 Tenure-Progress Review due to Dean's office. Specify if mid-year hire. Faculty Reviews: 2023-2024 Fall Cycle T&P Files should be complete (including letters from referees) and ready for department review.

SEPTEMBER 2023

September 2023 (TBD)	Faculty Searches: Search Committee Training for Chairs/Directors hosted by CAS-HR and CAS-ODEI Faculty Searches: Job Ads for FY24 to CHE, Diverse, Insight, etc. Faculty Searches: Job Ads for FY24 Faculty Searches on Unit Website Faculty Searches: Job Ads for FY24 Faculty Searches to CAS-HR Office via People Admin
September 1, 2023	Provost Fall Retreat 2023, at Law School Room 103
September 4, 2023	Labor Day (no classes)
September 13, 2023	Meeting of CAS Department Chairs, Academic Program Directors and Dean
September 14, 2023	Meeting of CAS Graduate Directors, 1:30 PM - 2:30 PM Diversity Committee Meeting
September 15, 2023	Faculty Reviews: Dean sends list to Provost of the names of all faculty who will undergo 2023-2024 Tenure Progress Review Faculty Reviews: Deadline to notify eligible faculty in writing of option for 2024-2025 Spring Cycle tenure and/or promotion review.

**College of Arts and Sciences
Administrative Planning Calendar (2023-24)**

	Faculty Reviews: Deadline to ensure that department faculty have voted on 2023-2024 Fall Cycle T&P cases; notify candidates; notify faculty regarding candidates
	Submission Deadline: Faculty Travel Support Grants (Round 1)
September 20, 2023	Meeting of CAS Center/Institute/Program Directors and Dean
September 25, 2023	Faculty Reviews: Confirm with 2023-2024 Fall Cycle department T&P Chair that all faculty appealing negative T&P decisions have submitted appeal, and appeals have been announced to faculty; notify Dean in writing immediately.
September 26, 2023	CAS Faculty Meeting

OCTOBER 2023

October 2, 2023	Faculty Reviews: Deadline for faculty to notify unit whether or not they will seek tenure and/or promotion during 2024-2025 Spring Cycle
	Faculty Reviews: All 2023-2024 Fall Cycle T&P files due to Dean via Blackboard submission. Deliver all supplemental materials to the Associate Dean.
	TFAC Hiring: TFAC HR Actions for Spring 2024 due to CAS HR Office
October 9, 2023	Faculty Reviews: Unit deadline to distribute 2024-2025 Spring Cycle T&P Review timetable to potential candidates.
October 11, 2023	Meeting of CAS Department Chairs, Academic Program Directors and Dean
October 13, 2023	Faculty Reviews: List of all faculty undergoing 2024-2025 Spring Cycle T&P Review due to Dean's office.
	Sabbatical Leave: Sabbatical Requests for AY 2024-2025 sabbatical leaves due to CAS HR Office
October 16, 2023	Midpoint in the Fall 2023 Semester
October 18, 2023	Diversity Committee Meeting
October 19-20, 2023	Fall Break (no classes)
October 19, 2023	Meeting of CAS Graduate Directors, 1:30 PM - 2:30 PM
October 20, 2023	Faculty Reviews: Dean sends list to Provost of 2024-2025 Spring Cycle T&P candidates and the action sought in each case.
	Submission Deadline: Faculty Small Equipment Purchase Grants
	Submission Deadline: Faculty Research and Creative Scholarship Grants
October 23, 2023	Faculty Reviews: 2023-2024 Tenure Progress Review files should be complete and ready for department review.
October 25, 2023	Faculty Reviews: Deadline to send relevant sections of 2024-2025 Spring Cycle T&P files and T&P criteria to outside referees.
October 27, 2023	Submission Deadline: McCausland Faculty Fellow Nominations

NOVEMBER 2023

November 2023 (TBD)	Endowed Chair Appointment/Reappointments: Notification from Provost Office for Renewals sent to faculty, copying Dean's Office
November 1, 2023	Faculty Reviews: All 2023-2024 Fall Cycle T&P files due to the Provost from Dean's Office via Blackboard submission; supporting materials to the Faculty Senate Office.
November 8, 2023	Meeting of CAS Department Chairs, Academic Program Directors and Dean
November 10, 2023	Spring 2023 Ph.D. Data Request due to CAS Budget Office for Ph.D. Transfer
November 11, 2023	Faculty Reviews: Completed 2023-2024 Post-Tenure Review files due to Department Chairs for distribution to department's Post-Tenure Review Committee.
November 15, 2023	Meeting of CAS Center/Institute/Program Directors and Dean
November 16, 2023	Diversity Committee Meeting
November 17, 2023	CAS Faculty Meeting Fall Budget Review: FY24 A-fund projections based on 10/31/2023 figures due to CAS Budget Office
November 20, 2023	Faculty Reviews: Deadline for 2023-2024 Tenure Progress Review files to have been reviewed by department faculty. Meeting of CAS Graduate Directors, 1:30 PM - 2:30 PM
November 22-26, 2023	Thanksgiving Recess (no classes)

DECEMBER 2023

December 2023 (TBD)	Bilinski Fellowship: Office of the Dean issues call for nominations. Units establish process for Stage 1 of the evaluation process.
December 1, 2023	Submission Deadline: McCausland Innovation Fund Student Centered Projects Submission Deadline: McCausland Innovation Fund Online Programs and Courses Submission Deadline: McCausland Visiting Scholar Nominations Submission Deadline: Undergraduate Research Enhancement Program (UREP) Spring Sabbatical Leave: Sabbatical Decisions for AY 2024-2025 sent to Faculty from CAS HR Office
December 8, 2023	Last Day of Classes Fall 2023 Semester

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December 9, 2023	Reading Day
December 11-18, 2023	Final Examinations (includes exams on Saturday)
December 13, 2023	Meeting of CAS Department Chairs, Academic Program Directors and Dean
December 18, 2023	EPMS: EPMS for Staff due to CAS HR Office from units Commencement Exercises (Columbia Campus)
December 22, 2023	December Holiday (University Closed) – January 1, 2024

JANUARY 2024

January 2024 (TBD)	Endowed Chair Appointment/Reappointments: Files Due to Dean Bilinski Fellowship: Unit solicit nominees internally. Units work with nominees, dissertation directors, and directors of graduate studies to assemble nomination packets. Units evaluate nominations according to established process.
January-April 2024	Faculty Reviews: All 2023-24 Fall Cycle T&P files due to the University Committee on Tenure and Promotion.
January 5, 2024	Faculty Reviews: Tenure Progress Reviews - due from unit to Dean's Office
January 8, 2024	First Day of Classes in Spring 2024 Semester
January 10, 2024	Meeting of CAS Department Chairs, Academic Program Directors and Dean
January 12, 2024	Submission Deadline: Faculty Travel Support Grants (Round 2)
January 15, 2024	Martin Luther King Jr. Day (University Closed)
January 16, 2024	CAS Faculty Meeting
January 17, 2024	Professional-Track Reappointments: Call for Professional-Track Faculty Reappointment Requests sent to units
January 18, 2024	Meeting of CAS Graduate Directors, 1:30 PM - 2:30 PM
January 19, 2024	Submission Deadline: Graduate Assistantship Enhancement Program (Round 1)
January 25, 2024	Faculty Reviews: 2024-2025 Spring Cycle T&P files should be complete (including letters from referees) and ready for department review.
January 27, 2024	Faculty Reviews: Deadline for department 2023-2024 Post-Tenure Review Committee to send reports to faculty members undergoing Post-Tenure Review, Department Chair, and Dean. Complete PTR file submitted electronically to Dean, Associate Dean and HR Contact.

FEBRUARY 2024

- February 10, 2024 Bilinski Fellowship: Unit nomination process should be completed. Units select no more than 8 nominations to forward to the College level. Units notify all nominees of internal decisions and instruct those whose packets will move forward to the College level to complete the FAFSA.
- February 14, 2024 Meeting of CAS Department Chairs, Academic Program Directors and Dean
- February 15, 2024 Faculty Reviews: Deadline to ensure that department faculty have voted on 2024-2025 Spring Cycle T&P cases; notify candidates; notify faculty regarding candidates.
Bilinski Fellowship: Students whose nominations will be forwarded to the College level must have completed the FAFSA
- February 16, 2024 Professional-Track Promotions: Unit notify the Dean's Office of Professional-Track Faculty who will be submitting a request for promotion.
- February 19-23, 2024 Professional-Track Promotions: Clinical and Research Faculty, Unit head contacts external letter writers as appropriate for each eligible faculty member
- February 19, 2024 Meeting of CAS Graduate Directors, 1:30 PM - 2:30 PM
Professional-Track Reappointments: Unit Requests for Professional-Track Faculty Reappointments due to CAS HR Office
- February 21, 2024 Meeting of CAS Center/Institute/Program Directors and Dean
- February 26, 2024 Faculty Reviews: Confirm with 2024-2025 Spring Cycle department T&P chair that all faculty appealing negative T&P decisions have submitted the appeal, and appeals have been announced to faculty; notify Dean in writing immediately.
Submission Deadline: Graduate Assistantship Enhancement Program (Round 2)
Administrative Appointments: Call for Administrative Appointment/Requests sent to units from CAS-HR
- February 29, 2024 Midpoint in the Spring 2024 Semester
- February - March 2024 Bilinski Fellowship Nominations: In the case of multiple nominations, department chair or program director writes a separate letter both ranking and explaining the unit's ranking of the nominees. Units ensure that nomination packets are complete.

MARCH 2024

- March 2024 (TBD) Endowed Chair Appointment/Reappointments: Files Due to Provost Office

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March 1, 2024	Faculty Reviews: All 2024-2025 Spring Cycle T&P files due from unit to Dean via Blackboard submission. Deliver all supplemental materials to the Associate Dean. Bilinski Fellowship: Units submit individual nomination packets electronically to the College. A single pdf for each nomination, labeled with degree program, student's last name, student's first name should be uploaded to the Bilinski Nomination portal.
March 3-10, 2024	Spring Break (no classes)
March 8, 2024	August/December 2023 Ph.D. Data Request due to CAS Budget Office for Ph.D. Transfer
March 12, 2024	CAS Faculty Meeting
March 13, 2024	Meeting of CAS Department Chairs, Academic Program Directors and Dean
March 15, 2024	Submission Deadline: Faculty Travel Support Grants (Round 3)
March 18, 2024	Professional-Track Promotions: Instructional Faculty Promotion files due to unit head. Administrative Appointments: Requests for Administrative Appointments/Reappointments due to CAS HR Office from units
March 21, 2024	Meeting of CAS Graduate Directors, 1:30 PM - 2:30 PM
March 22, 2024	Professional-Track Promotions: Clinical and Research Faculty Promotion files due to unit head.
March 25-29, 2024	Professional-Track Promotions: Clinical and Research Faculty Promotion files sent to external letter writers (via email from the unit head or their designated person) Professional-Track Promotions: Instructional Faculty Promotion files reviewed and voted upon within unit
March 25, 2024	Submission Deadline: Graduate Assistantship Enhancement Program (Round 3)

APRIL 2024

April 2, 2024	Bilinski Fellowship: College notifies nominees and units of results.
April 5, 2024	Professional-Track Promotions: Instructional Faculty Promotion files due from unit. Send with Chair or Director's Letter via email to LaTasha Robinson, copying the appropriate Associate Dean.
April 10, 2024	Meeting of CAS Department Chairs, Academic Program Directors and Dean Faculty Reviews: 2023-2024 Post-Tenure Review development plans due to Dean's Office.
April 12, 2024	Professional-Track Promotions: Clinical and Research Faculty letters due from external letter writers; file prepared for unit review and voting.

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Mid-April 2024	Faculty Reviews: All 2023-24 Fall Cycle T&P files due to the President.
April 15, 2024	Meeting of CAS Graduate Directors, 1:30 PM - 2:30 PM Faculty Reviews: All recommendations of non-reappointment of probationary faculty following 2023-2024 Tenure Progress Review must be forwarded to the Provost for approval on or before this date.
April 17-24, 2024	Professional-Track Promotions: Clinical and Research Faculty Promotion files reviewed and voted upon within unit
April 17, 2024	Meeting of CAS Center/Institute/Program Directors and Dean
April 18, 2024	USC Awards Day
April 19, 2024	Spring Budget Review: FY24 A-fund projections based on 3/31/2024 figures due to CAS Budget Office
April 22, 2024	Professional-Track Promotions: Instructional Faculty Promotion files sent to Provost Last Day of classes for Spring 2024 semester
April 23, 2024	Reading Day
April 24-May 1, 2024	Final Examinations (includes exams on Saturday)
April 30, 2024	Faculty Reviews: Dean's 2023-2024 Tenure Progress Review memorandum to candidate and Department Chair. NCFDD Faculty Success Program Deadlines

MAY 2024

May 1, 2024	Professional-Track Promotions: Clinical and Research Faculty Promotion files due from unit. Send with Chair or Director's Letter via email to LaTasha Robinson, copying the appropriate Associate Dean. Faculty Reviews: All 2024-2025 Spring Cycle T&P files due from Dean's Office to the Provost via Blackboard submission; supporting materials to the Faculty Senate Office. Faculty Reviews: Notification of President's recommendation to 2023-2024 Fall Cycle T&P candidates. Recommendations to the Board of Trustees committee; approval scheduled for June 2024 Board Meeting with 08/16/2024 effective date. Submission Deadline: Undergraduate Research Enhancement Program (UREP) Summer/Fall
May 3-4, 2024	Commencement Exercises (Columbia)
May 8, 2024	Meeting of CAS Department Chairs, Academic Program Directors and Dean
May 10, 2024	Faculty Reviews: In case of non-reappointment of probationary faculty following 2023-2024 Tenure Progress Review, notification must be mailed certified mail no later than this date.

**College of Arts and Sciences
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May 15, 2024 Faculty Reviews: 2023-2024 Post-Tenure Review Letters sent from Dean to Faculty member and Department Chair.

Professional-Track Promotions: Research and Clinical Faculty Promotion Files Sent to Provost from Dean

May 27, 2024 National Memorial Day (University Closed)

JUNE 2024

June 7, 2024 Outstanding fiscal year commitment reimbursements due to CAS Budget Office

June 12, 2024 Meeting of CAS Department Chairs, Academic Program Directors and Dean

June 30, 2024 Faculty Reviews: Report sent to Provost from Dean regarding faculty members who received an unsatisfactory rating during 2023-24 Post-Tenure Review.