CATEGORIES

* **Merit**
* **Endowments**
* **Events**
	+ Promotion & Tenure Celebrations
	+ Let’s Get Started
	+ Retreat for Newly Promoted Associate Professors
	+ CNS New Faculty Orientation
* **Reviews**
	+ Promotion & Tenure
	+ Comprehensive Periodic Reviews (CPRs)
	+ Faculty Annual Reviews (FARs)
	+ Mid-Probationary / Third-Year Reviews
	+ Probationary extension requests
* **Professional Development**
	+ Rom Rhome Awards
	+ Faculty Development Leave (FDLs)
	+ Faculty Development Award (FDAs)
* **Faculty HR Deadlines**
	+ Prior Approval Requests (PARs)
	+ Professional-Track Mass Transactions
	+ Summer Appointments
	+ Instructional Overload requests
	+ Reclassification / Track Change requests
* **Faculty Recruitment**

FALL SEMESTER (9/01 – 1/15)

September

* + **Reviews – Faculty Annual Review (FAR)**
		- 09/01/22: Faculty Activity Report site and Publications Database opens to faculty
	+ **Professional Development**
		- 09/02/22: **Faculty Development Leave** and **Faculty Development Award** portal opens to faculty applications
	+ **Reviews – Promotion and Tenure**
		- 09/02/22: Professional-track promotion materials due to CNS Faculty Affairs
		- 09/19/22: Tenure-track and tenured promotion materials due to CNS Faculty Affairs
		- Office of Faculty Affairs reviews promotion materials and sends corrections to the departments
		- The College Promotion and Tenure Review Committee meets to discuss professional-track cases
	+ **Reviews – Mid-Probationary / Third-Year Reviews**
		- Beginning of review process for faculty undergoing review during the fall semester (9/01 – 1/15). *Reminder: final reports for these faculty are due January 16th*
	+ **Faculty Recruitment**
		- Units begin posting faculty recruitment ads following their approved faculty hiring plans. Reminder that tenure-track and tenured ads can only be posted once they’ve received approval from the Associate Dean for Faculty Affairs; professional-track ads can be posted once they’ve been reviewed by CNS Faculty Affairs.

October

* + **Reviews – Faculty Annual Review (FAR)**
		- 10/01/22: Deadline for faculty to submit their Faculty Activity Reports (FARs) and certify their publications in the Publications Database. Annual review begins at the department- and unit-level.
	+ **Professional Development**
		- 10/03/22: **Faculty Development Leave** and **Faculty Development Award** portal closes. Review of applications begins at the college level.
	+ **Reviews – Promotion and Tenure**
		- 10/05/22: CNS P&T Celebration for last year’s newly promoted faculty
		- Continued: Office of Faculty Affairs reviews promotion materials and sends corrections to the departments
		- The College Promotion and Tenure Review Committee meets to discuss tenure-track and tenured cases
	+ **Events**
	+ 10/28/22: Retreat for Newly Promoted Associate Professors

November

* + **Professional Development**
		- Dean recommendations for **Faculty Development Leave** and **Faculty Development Award** are submitted to the Provost’s Office.
		- **Rom Rhome Award** information communicated to units
	+ **Reviews – Promotion and Tenure**
		- CNS Faculty Affairs finalizes P&T materials and submits dossiers to the Provost’s Office
		- The Provost’s Office reviews promotion materials and sends corrections
	+ **Reviews – Faculty Annual Review (FAR)**
		- FAR spreadsheets (aka Workload spreadsheets) are sent to units

December

* + **Reviews – Promotion and Tenure**
		- Continued: The Provost’s Office reviews promotion materials and sends corrections
	+ **Faculty HR Deadlines**
		- 12/05/22: Spring **Prior Approval Requests (PARs)** due to CNS Faculty Affairs
		- 12/07/22: Professional-Track **Mass Transactions** due to CNS Faculty Affairs
		- 12/12/22: Spring **Instructional overload requests** due to CNS Faculty Affairs
		- **Missing Spring Contract Audit** for Professional-Track faculty communicated to units
	+ **Professional Development**
		- 12/15/22: **Rom Rhome** applications close
		- 12/16/22: **Faculty Development Leave** and **Faculty Development Award** decisions are communicated to units and awardees
	+ **Reviews – Faculty Annual Reviews (FARs)**
		- 12/15/22: FAR spreadsheets are due to CNS Faculty Affairs

SPRING SEMESTER (1/16 – 5/31)

January

* **Faculty Recruitment**
	+ - Beginning of heavy recruitment season for tenure-track and tenured faculty for most departments. Units should be organizing candidate interviews and visits.
* **Reviews – Faculty Annual Reviews (FARs)**
	+ - The CNS Dean, Associate Dean for Faculty Affairs, and Department Chairs meet to discuss review process and results
		- 01/10/23–01/22/23: Units contact faculty members with their ratings and setup meetings between the faculty members and their Department Chair or Director to discuss the results of the review
	+ **Reviews – Mid-Probationary / Third-Year Reviews**
		- 01/16/22: Reports due to CNS Faculty Affairs for faculty who underwent review in the fall semester
		- Beginning of review process for faculty undergoing review during the spring semester (1/16 – 5/31). *Reminder: final reports for these faculty are due June 1st*
* **Reviews – Promotion and Tenure**
	+ - Candidate dossiers under review at the presidential level

 **- Professional Development**

* Rom Rhome award winners announced

February

* + **Comprehensive Periodic Reviews (CPRs)**
		- 02/01/23: Signed reports due to CNS Faculty Affairs
	+ **Promotion and Tenure**
		- 02/24/23: Promotion decisions are announced. Department Chairs notify their candidates.
	+ **Faculty Development**
		- TBD: First session of Let’s Get Started

March

* + **Reviews – Review Tracker for P&T, CPRs, and Mid-Prob/Third-Year Reviews**
		- Individual unit review trackers and forms for 2023-24 are sent to units to verify
	+ **Faculty Development**
		- TBD: Second and third sessions of Let’s Get Started
	+ **Reviews – Promotion and Tenure**
		- 03/31/23: Final arguments due to the Provost’s Office for faculty contesting their promotion decision. Requests for CCAFR’s review due.

April

* + **Reviews – Review Tracker for P&T, CPRs, and Mid-Prob/Third-Year Reviews**
		- 04/04/23: Unit review forms for 2023-24 are due to CNS Faculty Affairs
	+ **Reviews – Promotion and Tenure**
		- P&T Roadshowshosted by the Provost’s Office
	+ **Faculty Recruitment**
		- 05/01/23: AAU recruiting deadline for faculty currently at an AAU institution to accept an offer from UT Austin (if this deadline is missed, an exception form must be completed through the Provost’s Office)

May

* + **Recruitment**
		- 05/01/23: Deadline to submit recruitment Childcare Request Forms to request a space for the next academic year
	+ **Reviews – Promotion and Tenure**
		- P&Tguidelines, dossier summary sheet, dossier review spreadsheets, list of letter writer info, candidate meeting dates, and P&T workshop for FA admin communicated to units
		- P&T candidate informational meetings (Tenure-Track, Tenured, and Professional-Track)
		- 05/12/23: CCAFR’s reports are due to the President and the candidate receives a copy of the report
		- 05/31/23: P&T extension request deadline (for faculty going up for promotion in 2023-24)
	+ **Faculty HR Deadlines**
		- **Summer Additional Jobs** – begin appointment processing
		- **Missing Spring Contract Audit** for Professional-Track faculty communicated to units

SUMMER (6/01 – 8/31)

June

* + **Reviews – Promotion and Tenure**
		- Candidate lists of letter writers due to CNS Faculty Affairs
		- General P&Tworkshop for Faculty Affairs administrators across the college
	+ **Reviews – Mid-Probationary / Third-Year Reviews**
		- 06/01/23: Reports due to CNS Faculty Affairs for faculty who underwent review in the spring semester
	+ **Merit**
		- TBD (early June): Faculty merit spreadsheets are sent to departments
		- TBD (mid-June): Faculty merit spreadsheets are due to CNS Faculty Affairs
	+ **Faculty HR Deadlines**
		- **Summer Additional Job** processing through August

July

* + **Endowments**
		- 07/01/23: Departments are contacted to begin working on their endowed fellow spreadsheets for the next academic year
	+ **Reviews – Promotion and Tenure**
		- Final P&T candidate list due to the Provost’s Office
		- One-on-one P&T workshop sessions with relevant units across the college
	+ **Merit**
		- Meetings with Department Chairs to finalize merit
	+ **Faculty HR Deadlines**
		- **Summer Additional Job** processing through August
		- Professional-Track **Fall Mass Transactions** info communicated to units
		- 07/31/23: Fall **Prior Approval Requests (PARs)** due to CNS Faculty Affairs

August

* + **Merit**
		- CNS Faculty Affairs processes merit in Workday pending BOR approval
	+ **Endowments**
		- 08/01/23: Endowed fellow spreadsheets due to CNS Faculty Affairs
		- CNS Faculty affairs submits endowed fellow spreadsheets to Endowment Compliance. Once appointments have been added to VIP, departments process any approved changes to supplements in Workday as appropriate.
	+ **Faculty HR Deadlines**
		- **Summer Additional End Job** processing
		- Professional-Track **Fall Mass Transactions** due to CNS Faculty Affairs and submitted to the Provost’s Office
		- Faculty **reclassification** and **track change** requests due for upcoming academic year
		- 08/14/23: **Instructional overload requests** due for fall semester
	+ **Faculty Recruitment**
		- Tenure-track and tenure hiring plans for next academic year discussed with the CNS Dean, Provost’s Office, and Department Chairs. Approved hiring plans are communicated to departments.
		- CNS New Faculty Orientation to be held at the end of August. Faculty will receive invitations directly from CNS Faculty Affairs.