

**College of Arts and Sciences
Office of HR and Faculty Affairs
Planning Calendar for 2023-2024**

Date	Action
July 14, 2023	Temporary Faculty (TFAC) Hiring: TFAC HR Actions for Fall 2023 due to CAS HR Office
August 22, 2023	Sabbatical Leave: Call for Sabbatical Leave Requests for Academic Year 2024-2025 sabbaticals sent to Chairs and Directors from CAS-HR
September 2023 *	Faculty Searches: Search Committee Training for Chairs/Directors hosted by CAS-HR and CAS-ODEI
September 2023 *	Faculty Searches: Job Ads for FY24 Faculty Searches to CAS-HR Office via People Admin
September 2023*	Faculty Searches: Job Ads for FY24 Faculty Searches on Unit Website
September 2023 *	Faculty Searches: Job Ads for FY24 to CHE, Diverse, Insight, etc.
October 2, 2023	Temporary Faculty (TFAC) Hiring: TFAC HR Actions for Spring 2024 due to CAS HR Office
October 2, 2023	Faculty Reviews: Tenure and Promotion - Fall Cycle - due from unit to Dean
October 13, 2023	Sabbatical Leave: Sabbatical Requests for Academic Year 2024-2025 sabbatical leaves due to CAS HR Office
November 2023 *	Endowed Chair Appointment/Reappointments: Notification from Provost Office for Renewals sent from Provost Office to Faculty, copying the Dean's Office and
November 1, 2023	Faculty Reviews: Tenure and Promotion - Fall Cycle - due to Provost from Dean's Office
December 1, 2023	Sabbatical Leave: Sabbatical Decisions for Academic Year 2024-2025 sent to Faculty from CAS HR Office
December 18, 2023	Employee Performance Management System (EPMS): EPMS for Staff due to CAS HR Office from Units
January 2024 *	Endowed Chair Appointment/Reappointments: Files Due to Dean's Office from the unit
January 5, 2024	Faculty Reviews: Tenure Progress Reviews - due from unit to Dean's Office
January 17, 2024	Professional-Track Reappointments: Call for Professional-track Faculty Reappointment Requests sent to units
January 29, 2024	Faculty Reviews: Post Tenure Reviews - due from unit to Dean
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, 2024	Professional-Track Reappointments: Unit requests for Professional-track Faculty Reappointments due to CAS HR Office
February 26, 2024	Administrative Appointments: Call for Administrative Appointment/Reappointment Requests sent to units from CAS-HR

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Date	Action
March 2024 *	Endowed Chair Appointment/Reappointments: Files Due to Provost Office from Dean's Office
March 1, 2024	Faculty Reviews: Tenure and Promotion - Spring Cycle - due from unit to Dean
March 18, 2024	Administrative Appointments: Requests for Administrative Appointments/Reappointments due to CAS HR Office from Units
April 5, 2024	Professional-Track Promotions: Instructor Faculty Promotion Files Due from Unit to Dean
April 22, 2024	Professional-Track Promotions: Instructional Faculty Promotion Files Sent to Provost from Dean
April 30, 2024	Faculty Reviews: Tenure Progress Reviews Letter from Dean to Faculty from Dean's Office
May 1, 2024	Faculty Reviews: Tenure and Promotion - Spring Cycle - due to Provost from Dean's Office
May 1, 2024	Professional-Track Promotions: Research and Clinical Faculty Promotion Files Due from Unit to Dean
May 15, 2024	Faculty Reviews: Post Tenure Review Letter from Dean to Faculty will be sent by this date
May 15, 2024	Professional-Track Promotions: Research and Clinical Faculty Promotion Files Sent to Provost from Dean

*All dates are subject to change; however, those marked with an * will be updated at a later date.*

For Faculty Reviews and Promotions, please refer to the respective calendar for each action for other due dates and action items.