

UNIVERSITY OF PITTSBURGH

The DIETRICH School of
Arts & Sciences

Dean's Office Calendar

Abbreviations used in this document:

AF	Ashten Farah	917 Cathedral
BM	Barbara Martin	4 th Floor Cathedral
BV	Barbara Vattimo	917 Cathedral
CM	Carol Mullen	917 Cathedral
CW	Cathleen Williams	917 CL
EAW	Elsbeth Wissner	917 Cathedral
EP	Erin Pavelich	917 Cathedral
EHT	Elizabeth (Z) Taylor	140 Thackeray
JFK	James F. Knapp	917 Cathedral
JK	John Knox III	4 th Floor Cathedral
JKol	Jessi Kolouri	917 Cathedral
JM	Jeremy Mayhew	4 th Floor Cathedral
JT	John Twyning	140 Thackeray
JW	Jaime Wesoloski	917 Cathedral
KB	Kathy Blee	5141 Sennott
KL	Kelly Lloyd	917 Cathedral
KO	Kelly Ostlund	917 Cathedral
LH	Linda Huchber	917 Cathedral
LK	Lisa Kubick	5141 Sennott
MR	Margie Ruck	917 Cathedral
MMC	Michele Colvard	917 Cathedral
NJC	N. John Cooper	917 Cathedral
PC	Philippa Carter	5141 Sennott
RR	Rebecca Roadman	5141 Sennott
RW	Rebecca Whalen	5141 Sennott

Estimated Due Date	From	To	Item	
August	Week 4	Dept.	LH	Employee Records (ER) or Appointment Forms for fall term part-time Faculty (both two-term and fall term only) due in Dietrich School Dean's Office as early as possible, but no later than cut-off date distributed separately after Payroll deadline has been announced
		NJC/EAW	New faculty & chairs	Invitations to Dietrich School New Faculty Reception
		Dept.	CW	Employee Records (ER) or Appointment Forms for fall term staff and students due in Dietrich School Dean's Office as early as possible, but no later than cut-off date distributed separately after Payroll deadline has been announced
		Dept.	KL/LH	Employee Records for Faculty & Staff who need to have their annual salary increase processed manually due in the Dietrich School Dean's Office (Dependent upon information received from Budget Office)
September	Week 1	Deans/EP	Chairs	New Dept. Chairs' and Annual Dept. Chairs' & Program Directors' meeting
		Dept.	JFK/AF	Secondary Interest Questionnaires requested from new faculty
		NJC/AF	Tenure Council	Tenure Council meets; elects Selection Committee
		AF	Selection Committee	Requests schedules for fall term
		NJC/JKOl	Fac. Grants Chair	Charged with identifying nominees for the Faculty Grants Committee
		NJC/KL	Dept.	Reminder letters regarding faculty tenure and promotion recommendations
	Week 2	Dept.	TBD	Begin Summer Budget Proposals

		NJC/JKOl	Dietrich School Council	Dietrich School Council must meet to set fall date for Full Dietrich School Faculty Meeting and prepare slate for Nominating Committee
	Week 3	NJC/KL	Chairs	Reminder letters regarding tenure stream faculty for renewal/non-renewal
		Dept.	JM	Roster detailing teaching responsibilities for each Department for current fall term
		NJC/AF	----	Selection Committee Meets (as many times as needed before mid-October)
		AF	----	begin scheduling Ad hoc Committee Meetings
		NJC/BV	Dept.	Finalize and distribute new budget allocations to Departments (dependent on approval of University budget)
	Week 4	NJC/JKOl	Dietrich School PBC	Dietrich School PBC meets
		EAW	----	Dietrich School New Faculty Reception
		Fac. Grants Chair	NJC/JKOl	List of nominees for Faculty Grants Committee due
		JKOl/CM	Dept.	Publish Fall Full Faculty Meeting agenda and ballot for Dietrich School Nominating Committee in the Dietrich School Gazette (2wks prior to meeting)
		Dept.	BM/TBD/JK	Dept. enter spring Course Descriptions online
October	Week 1	Dept.	JFK	Begin making requests to Dietrich School Dean's Office for Sabbaticals and/or Leaves of Absence for the next academic year
		Dept.	JT	Begin turning in nominations for the Ampco-Pittsburgh Prize for Excellence in Advising

		Dept.	JT	Begin turning in nominations for the Tina and David Bellet Teaching Excellence Award
		Dept.	KB/RR	Graduate Assessment matrices & reports due to Graduate Office
		Dept.	JFK	Begin making recommendations to Dietrich School Dean's Office regarding renewal/non-renewal of full-time non-tenure stream faculty (e.g. Research or Clinical Professors, Research Associates, Lecturers, Laboratory and Assistant Instructors), with 5 or more full years of continuous service, whose contracts expire at the end of April. (Persons holding these types of appointments with different expiration dates must receive notice 5 1/2 months prior to the termination of the contract.)
	Week 2	NJC/JFK	Provost	Faculty Recruiting Request
		Dept.	TBD	Summer Budget Proposals due
		NJC/JKOl	Dietrich School Council	Dietrich School Council meets and elects Faculty Grants Committee members
		NJC/JKOl	Voting Faculty	Fall Full Dietrich School Faculty Meeting - elect Nominating Committee
		Faculty	Chairs	Fall term Faculty Activity Reports due from faculty members to Chairs
	Week 4	----	----	Spring term registration begins
		Dept.	Institutional Research	Fall term Faculty Activity Reports due in Office of Institutional Research, 1917 Cathedral of Learning
		Dept.	AF	Dossiers due in Dietrich School Dean's Office involving conferral of tenure or non-renewal for tenure-stream faculty for whom the next year would be an up-or-out year

		Dept.	LK	List of spring term GSRs due in the Graduate Office, to provide tuition remission for spring term
		NJC/JKol	Dietrich School PBC	Dietrich School PBC meets
		EAW	Staff/Chairs	Invitations to Staff Recognition Awards Reception
		EAW	Dept.	Requests for Honors Convocation lists
		Dept.	JFK	Recommendations due in Dietrich School Dean's Office regarding renewal/non-renewal of full-time non-tenure stream faculty (e.g. Research or Clinical Professors, Research Associates, Lecturers, Laboratory and Assistant Instructors), with 5 or more full years of continuous service, whose contracts expire at the end of April. (Persons holding these types of appointments with different expiration dates must receive notice 5 1/2 months prior to the termination of the contract.)
		Dept.	JT	Nominations for the Ampco-Pittsburgh Prize for Excellence in Advising due
November	Week 1	Dept.	JFK	Requests due in Dietrich School Dean's Office for Sabbaticals and/or Leaves of Absence for the next academic year
		Dept.	AF	Begin submitting dossiers to Dietrich School Dean's Office for promotion to full Professor effective the beginning of the next academic year
		Dept.	JT	Deadline (November 1) for proposals for new courses for next fall and summer due in Office of Associate Dean for Undergraduate Studies
		KB	Dept.	Request for proposed summer term budget and teaching schedule
	Week 2	NJC/JKol	Dietrich School Council	Dietrich School Council meets

	Week 3	Dept.	JFK	Begin making recommendations to Dietrich School Dean's Office regarding renewal/non-renewal of full-time, non-tenure stream faculty (e.g. Research or Clinical Professors, Research Associates, Lecturers, Laboratory and Assistant Instructors), with less than 5 full years of continuous service, whose contracts expire at the end of April. (Persons holding these types of appointments with different expiration dates should receive notice 3 1/2 months prior to the termination of the contract.)
	Week 4	NJC/JKOl	Dietrich School PBC	Dietrich School PBC meets
		JKOl	Dietrich School Council, Dietrich School PBC	Request schedules for spring term
EAW		Staff/Chairs	Staff Recognition Awards Reception	
<i>December</i>	Week 1	JFK/JW	Provost	Recommendations for sabbaticals and leaves of absence for next year due in Provost's Office December 1
		Dept.	KB/RR	Begin work on fall-spring TA/TF allocations for departments
		NJC/JKOl	Dietrich School Council	Dietrich School Council meets
		KL/JK	Dept.	Publish spring term Payroll Examples on the Web, including notification of January payroll deadline
		KO/CM	Dept.	Publish Faculty Grants Competition Guidelines and Deadline in Dietrich Gazette
	Week 2	RW	Dept.	Instructions for Mellon pre-doctoral fellowships proposals to be sent by Graduate Office
		Dept.	KB	Summer term budget request due

		Dept.	EAW	Honors Convocation lists (faculty and graduate students) to Dietrich School Dean's Office
		Dept.	EHT	Honors Convocation lists (undergraduate students) to Undergraduate Office
		Dept.	RW	MA/MS/MFA/PhD December degree certification from major advisor or department chairperson due in Graduate Office
		NJC/JKol	Dietrich School Nominating Committee	Nominating Committee meets to receive charge from Dietrich School Dean. Submit slate of nominees to stand for election to vacancies on Dietrich School and University committees.
	Week 3	Dept.	Registrar	Fall term grade rosters due (see Grades and Related Dates Calendar)
		Dept.	LH	Employee Records or Appointment Forms for spring term part-time faculty (spring term only) due in Dietrich School Dean's Office as early as possible, but no later than cut-off date distributed separately after Payroll deadline has been announced
		Dept.	CW	Employee Records or Appointment Forms for spring term staff and students (spring term only) due in Dietrich School Dean's Office as early as possible, but no later than cut-off date distributed separately after Payroll deadline has been announced
		NJC/JKol	Dietrich School PBC	Dietrich School PBC meets
		JKol	Dietrich School Council, Dietrich School PBC	Notify committee members of spring meetings

		Dept.	JFK	Recommendations due in Dietrich School Dean's Office regarding renewal/non-renewal of full-time, non-tenure stream faculty (e.g. Research or Clinical Professors, Research Associates, Lecturers, Laboratory and Assistant Instructors), with less than 5 full years of continuous service, whose contracts expire at the end of April. (Persons holding these types of appointments with different expiration dates should receive notice 3 1/2 months prior to the termination of the contract.)
<i>January</i>	Week 1	----	----	Spring term classes begin
		Dept.	AF	Dossiers due in Dietrich School Dean's Office for promotion to full Professor effective the beginning of the next academic year
		Dept.	JFK	Begin making recommendations to Dietrich School Dean's Office regarding renewal of Assistant Professors who are completing their third year of service
		KB/RR	Dept.	Notification of fall-spring TA/TF allocations to Departments
		KO/CM	Dept.	Publish Second Notice of Faculty Grants Guidelines and Deadline in Dietrich School Gazette
		Dept.	TBD	TA/TF/GSA Federal Work Study (FEDWS) financial aid packets due in Graduate Office
	Week 2	BV	Dept.	Request for submission of End of Year Operating Budget projection for next fiscal year using December levels as a basis for the projection
		NJC/JKOl	Dietrich School Council	Dietrich School Council meets and selects date of Spring Full Faculty meeting
		NJC/JKOl	Dietrich School PBC	Dietrich School PBC meets
		Dept.	BV	End of Year Operating Budget projection for next fiscal year due using December levels as a basis for the projection

	Week 3	Faculty	Fac. Grants Chair	Proposals for Dietrich School Faculty Research Grants for next summer term due	
		Dietrich School Nominating Committee	NJC/JKol	list of nominees for Dietrich School and related Councils and Committees due	
		Dept.	JM	Roster detailing teaching responsibilities for each Department for current spring term	
		Dept.	BM/JK/TBD	Dept. enter summer Course Descriptions online	
		JFK	Dept.	Ancillary Budget request	
	Week 4	KB	Dept.	Summer term budget confirmed to departments	
		----	Dietrich School PBC	Dietrich School PBC meets	
	<i>February</i>	Week 1	Dept.	RW	Mellon pre-doctoral fellowships rank-ordered list due in Graduate Office (Humanities include rank-ordered list for Provost's Humanities Fellowships.)
			Dept.	TBD	Begin Ancillary budget submissions
			NJC/JKol	Dietrich School Council	Dietrich School Council meets
JKol/CM			Dept.	Publish Spring Full Faculty Meeting agenda and slate of candidates for Dietrich School and related Councils and Committees in the Dietrich School Gazette (2wks prior to mtg)	
----			Dietrich School PBC	Dietrich School PBC meets	
Week 2		Faculty	Chairs	Spring term Faculty Activity Reports due from faculty members to Chair	
		----	Dietrich School PBC	Dietrich School PBC meets	

	Week 3	Dept.	JFK	Recommendations due in Dietrich School Dean's Office regarding renewal of Assistant Professors who are completing their third year of service
		Dept.	BM/TBD/JK	Dept. enter fall Course Descriptions online
		KB/RR	Dept.	Departments receive notification about graduate placement data collected for Dietrich School
		Dept.	JFK	Recommendations due in the Dietrich School Dean's Office regarding renewal of full-time tenure stream Instructors whose contracts terminate at the end of the current academic year
		----	----	Summer term registration begins
		NJC/JKOl	Dietrich School PBC	Dietrich School PBC meets
	Week 4	Dept.	JKOl	Nominating Petitions for Dietrich School and related Councils and Committees due in the Dietrich School Dean's Office
		Dept.	KB/RR	Departments' responses required for graduate placement data collection in Dietrich School
		NJC/JKOl	Dietrich School PBC	Dietrich School PBC meets
		----	----	Honors Convocation (see University Academic Calendar)
NJC/JKOl		----	Spring Full Dietrich School Faculty Meeting held - elect members to Dietrich School and related councils/committees/boards	
<i>March</i>	Week 1	Dept.	AF	Dossiers due in Dietrich School Dean's Office for Senior Recruitment with tenure
		Dept.	MMC	begin staff performance appraisals
		Dept.	TBD	Ancillary Budget submissions due
		NJC/JKOl	Dietrich School Council	Dietrich School Council meets
		LH	Dept.	Begin publishing summer term Payroll Examples on the Web

		Program Directors	JFK/JW	Request for IDP (Interdisciplinary Program Funding) due
		NJC	Provost	Dietrich School Planning Document due
		NJC/JKol	Dietrich School PBC	Dietrich School PBC meets
	Week 2	NJC/AF	Chairs	Request names for departmental representatives on Tenure Council for next academic year
		NJC	Provost	Promotion to Professor actions due in Provost Office March 15
		LH	CW/LH/MR	Begin preparing Employee Records or Appointment Forms for summer term full-time and part-time faculty
		BV	Dept.	Request update of Operating Budget projection for fiscal year. Use February levels as basis for projection.
		Provost	Deans, Chairs, and Program Directors	Memo requesting Conflict of Interest Reports be submitted online, with reporting of outside interests and/or potential conflicts through the Dean's Office
		JFK/EAW	Chairs	Reminder to submit Conflict of Interest Reports
		Dept.	JT	Deadline (March 15) for proposals for new courses for next spring due in Undergraduate Office
		----	Dietrich School PBC	Dietrich School PBC meets
	Week 3	JFK	Program Directors	Response to Program Directors' requests for IDP funding
		Dept.	LK	List of summer term GSRs due in the Graduate Office, to provide summer term tuition remission
		LH	Dept.	Publish summer term Payroll Examples on the Web
		----	----	Fall term registration begins
	Week 4	LH	CW/LH/MR	Employee Records or Appointment Forms for summer term full-time and part-time faculty due in the Dietrich School Dean's Office

April	Week 1	KB/RR	Dept.	Departments notified of annual graduate program reporting requirements
		NJC/EP	Assoc. Deans, Named Profs & Chairs	Letters requesting annual activity reports (due last week of May); letter to Chairs requesting performance assessments of named and endowed professors in their Dept.. (due last week of June); letter to Chairs requesting Departmental activity reports (due last week in May)
	Week 2	NJC/JKol	Dietrich School Council	Dietrich School Council meets
		Chairs	NJC/EP	Begin creating Departmental activity report. This need not exceed a few pages and should be limited to summarizing unusual developments, such as the initiation or termination of degree or certificate programs, newly sponsored or discontinued journals, special lecturer series or colloquia, faculty research support, unusual research findings and faculty publication reports.
		Dept.	CW/LH/MR	Begin preparing Employee Records (ER) or Appointment Forms for 4-Week #2, 6-Week #2 Payroll
		Dept.	CW	Employee Records or Appointment Forms for summer term staff and students due in Dietrich School Dean's Office
		Dept.	AF	Department selection of members of Tenure Council
		Dept.	RW	MA/MS/MFA/PhD April degree certification from major advisor or department chairperson due in Graduate Office
		Dept.		
	Week 3	LH	Dept.	Begin publishing fall & fall/spring term Payroll Examples on the Web
	Week 4	AF	Tenure Council	Request schedules for fall term
		NJC/JKol	Dietrich School PBC	Dietrich School PBC meets

		Chairs	JFK/EAW	Conflict of Interest Management Reporting Forms due
		----	----	Annual Commencement Convocation (see University Academic Calendar)
May	Week 1	Dept.	CW/LH/MR	Employee Records (ER) or Appointment Forms for 4-Week #2, 6-Week #2 Payroll due in Dietrich School Dean's Office
		Dept.	Registrar	Spring term grade rosters due (see Grades and Related Dates Calendar)
	Week 2	Dept.	MMC	Staff performance appraisals due (May 15)
		LH	Dept.	Publish fall & fall/spring term Payroll Examples on the Web
		Dept.	CW/LH/MR	Begin preparing Employee Records (ER) or Appointment Forms for 4-week #3
		Dept.	CW	Begin preparing Employee Records (ER) or Appointment Forms for fall term September new hires and reappointments for graduate students who do not have a summer appointment
		JFK/EAW	Provost	Conflict of Interest Forms due
	Week 3	Chairs	NJC/EP	Departmental activity report due. This need not exceed a few pages and should be limited to summarizing unusual developments, such as the initiation or termination of degree or certificate programs, newly sponsored or discontinued journals, special lecturer series or colloquia, faculty research support, unusual research findings and faculty publication reports.
		Dept.	KB/RR	Department allocation reports due to Graduate Studies
		NJC/JKol	Divisional Chairs	Divisional Chairs notified of their upcoming position on Dietrich School Council
		Dept.	TBD	Roster detailing teaching responsibilities for each Department for current summer term and sessions

		Assoc. Deans, Named Profs & Chairs	NJC/EP	Annual activity report of the past year's activities of the chairs and the chaired/named professors due in Dietrich School Dean's Office. The statement should include comments about teaching, research, and professional service.
		JKol	Staff	Election of Staff Member to Dietrich School PBC (begin process)
	Week 4	Dept.	CW	Employee Records (ER) or Appointment Forms for fall term September new hires and reappointments for graduate students who do not have a summer appointment due in Dean's Office as early as possible, but no later than cut-off distributed separately
		Dept.	Institutional Research	Summer term/sessions Faculty Activity Reports due in Office of Institutional Research, 1917 Cathedral of Learning
<i>June</i>	Week 1	NJC/JW	Dept.	Memo sent requesting annual performance review of faculty members
		Dept.	CW/LH/MR	Employee Records (ER) or Appointment Forms for 4-week #3 due in Dean's Office
	Week 2	NJC/EP	Chairs	Notification of faculty deadlines
		Dept.	CW	Begin preparing Employee Records (ER) for fall term September reappointments for graduate students whose summer appointment was submitted, but department has not received a turn-around ER reflecting the change
		Chairs	NJC/EP	Performance assessments of named and endowed chairs due
	Week 3	Dept.	CW	Employee Records (ER) for fall term September reappointments for graduate students whose summer appointment was submitted, but department has not received a turn-around ER reflecting the change, due in Dean's Office as early as possible, but no later than cut-off distributed separately
		NJC	Provost	Annual Dietrich School of Arts and Sciences Report

		KO/CM	Dept.	Provide faculty grants winners for publication in Dietrich School Gazette	
July	Week 1	Dept.	JFK	Departments may begin requesting permission to advertise regular T/TS/NTS lines	
		NJC/JW	Dept.	Memo sent for solicitation of faculty recruitment request	
		Dept.	LK	List of fall term GSRs due in the Graduate Office, for fall term tuition remission	
	Week 2	JKol	Dietrich School Council, Dietrich School PBC	request schedules for Fall Term	
		Dept.	JFK/JW	Copies of Annual performance review of faculty members due	
		KL	Dept.	Preliminary Rosters to be distributed and reviewed for use in annual salary increases	
	Week 4	Dept.	Institutional Research	Summer Term and Session II Faculty Activity Reports due to Office of Institutional Research, 1917 Cathedral of Learning	
		NJC/MC	Chairs	Annual salary review guidelines and rosters contingent upon receipt of allocation and instructions from the Provost/Budget Office to Dean's Office. Timetable distributed for return of recommendations and preparation of Employee Records for manual processing.	
	August	Week 1	NJC/JW	Provost	Recommendations due in Provost Office August 1 for new Chairs effective September 1
			EP	Chairs & Directors	invitations to New Chairs and Directors Meeting and Annual Chairs & Directors Meeting
Dept.			CW	Begin preparing Employee Records (ER) for fall term September reappointments for graduate students who had a separate appointment in August, or any last-minute assignment	

		Dept.	JFK/JW	Faculty Recruitment Requests due
		JKol	Dietrich School Council, Dietrich School PBC	announce schedule of Fall meetings
	Week 2	NJC/AF	----	Prepare report of the Tenure Council
		Dept.	CW	Employee Records (ER) for fall term September reappointments for graduate students who had a separate appointment in August, or any last-minute assignment, due in Dean's Office as early as possible, but no later than cut-off distributed separately
		JFK/AF	Dept.	Send Secondary Interest Questionnaires for new Senior faculty and newly tenured faculty
		----	----	Summer term ends
		Dept.	Registrar	Summer term grade rosters due
	Week 3	Dept.	RW	MA/MS/PhD August degree certification from major adviser or department chairperson due in Graduate Office