

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 1st 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

04 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 23 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

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

27 Effective date for faculty appointments and reappointments commencing Spring 2025

Spring Semester Begins

31 Winter 2024 Grades Due

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 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)

18 Good Friday

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)

21 DOCTORAL HOODING CEREMONY

GRADUATE COMMENCEMENT

22 UNDERGRADUATE COMMENCEMENT

26 Holiday (Memorial Day)

30 Spring 2023 Grades Due Online

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)

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

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(*) 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