

2023-2024 Physics Administration Calendar

Physics Faculty Important Dates

August 22, 2023	School year begins
September 14, 2023	Faculty retiree gathering.
October 1, 2023	Grad Studies Office provides each faculty a table with their grad student support information for SP23 by email.
October 6, 2023	Faculty hiring proposal and process documents provided to faculty
October 15, 2023	SP23 GTA requests for post 2 nd year students due to Grad Studies Office
October 15, 2023	The updated grad student support tables** for Spring is due to the grad studies office (email: dunlap.151@osu.edu)
October 15, 2023	Notification of any possible grad student support extenuating circumstances*
November 3, 2023	Call for SA and FPL proposals requests from the Chair Office
November 3, 2023	Teaching assignments requests from Vice chair of Administration
November 3, 2023	Physics Faculty Search Proposal for 2024-25 due to Chair's office
November 9 and 16	Presentations of faculty search proposals
November 15, 2023	Deadline to submit to the Physics HR Consultant (Kim Steele: steele.663@odu.edu) and Physics Grad Coordinator (Kris Dunlap: dunlap.151@osu.edu) postdoc transfer requests for graduating grad students continuing as a postdoc at OSU
November 15, 2023	Deadline to resolve with the Grad Studies Office extenuating circumstances issues* with graduate student support
November 30, 2023	Last day for changes to graduate appointments & GTA pool closes for processing.
November 30, 2023	PRC presents top three proposals to faculty
December 5, 2023	Faculty Holiday party, 6-8:30 pm at Understory
December 8, 2023	SA and FPL applications for 2023-24 to the Chair Office
December 8, 2023	Teaching requests for 2023-24 due to the Chair Office
December 8, 2023	Call for Faculty Annual Information from the Chair Office
December 14, 2023	Staff Holiday Party
December 15, 2023	Target date to complete SP24 teaching assignments
January 19, 2024	Annual Review Spreadsheets are made available from the Chair Office to the faculty as part of submitting Faculty Annual Information



January 26, 2024	Department Winter Party
February 15, 2024	Grad Studies Office provides each faculty a table with their grad student support information for SU23 by a OneDrive shared folder.
March 1, 2024	SU23 GTA requests for post 2 nd year students due to Grad Studies Office
March 1, 2024	The updated grad student support tables** for Summer is due is due to the grad studies office (email: dunlap.151@osu.edu)
March 1, 2024	Notification of any possible grad student support extenuating circumstances*
March 15, 2024	Annual review information due
March 15, 2024	Deadline to submit to the Physics HR Consultant (Kim Steele: steele.663@odu.edu) and Physics Grad Coordinator (Kris Dunlap: dunlap.151@osu.edu) postdoc transfer requests for graduating grad students continuing as a postdoc at OSU
March 15, 2024	Deadline to resolve with the Grad Studies Office extenuating circumstances issues* with graduate student support
March 30, 2024	Last day for changes to graduate appointments & GTA pool closes for processing.
March 31, 2024	End of annual performance period for staff
April 21, 2024	Call for Committee Assignment requests from the Chair Office
April 23, 2024	Spring Picnic
April 28, 2024	23-24 teaching assignments are due to the faculty from the Vice Chair for Administration.
May 15, 2024	Grad Studies Office provides each faculty a table with their grad student support information for AU23 via a OneDrive shared folder.
June 1, 2024	AU GTA requests for post 2 nd year students due to Grad Studies Office
June 1, 2024	The updated grad student support tables** for Summer is due is due to the grad studies office (email: dunlap.151@osu.edu)
June 1, 2024	Notification of any possible grad student support extenuating circumstances*
June 15, 2024	Deadline to resolve with the Grad Studies Office extenuating circumstances issues* with graduate student support
June 30, 2024	Last day for changes to graduate appointments & GTA pool closes for processing.
July 1, 2024	Deadline to submit to the Physics HR Consultant (Kim Steele: steele.663@odu.edu) and Physics Grad Coordinator (Kris Dunlap: dunlap.151@osu.edu) postdoc transfer requests for graduating grad students continuing as a postdoc at OSU
July 4, 2024	End of annual performance period for staff



July 5, 2024	Annual review letters sent to faculty
July 12, 2024	Questions and Feedback on Annual Review Letter is due to the Chair.
July 31, 2024	Target date to complete AU24 teaching assignments
August 1, 2024	Committee Assignments from the Chair due to the faculty
August 22, 2024	Committee Charges from the Chair due to the Department

**An “extenuating circumstances” request means that the PI has a legitimate concern/uncertainty that funding or other critical information will change in the next few weeks. For example, the PI has a pending grant, or is uncertain whether a senior grad student will graduate during the current semester. Not acceptable as “extenuating circumstances” is that the PI has not yet thought about/reviewed their funding situation by the due date. During any term there should only be a few “extenuating circumstances” requests.*

***Grad info is for all students a PI intends to work with, including Biophysics, Biochem, Chemphysics, and Engineering grad students.*

ODP, Release Time and Cost Share

Requests should be submitted by the beginning of each month for ODP, Release Time, and Cost Share

Confirmed Faculty Meetings

Every Thursday 3-5pm during the Fall and spring semester (hold time for potential additional meetings.)

August 31

September 14 - (if needed)

September 21- Full Faculty and Associate Faculty only, Promotion & Tenure

October 5 - Full Faculty and Associate Faculty only, Promotion & Tenure

October 12 - Hold for tenure review for the Timashev Endowed Chair Applicant.

October 26 - Dean Susan Olesik

November 2 - (if needed)

November 9 - Presentations of faculty search proposals

November 16 - Presentations of faculty search proposals

November 30- PRC presents recommendations for hiring proposals

December 7 (if needed)

Spring meetings TBD

