

2024-2025 Physics Administration Calendar

Physics Faculty Important Dates

August 16, 2024	Alpheus Smith Lecture events
August 20, 2024	School year begins
August 29, 2024	Committee assignments from the Chair
September 12, 2024	Faculty retiree gathering-Blackwell.
September 18, 2024	Staff breakfast with the Chair
October 1-4, 2024	Grad Studies provides each faculty a table with their grad student support information for SP25 by emailing support table link
October 5, 2024	Faculty hiring proposal and process documents will be provided to faculty
October 15, 2024	SP25 GTA requests for post 2 nd year students are due to Grad Studies
October 15, 2024	SP25 grad student support tables** are due to Grad Studies using the faculty support sheets on the Physics Faculty Information team
October 15, 2024	Deadline to notify Grad Studies of any possible grad student support extenuating circumstances*
November 1, 2024	Call for SA and FPL proposal requests from the Chair's office
November 1, 2024	2025-26 Faculty Teaching assignment requests will be sent out from Vice Chair of Administration to the faculty
November 1, 2024	Deadline for grad students to complete candidacy exams to be eligible for a SP25 salary increase
November 3, 2024	2025-2026 faculty search proposals are due to the Chair's office
November 7 and 14	Presentations of faculty search proposals
November 15, 2024	Deadline to submit transfer requests to Sabrina Dye.283 and Kris Dunlap.151 for graduating grad students who are continuing as OSU postdocs or researchers
November 15, 2024	Deadline to resolve SP25 grad student support extenuating circumstances* with Grad Studies
November 21, 2024	PRC presents top three proposals to faculty
November 30, 2024	GTA pool closes for processing
December 5, 2024	Faculty Holiday party
December 6, 2024	2025-26 SA and FPL applications are due to the Chair's office
December 6, 2024	2025-26 teaching requests are due to the Chair's office
December 6, 2024	Call for Faculty Annual Information from the Chair's office



December 13, 2024	Staff Holiday Party
December 15, 2024	Target date to complete SP25 teaching assignments
January 31, 2025	Annual Review Spreadsheets are made available from the Chair's office to the faculty as part of submitting Faculty Annual Information
February 1, 2025	Grad Studies provides each faculty a table with their grad student support information for SU25 by emailing support table link
February 7, 2025	Department Winter Party
February 15, 2025	SU25 grad student support tables** are due to Grad Studies using the faculty support sheets on the Physics Faculty Information team
February 15, 2025	SU25 GTA requests for post 2 nd year students are due to Grad Studies
February 15, 2025	Deadline to notify Grad Studies of any possible grad student support extenuating circumstances*
March 14, 2025	Annual review information due
March 15, 2025	Deadline to submit transfer requests to Sabrina Dye.283 and Kris Dunlap.151 for graduating grad students who are continuing as OSU postdocs or researchers
March 15, 2025	Deadline to resolve SU25 grad student support extenuating circumstances* with Grad Studies
March 23-24, 2025	Grad Open House
March 30, 2025	GTA pool closes for processing
March 31, 2025	End of annual performance period for staff
April 1, 2025	Deadline for grad students to complete candidacy exams to be eligible for a SU25 salary increase
April 21, 2025	Call for Committee Assignment requests from the Chair's office
April 22, 2025	Spring Picnic
April 28, 2025	2025-26 Faculty Teaching assignment requests will be sent out from the Vice Chair of Administration
May 1, 2025	Start date for graduate student annual reviews
May 1, 2025	Grad Studies provides each faculty a table with their grad student support information for AU25 by emailing support table link
May 15, 2025	AU25 GTA requests for post 2 nd year students are due to Grad Studies
May 15, 2025	AU25 grad student support tables** are due to Grad Studies using the faculty support sheets on the Physics Faculty Information team
May 15, 2025	Deadline to notify Grad Studies of any possible grad student support extenuating circumstances*
June 1, 2025	Staff annual performance evaluations are due to ASC

June 15, 2025	Deadline to resolve AU25 grad student support extenuating circumstances* with Grad Studies
June 30, 2025	GTA pool closes for processing
June 30, 2025	Deadline for completing pre-candidacy graduate student annual reviews
July 1, 2025	Deadline to submit transfer requests to Sabrina Dye.283 and Kris Dunlap.151 for graduating grad students who are continuing as OSU postdocs or researchers
July 1, 2025	Deadline for grad students to complete candidacy exams to be eligible for an AU25 salary increase
July 5, 2025	Annual review letters sent to faculty
July 12, 2025	Questions and feedback on annual review letter is due to the Chair
July 31, 2025	Target date to complete AU25 teaching assignments
August 8, 2025	Committee assignments from the Chair are due to the faculty
August 15, 2025	Deadline for completing post-candidacy graduate student annual reviews
August 19, 2025	Committee charges from the Chair are 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 2:45-4:45pm during the fall and spring semesters (hold time for potential additional meetings)

August 29

September 12

September 26

October 3

October 17

October 31

November 7 – Presentations of faculty search proposals

November 14 - Presentations of faculty search proposals

November 28 – PRC presents recommendations for hiring proposals

December 5

Spring meetings TBD