

School of Medicine (SOM) FACULTY LIFE (FL) CALENDAR Annual Faculty Processes

Legend:	■ New FY Promotion, Tenure & Appt Committee (PTAC)	■ Post-Tenure Evaluations (PTE)
	■ Adjunct Reappointments	■ Evaluations
	■ "Last Call" PTAC	■ SOM Events
	■ Fiscal Year (FY)	■ MOAs

DURING THE MONTH(S) OF:	Key Dates	Description
JANUARY	Jan 1	"Last Call" PTAC - Due April : Only those packets listed below to be effective in current FY or Sept 1 of upcoming FY. Full PTAC packets needed: 1. Initial appointment above Asst. Prof. rank and/or Tenure request. 2. Emeritus
	Early Jan	Start of the upcoming FY PTAC: AFSA'S annual broadcast email notice. Exact due date sent in Faculty Facts & FAQs newsletter.

JANUARY- MARCH	Jan-March	Annual SOM PTAC Workshop
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MARCH - APRIL	March - April	End current FY PTAC: AFSA notifies SOM Dean of final PTAC results to be effective Sept. 1 for the upcoming FY, including potential appeals. Dean notifies Department Chairs about any appeals to be resolved before all results are released together. FL will send results via email notice to Department Chairs.
	March - April	PTE: FL sends departments templates as soon as made available by UT System.
	March - June	PTE: Department cross-checks with FL list of faculty due for upcoming FY PTE, then sends 6-month advance notice.
	April 1	Adjunct Faculty reappointments: Departments annually evaluate Adjunct faculty before reappointment (internal PTAC) due date in June. *FL to send staggered due dates for submission.
	April 1	"Last Call" PTAC due

MAY- JUNE	May-June	Remember to conduct Annual Faculty Evaluations before budget meeting - All faculty positions (including adjunct/adjoint). When coincides with faculty member's Administrative review (has an A&P appt.), confirm details with FL.
	Late May	SOM Graduation

JUNE-JULY	May - June	Adjunct Faculty without salary (WOS) - Reappointments: Submit on or before staggered departmental due dates.
	Late June	Adjunct Faculty WOS Initial Appointments - Final due date for initial Adjunct WOS appointments for 9/1 effective date.
	June-July	Departments complete Annual Faculty Evaluations prior to budget meetings. FL sends evaluation certification form to departments: Due to FL by Aug. 1st. All faculty positions (including adjunct/adjoint).
	June-July	SOM Faculty submit interest preferences for SOM Committee service
	Late July	SOM White Coat Ceremony

AUGUST	Aug	PTE Reporting due to FL before FY end: 1. Results Letter (template) 2. UTS Report (UTS template) 3. Final list of faculty due to undergo PTE in new FY.
	Aug 1	Certification of Completion of Faculty Members' Annual Evaluation Review form DUE from Dept. Chair to FL AUG. 1st (SOM Dean Deadline).
	Aug 31	End of Fiscal Year
SEPT-DEC	Sept 1	New Fiscal Year
	Sept 1	Prior FY PTAC: UT BOR-approved UTHSCSA PTAC decisions become effective
	Sept 1 - 15	New FY PTAC: Departments submit the following items to FL: 1. Completed template list of faculty names for PTAC count. 2. Upload all PTAC packets on SharePoint site.
	Sept 1	PTE: Departments can start reviews after 6-months' advance notice.
	Sept - Oct	SOM New Faculty Orientation Session
	Oct	UTHSCSA PTAC in session through March
	Oct - Nov	MOAs: FL will issue MOAs to departments with detailed instructions.
	Dec 1	MOAs: Due per email instructions received