

## SUFFOLK UNIVERSITY FACULTY CALENDAR 2023-2024

### July 1, 2023

- Suffolk University Fiscal Year 2024 begins (FY24)
- Phased Retirement Benefits begin for those who, in the previous fiscal year, elected to enter the program

### August 2023 (or earlier)

- Deans submit faculty search requests to the Provost for searches to take place in FY24 (faculty to begin July 2024, which is FY25)

### August 25, 2023

- Program Review – By this date, all programs undergoing review should request any additional information needed for review from the respective Dean and the Office of Institutional Research

### September 5, 2023

- Convocation for incoming first-year undergraduates and transfer students
- Final date for faculty to notify the Dean that they wish to withdraw from a previously scheduled tenure and/or promotion review process

### October 2, 2023

- Sabbatical Leave Applications and planned Unspecified Leave Applications (see Faculty Handbook) are due to the Department Chair and Dean (LAW – Associate Deans and Dean)
- Faculty wishing to enter the Standard Phased Retirement Benefit to begin in July, 2024 must notify the Office of Human Resources by this date

### December 4, 2023

- Dean's recommendations regarding sabbaticals and budget replacement plan for proposed sabbaticals must be submitted to the Provost's Office

### January 5, 2024

- All required recommendations and supporting documents regarding tenure, promotion and emeritus/emerita candidate applications are due in the Provost's office on or before this date
- Program Review – Program Self-Study must be submitted to Dean's office

### February 1, 2024

- Deadline for final approval by the Dean and/or Provost of significant curricular changes to be included in the academic catalog for the 2024-2025 academic year. Examples include but are not limited to the creation/elimination of a major, minor, concentration, or certificate. Note that creation or elimination of a graduate degree program or undergraduate major requires additional approval by the Board of Trustees, which may occur after February 1.

### February 1-2, 2024

- Board of Trustees reviews all recommendations for tenure, promotion (both NTT and tenured faculty), and emeritus/emerita status

**March 6, 2024**

- Sabbatical Leave decisions reported to applicants by the Provost
- Those intending to retire effective June 30 should submit notice of their plan to retire to their Dean

**April 1, 2024**

- Final day for any faculty member seeking review for tenure and/or promotion in the following year to submit a formal written request to their Dean for such review
- Deadline for opting into the Limited Phased Retirement Benefit for July 2024-June 2025

**May 1, 2024**

- Program Review – All additional comments from faculty, Department Chairs, Program Directors, etc. must be submitted to the Dean.

**May 15, 2024**

- Program Review – Final report including supporting materials and Dean's proposed action plan regarding each program reviewed must be submitted to the Provost, Department Chair and/or Program Director

**May 19, 2024**

- Commencement Day, Class of 2024

**June 13 - 14, 2024**

- Board of Trustees reviews proposed amendments to the University Faculty Handbook
- Board of Trustees reviews proposed creation or elimination of degree programs

**June 17, 2024**

- Program Review – Provost's response for each Program Review received by May 15 is due to the Dean

**June 30, 2024**

- Suffolk University Fiscal Year 2024 ends

