

CALENDAR OF ANNUAL ACTIVITIES

BETWEEN DEPARTMENTS AND DEANS OFFICE

Month	Deadline Date	Activity	Forms	Responsible party
June/July	7/31	Chair evaluation by faculty	Sent to faculty by IT	Faculty/Administrator
June/July	7/31	Chair performance expectations by Dean	Sent to Lorraine by IT	Dean's Office
August/September	9/30	Departmental Annual Reports	Standard; available on www.stonybrookmedicalcenter.org/facultyaffairs , under: For Departments/Administrators	Chair/Administrator
September-October	10/31	Individual faculty annual reviews	Forms sent to faculty by IT	Chair/Division Heads
October-December	12/15	Faculty Scorecards	Forms sent to depts by Dean's Office	Chair/Administrator/Faculty
January	1/31	Renewals of Contracts		Deans Office
February- June		Budget Meetings with Dean & CEO		Chair/Administrator
Sample forms are available at faculty affairs website (www.stonybrookmedicalcenter.org/facultyaffairs) under: For Departments/Administrators				