

UAB Heersink School of Medicine and UAB Medicine

Administrative Dates & Deadlines

TYPICAL ORDER

- Finance items
- Research Operations items
- Human Resources items
- Faculty Affairs items

OCTOBER

- Effort Reports (April – September) are Burst
- Begin Clinical Compensation Plans processes for upcoming year
- HSF updated A/P and Payroll signature forms due
- HSF update of recurring journal entries for new year
- HSF Audit ongoing thru December (audited results presented to HSF BOD in January)
- HSF Pre-1986 Deferred Comp Plan – requests sent to participants for new CY direction to defer – due back 12/31 – will request EA assistance to obtain missing documents
- Major NIH Grant Deadline
- UAB and HSF Benefits Open Enrollment
- Kickoff of Flu Vaccine Compliance Project
- Process Faculty Promotion documents, including ACT and PAF
- Faculty promotion guidelines and instructions provided for the upcoming cycle
- Initial request for Pittman Scholar nominations

NOVEMBER

- Effort Reports (April – September) due 11.30
- Annual Space Survey due 11.30
- UAB Medicine Staff Performance Reviews in SuccessFactors are due 11.30
- Begin Faculty Promotion Packets (Dept deadlines vary between Nov - Feb)
- Initial call for Faculty Council nominations (targeted to departments w/o representation)
- BOT Meeting <https://www.uab.edu/boardliaison/calendar>

DECEMBER

- Axiom Commitment Ledger Due (project open Nov – early Dec)
- HSF – MASA memberships requested from departments
- HERD [Higher Education Research and Development] Financial Expenditure Report due
- Submit quarterly data on research-intensive faculty, including new hires + departures
- Medical Licensure/ACSL
- Process Merit HSF (Workgroup C) for January 1st
- ARC Program Disbursements
- LEM/ARC Goal Development: exact timing can vary from year to year, based on when overall organizational goals are finalized, but this generally occurs between Dec & Feb

- Initial call for Dean's Excellence Award nominations
- Initial call for Ferniany Award nominations
- Deadline for Pittman Scholar nominations

JANUARY

- Process Compensation Plan UAB ACT Documents & HSF
- Annual Faculty Data Form Data Review
- Faculty Council Elections

FEBRUARY

- Between February - April: Clinical Departments will collect market data and solicit stakeholder input. In addition, a preliminary UAHSF budget and faculty recruitment review will be conducted to confirm net new faculty (planned recruiting activities involving clinical faculty).
- Hospital LAIP incentive plan disbursements (clinical leaders)
- Major NIH Grant Deadline
- Grant At Risk Plans
- Deadline for Dean's Excellence Award nominations
- Deadline for Ferniany Award nominations
- BOT Meeting <https://www.uab.edu/boardliaison/calendar>

MARCH

- Initial data verification process for state allocations/budget process
- Review HSF payroll and expenses, as the initial preparation step for HSF budget. March data is generally loaded to Axiom
- Complete HSF physician hire worksheet for budget
- Between March - May: Clinical Departments develop recruitment plans and submit (narrative, proforma) to UAHSF for resource allocation and coordination review (planned recruiting activities involving clinical faculty)
- UAB Asset Inventory
- Submit quarterly data on research-intensive faculty, including new hires + departures
- Faculty promotion packets due to HSOM (Tenure Track, NTE Track, and Academic Clinician Track)
- Medicine Engagement Survey – Administrators to review/revise survey hierarchy files (Note – the exact timing may vary here – but generally do survey in spring on even-numbered years)

APRIL

- Effort Reports (October – March) are Burst
- HSF Operating & Capital Budget process is initiated, including Projections & Volumes
- Hospital Operating Room and HVC Clinical Analysis, including current year projections and next fiscal year proposed case data for each hospital location
- HSF A-133 Federal Funds Audit (for select HSF departments)
- Between April – May: Clinical Departments recruitment plans are reviewed and approved by oversight committee. During this time, Department plans are reconciled with budget (planned recruiting activities involving clinical faculty)

- Board of Trustees Technology (IT) Plan
- BOT Meeting <https://www.uab.edu/boardliaison/calendar>

MAY

- Space Data verification process for state allocations/budget process
- HSF operating budgets due
- Effort Reports (October – March) are due
- Start processes for UAB Privileging Deadlines, ahead of the summer clinical hires
- Appeals of disapproved faculty promotions are due to HSOM (Tenure Track and NTE Track)
- Initial call for Brewer-Heslin Award nominations
- Initial request for HSF-GEF applications

JUNE

- HSF Budget Meetings
- Between June – September: Clinical Departments recruitment requests [i.e., those outside of the planned approval process and thus would be unplanned, unbudgeted] are submitted to HSF for review and approval (opportunistic recruiting activities involving clinical faculty). Please note that this assumes that departments can anticipate their upcoming fiscal year recruits and include that in the batch/planned approval process from March–May. Of course, that is not always the case and they will have “opportunistic” recruits (e.g., a new opportunity to expand services, an unplanned departure/retirement) that will undoubtedly occur after the department has submitted their FY recruitment plan. So, the departments would submit materials for these recruits throughout the FY, as these recruits are identified in real-time.
- Major NIH Grant Deadline
- Submit quarterly data on research-intensive faculty, including new hires + departures
- Medicine Engagement Survey Data Analysis and Results (Note: timing may vary based on actual survey administration dates)
- Appeals of disapproved faculty promotions are due to HSOM (Academic Clinician Track)
- Deadline for Brewer-Heslin Award nominations
- BOT Meeting <https://www.uab.edu/boardliaison/calendar>

JULY

- UAB Axiom Budget Due
- Department Annual Reviews, July - September
- Space Utilization Meetings with SOM Office of Research, July - September
- Major Start Date for New Faculty Hires, including Instructor Fellows and Clinical Fellowships
- UAB & HSF Performance Review Season, July – September, for all A, C, & F workgroups

AUGUST

- HSF Inventory Review (fixed assets reports sent from/due to HSF Finance)
- Tentative Merit Cycle Review
- Faculty nominations for Distinguished Professor and University Professor

SEPTEMBER

- HSF – clinical departments to update clinical FTE spreadsheet for UHC database
- Fiscal Year End Closeout including providing assistance, as needed, with financial audits
- HSF updated A/P and Payroll signature forms due
- Centers and Institutes annual progress reports are due to the OVPRED
- Submit quarterly data on research-intensive faculty, including new hires + departures
- Space Utilization Meetings with SOM Office of Research, July - September
- Begin Merit review (Workgroup A & F)
- Process Merit UAB (A & F) and Completion of Merit ACT Docs
- Faculty promotion spreadsheets to be completed by Administrators by mid-September
- FDFs for faculty promotion and tenure to be submitted/approved by end of September
- BOT Annual Meeting <https://www.uab.edu/boardliaison/calendar>
- ALBME Limited License COQ Renewal Application Acceptance Date