UAB Heersink School of Medicine & UAB Medicine
Administrative Deadlines & Key Deadlines
2022-2023

October

- Faculty P&T Announcement and Instructions for the upcoming cycle
- Major NIH Grant Deadline
- Effort Reports (April – September) are Burst
- Open Enrollment for Flu Shots
- 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
- UAB and HSF Benefits Open Enrollment
- Flu Shot Compliance Project (Note: flu shot deadline is now 10/31 with compliance reports available before then
- Initial request for Pittman Scholar nominations
- Fall Break

November

- Begin Promotion & Tenure Packets (Dept deadlines vary between Nov - Feb)
- Effort Reports (April – September) are due 11.30
- Annual Space Survey due 11.30
- NIH Grant Deadline, resubmission/revision/renewal
- Initial call for Faculty Council Nominations (targeted to departments w/o representation)
- UAB Medicine Staff Performance Reviews in SuccessFactors are due 11.30
- Thanksgiving Break
- BOT Meeting November 3-4, 2022, please see BOT liasion website for institutional deadline schedule
- SOM BOT Packet Deadline 11/7/22, for the February 2023 BOT Meeting

December

- Deadline for Pittman Scholar Nominations
- Annual Reporting/Updates for UAB Centers and Institutes
- Medical Licensure/ACSL
- Axiom Commitment Ledger Project
- Process Merit HSF (Workgroup C) for January 1, 2022
- HSF – MASA memberships requested from departments

- ARC Program Disbursements
- Christmas Break
- 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

January
- Process Compensation Plan UAB ACT Documents & HSF PAFs
- Departments to perform annual review to their clinical faculty compensation plans
- Faculty Council Elections
- Faculty Data Review
- SOM BOT Packet Deadline 01/30/23, for the April 2023 BOT Meeting
- Community Clinical Expansion Application Status Review
- Initial call for Will Ferniany Academic Medicine Leadership Award
- Pittman Scholar Progress Reports are Due
- Initial call for Dean's Excellence Award Nominations

February
- Major NIH Grant Deadline
- Space Status Updates (SOM Facilities)
- Grant 'At Risk' Plans
- 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)
- BOT Meeting February 2-3, 2023, please see BOT liasion website for institutional deadline schedule

March
- Initial data verification process for state allocations/budget process
- Faculty P&T Packets to be uploaded to SOM P&T Management Site beginning of March
- UAB Asset Inventory
- NIH Grant Deadline, resubmission/revision/renewal
- 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)
- Deadline for Dean's Excellence Award Nominations
- Faculty P&T Packets to be corrected and final submission uploaded by the end of March
- Clinical Departments develop faculty recruitment plans and submit (narrative, proforma) to UAHSF for resource allocation and coordinated review (planned recruiting activities involving clinical faculty)
- Spring Break
- SOM BOT Packet Deadline 03/27/23, for the June 2023 BOT Meeting
- Deadline for Will Ferniany Academic Medicine Leadership Award Nominations

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)
- Board of Trustees Technology (IT) Plan
- BOT Meeting April 13-14, 2023, please see BOT liasion website for institutional deadline schedule
- 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)
- Initial call for Brewer-Heslin Award for Professionalism in Medicine

May

- Space Data verification process for state allocations/budget process
- Data verification process for state allocations/budget process
- Effort Reports (October – March) are due
- HSF final operational budgets are due
- Start processes for UAB Privileging Deadlines, ahead of the summer clinical hires
- Pending Appeals for Faculty P&T are due to SOM

June

- Medicine Engagement Survey Data Analysis and Results (Note: timing may vary based on actual survey administration dates)
- Major NIH Grant Deadline
- 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.
- BOT Meeting June 8-9, 2023, please see BOT liasion website for institutional deadline schedule
- SOM BOT Packet Deadline 06/26/23, for the September 2023 BOT Meeting
- Deadline for Brewer-Heslin Award for Professionalism in Medicine

July
- Heavy Start Date for New Faculty Hires, including Instructor Fellows and Clinical Fellowships
- Fellow Residency web updates
- UAB Axiom Budget Due
- NIH Grant Deadline, resubmission/revision/renewal
- Community Clinical Expansion Application Status Review
- Department Annual Reviews, July - September
- Space Utilization Meetings with SOM Office of Research, July – September
- Initial call for nominations for Distinguished Professor and University Professor

August
- Department Annual Reviews, August - September
- Space Utilization Meetings with SOM OoR
- HSF Inventory Review (fixed assets reports sent from/due to HSF Finance)
- Employee Performance Evaluation Season, in August – September for Staff and Faculty (UAB & HSF)
- SOM BOT Packet Deadline 08/21/23, for the November 2023 BOT Meeting
- Tentative Merit Cycle Review

September
- Begin Merit review (Workgroup A & F)
- Process Merit UAB (A & F) and Completion of Merit ACT Docs – for 10/1/2023 deadline
- Process Faculty P&T, including ACT and PAF
- Fiscal Year End Closeout including providing assistance, as needed, with financial audits
- Department Annual Reviews, July - September
- Faculty P&T Spreadsheets to be completed by Administrators by mid-September
- FDFs for Faculty P&T to be submitted/approved by end of September
- HSF – clinical departments to update clinical FTE spreadsheet for UHC database
- Space Utilization Meetings with SOM Office of Research, July - September
- BOT Annual Meeting April 14-15, 2023, please see BOT liasion website for institutional deadline schedule
- ALBME Limited License COQ Renewal Application Acceptance Date 9/1/2023
- Tentative Merit Cycle Review
- HSOM Deadline for nominations for Distinguished Professor and University Professor

Note: HSF financial reconciliation processes occur during the first five business days of every calendar month.