Department of Oncology Annual Activities

Activity	January	February	March	April	May	June	July	August	September	October	November	December
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Queen's Annual Report for Clinical Faculty												
Notice of Annual Reports from FHS (Deccember)												
Preparation of Info for Reports & obtain CV's (Start December)												
Data Entry and Drafts to Faculty (January)												
Electronic submission of CV's to Dorry Hineman (January 31)												
Reports to Division/Department Head (January 31)												
Annual Report Meetings & Completion of Head's Assessment (February)												
Reports to Faculty Office (February 28)												
Queen's Annual Reports for GFT's												
Notice of Annual Reports from FHS (Deccember)												
Faculty to prepare for reports & update CV's (Deccember)												
Electronic submission of CV's to Dorry Hineman (February 3)												
Reports to Department Head (February 3)												
Annual Report Meetings & Completion of Head's Assessment + Merit												
Reports to Faculty Office (Includes Merit Sheet) (February 14)												
Head meets with Dean to review												
Merit letters to Faculty from FHS Office (April)												
Queen's Promotions												
Notice to Faculty (May 1)												
Intent to Apply Deadline (August 1)												
Application Preparation (September 1)												
Committee Deliberation and Recommendation to Deparmtent Head (Oct 30)												
Department Head recommendation to Faculty Office (Dec 15)												
Dean's Recommendation to Provost (by February 15th following year)												
Provost's Letter to Faculty (in following year Mar 15 to April 15)												
Queen's GFT Reappointments /Tenure (+1 week for Tenure)												
GFT Reappointments - Head sends notice (July 1) *-No renewals this year(*												
Intent to Apply Deadline												
Application Preparation (by September 15)												
Committee Deliberation and Recommendation to Deparmtent Head (Nov 1)												
Department Head recommendation to Faculty Office (Nov 15)												
Dean's Recommendation to Provost (Dec 1)												
Priincipal to inform applicant of decision (Dec 15, January 15th for Tenure)												
Queen's Adjunct Reappointments												
Adjunct 1's (1-3 year terms) includes cross appointments												
Adjunct 2 & 3's (Annual)												
Annual Hospital Reappointments for Oncology (Privileges)												
Notice from Medical Affairs Office (December)												
Completed Applications due in Departmental Office (February 7)												
Presentation at MAC meeting (March)												
Letters to faculty from Medical Directions Office (May)												
Residency Training Programs												
CaRMs for Medical Oncology - 1st iteration (October)												
CaRMs for Medical Oncology - 2nd iteration if required												
CaRMS for Radiation Oncology - 1st Iteration (January)												
CaRMs for Radiation Oncology - 2ndIteration if required												
New Residents Start								→				
Accreditation for Training Programs												
Internal Accreditation Prep - Medical Oncology Program June 16-17, 2015												→
Internal Accreditation Prep - Radiation Oncology Program May 14-15,2015												→
Note: Royal College Accreditation every 6 years (October 2011)												
Medical Students												
Rotating Observerships - May 26-30 & June 9-July 11, 2014												
Requests for Faculty Participation in UGME Cllinical Skills, Small Groups, Critical Enquiry's,OCSE's, and Admission Interviews (June)												
Oncology Teaching Blocks for MEDS 126 (March-April) Meds 481 (November). 2 Fall and 2 Winter Blocks for Clinical Skills												
Research												
Oncology Department Research Competiition Applications 2014 (TBD)												
Faculty of Health Sciences Research Day (June)												
Conferences												
ASTRO (January 19-21)												
CARO (August 25-28)												
NCIC Spring Meeting (May 2-4)												
SABC (December 9-13)												
ASCO (May 30-June 3)												