

PERSONNEL ACTIONS CALENDAR  
2018-2019

**SABBATICAL LEAVES for 2019-2020**

October 5 -- Faculty applications due to Department Chair  
October 19 -- Department Chair's recommendations due to Dean  
November 9 -- Dean's recommendations due to Provost

**LEAVES OF ABSENCE**

Spring 2019 Leaves

November 2 -- Faculty applications due to Department Chair  
November 9 -- Department Chair's recommendations due to Dean  
November 16 -- Dean's recommendations due to Provost

Fall 2019 Leaves

April 5 -- Faculty applications due to Department Chair  
April 12 -- Department Chair's recommendations due to Dean  
April 19 -- Dean's recommendations due to Provost

**REAPPOINTMENTS AND CONTINUING APPOINTMENTS**

First Year Appointments

November 1 -- Faculty portfolios due to Department Personnel Committee  
November 15 -- Department Personnel Committee's recommendations due to Department Chair  
December 1 -- Department Chair's recommendations due to School Personnel Committee  
December 15 -- School Personnel Committee's recommendations due to Dean  
January 15 -- Dean's recommendations due to Provost

Second Year Appointments

September 15 -- Faculty portfolios due to Department Personnel Committee  
October 1 -- Department Personnel Committee's recommendations due to Department Chair  
October 15 -- Department Chair's recommendations due to School Personnel Committee  
November 1 -- School Personnel Committee's recommendations due to Dean  
November 15 -- Dean's recommendations due to Provost

Third Year+ Appointments *(including full-time lecturers)*

February 1 -- Faculty portfolios due to Department Personnel Committee  
February 15 -- Department Personnel Committee's recommendations due to Department Chair  
March 1 -- Department Chair's recommendations for tenure-track faculty due to School Personnel Committee  
April 1 -- Department Chair's recommendations for lecturers and School Personnel Committee's recommendations for tenure-track faculty due to Dean  
April 15 -- Dean's recommendations due to Provost

**PROMOTIONS** *(including full-time lecturers)*

February 1 -- Faculty self-recommendations due to Department Personnel Committee  
February 15 -- Department Personnel Committee's recommendations due to Department Chair  
March 1 -- Department Chair's recommendations due to School Personnel Committee *(Lecturer Review Committee)*  
April 1 -- School Personnel Committee's *(Lecturer Review Committee's)* recommendations due to Dean  
April 15 -- Dean's recommendations due to Provost

**Please note:** If a date falls on a Saturday or Sunday, the deadline will be the following Monday.