

SCHOOL OF ARTS AND SCIENCES
PERSONNEL ACTIONS CALENDAR
2017-2018

SABBATICAL LEAVES for 2018-2019

October 6	--	Faculty applications due to Department Chair
October 20	--	Department Chair's recommendations due to Dean
November 10	--	Dean's recommendations due to Provost

LEAVES OF ABSENCE

Spring 2018 Leaves

November 3	--	Faculty applications due to Department Chair
November 10	--	Department Chair's recommendations due to Dean
November 17	--	Dean's recommendations due to Provost

Fall 2018 Leaves

April 7	--	Faculty applications due to Department Chair
April 14	--	Department Chair's recommendations due to Dean
April 21	--	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 <i>(Lecturer Review Committee)</i>
April 1	--	School Personnel Committee's <i>(Lecturer Review Committee's)</i> 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.