

SCHOOL OF ARTS AND SCIENCES
PERSONNEL ACTIONS CALENDAR
2019-2020

SABBATICAL LEAVES for 2020-2021

October 4	--	Faculty applications due to Department Chair
October 18	--	Department Chair's recommendations due to Dean
November 8	--	Dean's recommendations due to Provost

LEAVES OF ABSENCE

Spring 2020 Leaves

November 1	--	Faculty applications due to Department Chair
November 8	--	Department Chair's recommendations due to Dean
November 15	--	Dean's recommendations due to Provost

Fall 2020 Leaves

April 3	--	Faculty applications due to Department Chair
April 10	--	Department Chair's recommendations due to Dean
April 17	--	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.

