

Dean's Calendar, 2013-14

Due at Dean's Office	Material for Submission & Review	Notes, Notices, Submission Contents
October 1, 2013	Requests to department heads for expedited reappointment by faculty with qualified titles in the penultimate year of a current appointment.	Request includes copies of annual performance reviews for all years since last reappointment. Note eligibility requirements. (Collective Bargaining Agreement (CBA) Article 7.5.15).
October 1, 2013	Dossiers and recommendations for the reappointment of faculty in their second year of an initial 2-year appointment that ends August 14, 2014.	Provost's notice of reappointment decision no later than December 16, 2013.
November 15, 2013	Dossiers and recommendations for academic leave recommendations for AY 2014-15 .	Dossiers for academic leave must include: letter from department head; record of review at the departmental level; candidate's proposal; candidate's current vita; candidate's report on last academic leave (CBA, Article 25.2.1). Provost's notice typically by March 31, 2014.
November 22, 2013	Dossiers and recommendations for faculty seeking promotion and/or tenure but not reappointment.	Provost's notice typically no later than May 31. Promotion and tenure take effect August 15, 2014.
February 3, 2014	Dossier and recommendations for emerita/us status effective September, 2014.	Recommendations for emerita/us status must include: letter from academic department head, record of consideration and support at the department level, candidate's current vita.
March 3, 2014	Dossiers and recommendations for reappointment (and promotion, if applicable) for faculty in the second or later year of service whose appointments expire August 14, 2015.	Provost's notice no later than August 14, 2014. A faculty member seeking promotion and reappointment in the same academic year may submit only once and should do so on the applicable reappointment schedule.
April 7, 2014	Requests to extend a visiting faculty appointment for a second year.	Visiting appointments are extended to a second year only under special conditions; they are not extended beyond a second year.
April 14, 2014	Resignation and retirement notices.	Such notices may be submitted at any time but should be no later than the effective date.
At least 90 days in advance of the date of the proposed leave	Recommendations for professional, personal and child-rearing leaves .	Recommendations for professional leave must include: letter from department head; candidate's proposal and/or letter of invitation; candidate's current vita.

