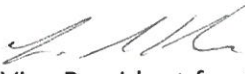




DATE: January 11, 2016  
TO: Department Chairs  
FROM: Lon S. Kaufman   
Acting Provost & Vice President for Academic Affairs  
RE: Distinguished Lecturers Reappointments

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As you know, Distinguished Lecturer reappointments will come before the Faculty Personnel & Budget Committee for discussion on April 19, 2016. In order to meet this deadline, I ask that you follow the calendar below for this spring semester.

Thank you.

Chairs will submit statement of need and annual evaluation to Dean by **2/11/2016**

Dean's recommendation to Provost by **2/19/2016**

President's allocation of DL lines for 2015-2016 by **2/26/2016**

Departmental P&B vote on allocated DL lines by **3/15/2016**

Updated DL curriculum vita forwarded to Provost Office by **3/22/2016**

DL curriculum vita distributed to FP&B committee by **4/12/2016**

Faculty Personnel and Budget Committee vote on **4/19/2016**

CC: Galia Galansky, Executive Director of Human Resources  
Laura Hertzog, Special Counsel to the President & Dean of Faculty and Staff Relations