



DATE: January 19, 2018
TO: Department Chairs
FROM: Lon S. Kaufman 
Acting Provost & Vice President for Academic Affairs
RE: Distinguished Lecturers Reappointments

As you know, Distinguished Lecturer reappointments will come before the Faculty Personnel & Budget Committee for discussion on April 17, 2018. In order to meet this deadline, I ask that you follow the calendar below for this spring semester.

Thank you.

Departmental P&B vote on Distinguished Lecturers by **3/30/2018**

Updated DL curriculum vita forwarded to Provost Office by **4/9/2018**

DL's *curriculum vita* distributed to FP&B committee by **4/10/2018**

Faculty Personnel and Budget Committee vote on **4/17/2018**

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