


DATE: January 11, 2017
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 25, 2017. 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 **2/9/2017**

Dean's recommendation to Provost by **2/24/2017**

President's allocation of DL lines for 2015-2016 by **2/27/2017**

Departmental P&B vote on allocated DL lines by **3/24/2017**

Updated DL curriculum vita forwarded to Provost Office by **3/31/2017**

DL's *curriculum vita* distributed to FP&B committee by **4/18/2017**

Faculty Personnel and Budget Committee vote on **4/25/2017**

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