

Office of the Provost
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DATE: January 20, 2011
TO: Department Chairs
FROM: Vita Rabinowitz
Provost & Vice President for Academic Affairs
RE: Distinguished Lecturers

As you know, Distinguished Lecturer reappointments will come before the Faculty Personnel and Budget Committee on April 5, 2011. In order to meet this deadline, I ask that you follow the calendar below.

Thank you.

Chairs submit statement of need and annual evaluation to the Dean by **2/18/11**

Dean's recommendation to the Provost by **2/25/11**

President's allocation of DL lines for 2011-2012 by **3/4/11**

Departmental P&B vote on allocated DL lines by **3/15/11**

Updated DL curriculum vita forwarded to Provost by **3/15/11**

Provost Office forwards vitae to Human Resources by **3/22/11**

Faculty Personnel and Budget Committee vote on **4/5/11**

cc: Serafina Dolan
Gail Scovell