



DATE: January 6, 2015  
TO: Department Chairs  
FROM: Vita C. Rabinowitz  
Provost & Vice President for Academic Affairs  
RE: Distinguished Lecturers

---

As you know, Distinguished Lecturer reappointments will come before the Faculty Personnel & Budget Committee for discussion on April 28, 2015. 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 **2/13/2015**

Dean's recommendation to Provost by **2/20/2015**

President's allocation of DL lines for 2014-2015 by **2/27/2015**

Departmental P&B vote on allocated DL lines by **3/10/2015**

Updated DL curriculum vita forwarded to Provost by **3/10/2015**

Provost Office forwards vitae to Human Resources by **3/17/2015**

Faculty Personnel and Budget Committee vote on **4/28/2015**

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