



DATE: January 18, 2013

TO: Department Chairs

FROM: Vita C. Rabinowitz  
Provost & Vice President for Academic Affairs

RE: Distinguished Lecturers

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As you know, Distinguished Lecturer reappointments will come before the Faculty Personnel & Budget Committee for discussion on April 16, 2013. 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 **2/15/13**

Dean's recommendation to Provost by **2/22/13**

President's allocation of DL lines for 2013-2014 by **3/1/13**

Departmental P&B vote on allocated DL lines by **3/12/13**

Updated DL curriculum vita forwarded to Provost by **3/12/13**

Provost Office forwards vitae to Human Resources by **3/19/13**

Faculty Personnel and Budget Committee vote on **4/16/13**

CC: Serafina Rutigliano, HR Director  
Gail Scovell, Counsel and Labor Designee