



DATE: January 17, 2014
TO: Department Chairs
FROM: Vita C. Rabinowitz
Provost and 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 29, 2014. 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 **2/14/2014**

Dean's recommendation to Provost by **2/21/2014**

President's allocation of DL lines for 2013-2014 by **2/28/2014**

Departmental P&B vote on allocated DL lines by **3/11/2014**

Updated DL curriculum vita forwarded to Provost by **3/11/2014**

Provost Office forwards vitae to Human Resources by **3/18/2014**

Faculty Personnel and Budget Committee vote on **4/29/2014**

CC: Gowrie Kamintzky, Deputy Director of Human Resources
Laura Schachter Hertzog, Acting Special Counsel to the President and Dean of Faculty and Staff Relations