



DATE: February 3, 2012

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 17, 2012. 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 **2/17/12**

Dean's recommendation to Provost by **2/24/12**

President's allocation of DL lines for 2012-2013 by **3/2/12**

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

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

Provost Office forwards vitae to Human Resources by **3/20/12**

Faculty Personnel and Budget Committee vote on **4/17/12**

CC: Serafina Dolan, Gail Scovell