

**DIVISION OF ARTS & HUMANITIES DEAN'S OFFICE DEADLINES FOR DEPARTMENTS
CASES WITH A JULY 1, 2024 EFFECTIVE DATE**

Current title, step	Aug 15	Sept 15	Oct 2	Nov 1	Dec 4	Jan 5	Jan 29	Mar 1	Apr 1
Senate Appointment Cases	Tenured faculty with 1/1 effective date	Non-tenured faculty with 1/1 effective date						Tenured faculty with 7/1 effective date	Non-tenured faculty with 7/1 effective date
Assistant Professor LPSOE Acting Associate Professor Assistant Researcher			All cases except those with spring deadlines			Assistant Professor cases with spring deadlines			
Associate Professor LSOE Associate Researcher				All cases except endowed chairs					
Professor (Step 8 & below) Senior LSOE Researcher (Step 8 & below)					All cases except endowed chairs				
Professor (Step 8.5 & above) Researcher (Step 8.5 & above)							All cases except endowed chairs		
Adjunct Professors Endowed chair actions All other non-delegated titles								All cases	
Unit 18 and other delegated titles (except pre-six lecturers; includes continuing lecturers)						All cases except excellence reviews			
Lecturers (pre-six) – Excellence Reviews	Excellence reviews with 1/1 effective dates are due August 1; Excellence reviews with 7/1 effective dates are due December 1.								

PRE-SIX LECTURER CASES ARE DUE TO THE DEAN'S OFFICE:

October 2023: Search reports are due to the Dean's Office for all spring lecturer requests (if applicable)

November 2023: Requests for appointments and reappointments for spring lecturers are due to the Dean's Office

November 2023: Deadline to enter spring hiring requests into the SHARE smartsheet for 1/1/20 appointments

January 2024: Deadline for Lecturers that need to complete onboarding.

- *Campus deadline for candidate's final sign-off of review summary in AP Bears September 15, though the department may set an earlier deadline. Cut-off date for case materials, with the exception of promotions and final appraisals, is June 30, 2023.*
- *Any non-mandatory cases where the candidate has not signed off on the Review Summary by February 1, 2024 will be automatically deferred to 2024. **This does not apply to Assistant Professors or mandatory five-year reviews.***
- *For Assistant Professors with spring deadlines, candidates' deadline for submission of materials is December 1, unless the department has set an earlier deadline.*
- *For final appraisal (tenure) cases, new materials may be submitted up until the consideration of the case by the departmental ad hoc review committee, and updated information may be provided up until the established APO calendar deadline.*
- *Cases for regularization of Acting Assistant Professors (i.e., removal of the "Acting" prefix) may be submitted at any time.*