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| **Date** | **Reappointments**  **(Effective 8/25/2023- 8/27/2024)** | **Promotions**  **(Effective August 25, 2023 )** | **Leave Requests:**  **Full Year ( 8/25/2023 – 8/27/2024)**  **Fall 2023 (8/25/2023 – 1/24/2024)**  **Spring 2024 (1/25/2024 – 6/30/2024)** | **College-wide Personnel & Budget Meetings** |
| **Tues.**  **1/31/2023** | Candidates for reappointment 1st and 2nd reappointments Lec., 1st reappointments Instructor, Asst. Prof., CLT & Sr. CLT.  **Candidates must submit updated briefs, CVs & other support material to Dept. Chairpersons.** |  |  |  |
| **Fri.**  **2/3/2023** |  |  |  | **College P & B General Meeting**  10:00 am – 11:30 am  Zoom Meeting |
| **Fri.**  **2/10/2023** | Department P&B Committee completes actions on 1st and 2nd reappointments Lec., 1st reappointments Instructor, Asst. Prof., CLT & Sr. CLT. Department P&B Committee notifies candidates **Recommendations sent electronically to OAA by noon** | Candidates applying for promotion from Asst. Prof. to Assoc. Prof., Senior CLT to Chief CLT, CLT to Senior CLT.  **Must submit an application for promotion, an updated brief, CV, and other supporting materials to Chairperson.** | Candidates applying for Fellowship Leave, Reassignment & Leave of Absence for Fall 2023 and after must  **Submit application & updated CV’s & other supporting materials to Chairperson.** |  |
| **Wed.**  **2/15/2023** | For candidates for 1st and 2nd reappointment Lec., 1st reappointments Instructor, Asst. Prof., CLT & Sr. CLT., Department submits the following to OAA:  **An electronic copy of an updated brief, CV, Annual Evaluation, and other supporting documents, along with the Department Personnel folder for the candidate.** |  |  |  |
| **Wed.**  **2/22/2023** |  |  |  | **College P&B Meeting**  11:30 am -2:00 pm  *Zoom Meeting*  *Actions on 1st and 2nd reappointments Lec., 1st reappointments Instructor, Asst. Prof., CLT & Sr. CLT. (12) and*  *4th Reappoint Asst. Prof. (1)*  **Academic Review Committee** *Meets at 3:15 pm* |
| **Date** | **Reappointments**  **(Effective 8/25/2023- 8/27/2024)** | **Promotions**  **(Effective 8/25/2023)** | **Leave Requests:**  **Full Year ( 8/25/2023 – 8/27/2024)**  **Fall 2023 (8/25/2023 – 1/24/2024)**  **Spring 2024 (1/25/2024 – 6/30/2024)** | **College-wide Personnel & Budget Meetings** |
| **Tues.**  **2/28/2023** | College P&B Secretary sends notices of recommendation of the College P&B Committee to candidates for 1st and 2nd reappointment Lec., 1st reappointments Instructor, Asst. Prof., CLT & Sr. CLT. |  |  |  |
| **Fri.**  **3/3/2023** |  | Department P&B Committee completes actions on Asst. Prof. to Assoc. Prof., Senior CLT to Chief CLT, CLT to Senior CLT and notifies candidates.  Department sends notices to OAA by noon.  For Promotions from Asst. Prof. to Assoc. Prof., Senior CLT to Chief CLT, and CLT to Senior CLT, Department submits the following to OAA:  **An electronic copy of an updated brief, CV, Annual Evaluation, and other supporting documents, along with the Department Personnel folder for the candidate.** | Department P&B Committee completes actions on Leaves including Fellowship, Reassignment, & Leave of Absence, and notifies candidates.  Department sends notices to OAA by noon  For Fellowship Leave, Reassignment Leave, & Leaves of Absence, Department submits the following to OAA:  **An application with detailed proposal, an electronic copy of an updated brief, CV and other supporting documents, along with the Department Personnel folder for the candidate.** |  |
| **Fri.**  **3/10/2023** |  | Notifications of candidate’s request for promotion from Assoc. Prof. to Professor are due in the offices of the President & College P&B Secretary. **(3 letters of recommendation must be mailed directly to President.)** |  |  |
| **Tues.**  **3/14/2023** |  |  |  | **College P&B Meeting**  10:00 am - 12:00 pm  *Zoom Meeting*  *Reappointments continued* ***and*** *Promotions (except from Assoc. to Full)* |
| **Tues.**  **3/21/2023** |  | **CANDIDATES** submit the following directly to OAA for Promotions from Assoc. Prof. to Full Prof.:  **An electronic copy of an updated brief, CV, Annual Evaluation, and other supporting documents, along with the Department Personnel folder for the candidate. (3 letters of recommendation must be mailed directly to President.)** |  |  |
| **Date** | **Reappointments**  **(Effective 8/25/2023- 8/27/2024)** | **Promotions**  **(Effective 8/25/2023)** | **Leave Requests:**  **Full Year ( 8/25/2023 – 8/27/2024)**  **Fall 2023 (8/25/2023 – 1/24/2024)**  **Spring 2024 (1/25/2024 – 6/30/2024)** | **College-wide Personnel & Budget Meetings** |
| **Tues.**  **3/28/2023** | By this date, President expects to sends letters to candidates on 1st Reappointments (due contractually by 4/1/2022). |  |  |  |
| **Wed.**  **3/29/2023** |  |  |  | **College P&B Meeting**  10:00 am – 2:00 pm  Zoom Meeting  Fellowship Leaves and Promotions from Assoc. to Full Professor  **Academic Review Committee** Meets at 3:15 pm |
| **Fri.**  **4/14/2023** |  |  |  | **College P&B Meeting**  10:00 am – 12:00 pm  Zoom Meeting  Promotions from Assoc. to Full Professor (If needed)  **Academic Review Committee**  Meets at 3:15 pm |
| **Mon.**  **4/17/2023** | . | College P&B Secretary sends notices of recommendation of the College P&B Committee to candidates for Promotion and Fellowship Leaves. |  |  |
| **Fri.**  **4/28/2023** |  | By this date, President expects to sends letters to candidates on Promotions and Fellowship Leaves. |  |  |
| **Fri.**  **5/12/2022** |  |  |  | **College P&B General Meeting**  10:00 am – 11:30 am  Zoom Meeting |