

<b>MONTH</b>	<b>Faculty Affairs Actions</b>
July	<ul style="list-style-type: none"> <li>• Welcome new faculty</li> <li>• Work with reappointment candidates</li> <li>• Assess status of Teaching requirement</li> <li>• Work on Extramural Consultant lists for January 1 New Appointments (as Assoc. &amp; Full Professor)</li> </ul>
August	<ul style="list-style-type: none"> <li>• Finalize documentation for current year Promotion dossiers</li> <li>• Plan faculty search needs for year</li> <li>• Welcome new faculty</li> </ul>
September	<ul style="list-style-type: none"> <li>• Submit dossiers for January 1 new Appointments (Associate &amp; full professor rank)</li> <li>• Identify preferred candidates for April 1 Assoc/Full Prof. new appointments</li> <li>• Place ads for Faculty searches</li> <li>• (Be ready to) Submit promotion dossiers – for current academic year</li> <li>• Reappointment reviews by DCOAP</li> </ul>
October	<ul style="list-style-type: none"> <li>• Submit dossiers for January 1 new Appointments (Assistant rank) by end month</li> <li>• Reappointment reviews by DCOAP</li> </ul>
November	<ul style="list-style-type: none"> <li>• Promotion reviews by DCOAP should be started if not already (may continue through March if needed)</li> <li>• Identify preferred candidates for July 1 Assoc/Full Prof. new appointments</li> </ul>
December	<ul style="list-style-type: none"> <li>• Work on Extramural Consultant lists for July 1 New Appointments (as Assoc. &amp; Full Professor)</li> </ul>
January	<ul style="list-style-type: none"> <li>• Submit reappointment dossiers</li> <li>• Identify preferred candidates for July 1 Assistant Prof. new appointments</li> <li>• Submit Dossiers for April 1 new Appointments (Associate &amp; full professor rank)</li> <li>• Assess status of Teaching requirement</li> </ul>
February	<ul style="list-style-type: none"> <li>• Submit dossiers for April 1 new Appointments (assistant rank)</li> <li>• Submit RTRs &amp; AAs(for Assoc. &amp; Full for July 1)</li> </ul>
March	<ul style="list-style-type: none"> <li>• Submit dossiers for July 1 new Appointments (Associate &amp; full professor rank)</li> <li>• Submit RTRs &amp; AAs (for Asst. rank for July 1)</li> </ul>
April	<ul style="list-style-type: none"> <li>• Submit dossiers for July 1 new Appointments (assistant rank)</li> <li>• Work on Extramural Consultant lists</li> <li>• Deadline for Notification of DCOAP approved promotion candidates</li> </ul>

May	<ul style="list-style-type: none"><li>• Extramural Consultant lists must be submitted end-of-month (promotions)</li><li>• Submit dossiers for September 1 new Appointments</li></ul>
June	<ul style="list-style-type: none"><li>• Contact all reappointment candidates to get prepared for process</li><li>• Meet with DCOAP Chair to go over DCOAP schedule for coming year</li><li>• Identify preferred candidates for January 1 Assoc/Full new appointments</li></ul>