



Office of the Dean

MEMORANDUM

TO: All Faculty

FROM: Sandra E. Watson, MHA
Assistant Vice President for Finance
and Associate Dean for Administration

RE: Deadline Dates for Submission of Applications for
Faculty Appointment and Promotion for FY 2011

DATE: May 25, 2010

<u>Deadline for Applications</u>	<u>Faculty Appointment & Promotion Committee 1:00 p.m.</u>	<u>Academic Policy Council Meeting 3:30 p.m.</u>
Monday, June 28	Tuesday, July 13	Thursday, July 22
Monday, July 26	Tuesday, Aug. 10	Thursday, Aug. 26
Monday, Aug. 23	Tuesday, Sept. 14	Thursday, Sept. 23
Monday, Sept. 27	Tuesday, Oct. 12	Thursday, Oct. 28
Monday, Oct. 25	Tuesday, Nov.9	Thursday, Nov. 18
Monday, Nov. 22	Tuesday, Dec. 14	Thursday, Dec. 16
Monday, Dec. 20	Tuesday, Jan. 11	Thursday, Jan. 27
Monday, Jan. 24	Tuesday, Feb. 8	Thursday, Feb. 24
Monday, Feb. 28	Tuesday, Mar. 8	Thursday, Mar. 24
Monday, Mar. 28	Tuesday, Apr. 12	Thursday, Apr. 28
Monday, Apr. 25	Tuesday, May 10	Thursday, May 26
Monday, May 23	Tuesday, June 14	Thursday, June 23

The deadline for applications to be submitted to the Dean’s Office is designed to allow approximately two (2) weeks between receipt of materials and scheduled Appointment and Promotion Committee (FAPC) meetings. This time is necessary in order to process the original documents and allow prior review by the committee members. Only completed applications will be forwarded to the FAPC. Applications received after the deadline date will be held over until the next Committee meeting. If you have any questions as to how an application should be submitted, please review your copy of the FAPC policies and procedures, or contact Renee’ Dunbar-Scott at 404-752-1583.

For promotions scheduled to be effective July 1, 2011, applications ***must*** be submitted to the Dean’s Office no later than ***February 28, 2011.*** **It is the responsibility of the chair and faculty member to initiate promotion packages in a timely manner.** Faculty promotions occur once per year regardless to when the credentials are submitted to the Faculty Appointment and Promotion Committee for review. You are encouraged to submit your promotion recommendations as early as possible to avoid a last minute rush.

cc: Dr. Sandra Harris-Hooker