



Office of the Dean

**MEMORANDUM**

**TO:** All Faculty

**FROM:** Sandra E. Watson, MHA *S. Watson*  
Associate Dean for Administration & Faculty Affairs

**RE:** Deadline Dates for Submission of Applications for  
Faculty Appointment and Promotion for FY 2008

**DATE:** May 26, 2007

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<u>Deadline for Applications</u>	<u>Faculty Appointment &amp; Promotion Committee 12:00 Noon</u>	<u>Academic Policy Council Meeting 3:30 p.m.</u>
Monday, June 25	Tuesday, July 10	Thursday, July 26
Monday, July 23	Tuesday, Aug. 14	Thursday, Aug. 23
Monday, Aug. 27	Tuesday, Sept. 11	Thursday, Sept. 27
Monday, Sept. 24	Tuesday, Oct. 9	Thursday, Oct. 25
Monday, Oct. 22	Tuesday, Nov. 13	Thursday, Nov. 15
Monday, Nov. 26	Tuesday, Dec. 11	Thursday, Dec. 20
Monday, Dec. 17	Tuesday, Jan. 8	Thursday, Jan. 24
Monday, Jan. 28	Tuesday, Feb. 12	Thursday, Feb. 28
<b>Monday, Feb. 25</b>	Tuesday, Mar. 11	Thursday, Mar. 27
Monday, Mar. 24	Tuesday, Apr. 8	Thursday, Apr. 24
Monday, Apr. 28	Tuesday, May 13	Thursday, May 22
Tuesday, May 27	Tuesday, June 10	Thursday, June 26

The deadline for applications to be submitted to the Office of the Dean is designed to allow approximately two (2) weeks between receipt of materials and scheduled Faculty 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 Ms. Adrienne Hammonds at 404-752-1583.

For promotions scheduled to be effective July 1, 2008, applications ***must*** be submitted to the Office of the Dean no later than ***February 25, 2008.*** **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 FAPC for review. You are encouraged to submit your promotion recommendations as early as possible to avoid a last minute rush.

cc: Dr. Eve J. Higginbotham  
Ms. Adrienne L. Hammonds