



Office of Faculty Affairs and Development

TO: MSM Faculty

FROM: Renée Flewellen
Faculty Coordinator

RE: Deadline Dates for Submission of Applications for
Faculty Appointments and Promotions for FY 2015

DATE: July 10, 2014

<u>Deadline for submissions of dossiers</u>	<u>FAPC Meetings 1:00-2:30 pm</u>	<u>APC Meetings 2:30-4:00 p.m.</u>
2014-2015	2014-2015	2014-2015
Monday, June 23	Tuesday, July 8	Thursday, July 24
Monday, July 28	Tuesday, Aug. 12	Thursday, Aug. 28
Monday, Aug. 25	Tuesday, Sept. 9	Thursday, Sept. 25
Monday, Sept. 22	Tuesday, Oct. 14	Thursday, Oct. 23
Monday, Oct. 27	Tuesday, Nov. 11	Thursday, Nov. 20
Monday, Nov. 24	Tuesday, Dec. 9	Thursday, Dec. 18
Monday, Dec 08	Tuesday, Jan. 13	Thursday, Jan. 22
Monday, Jan. 22	Tuesday, Feb. 10	Thursday, Feb. 26
Monday, Feb. 23	Tuesday, Mar. 10	Thursday, Mar. 26
Monday, Mar. 23	Tuesday, Apr. 14	Thursday, Apr. 23
Monday, Apr. 27	Tuesday, May 12	Thursday, May 28
Monday, May 25	Tuesday, June 9	Thursday, June 25

The deadline for dossiers to be submitted to the Dean's Office is designed to allow sufficient time between receipt of materials and scheduled Faculty Appointment and Promotion Committee (FAPC) meetings. This time is necessary in order to process by the Office of Faculty Affairs and Development for review by the committee members. Only completed applications will be forwarded to the FAPC. Dossiers 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 **Renée Flewellen** at 404-752-1583. If you have questions regarding the schedule or matters related to APC, please contact **Alicia Gibbs** at 404-756-8935.

For promotions scheduled to become effective July 1, 2015 packets **must** be submitted to the Dean's Office no later than **December 8, 2014.** This will allow applications to be processed by both FAPC and APC in time for approval at the Spring meeting of the MSM Board of Trustees

NOTE: It is the responsibility of the chair and faculty member to initiate promotion packages in a timely manner. You are encouraged to submit your promotion recommendations as early as possible to avoid the December 8th deadline.

Thank you for your support.