

Case Western Reserve University  
College of Arts and Sciences

**DUE DATES FOR SUBMISSION OF MATERIALS  
TO THE DEAN'S OFFICE  
2018-19**

**SEPTEMBER, 2018**

14 SIS Roster Reports for Spring 2018  
24 Promotion and/or tenure files

**OCTOBER**

1 Files for Emeritus appointments to become effective January 1, 2019  
5 Study Abroad Approval for 2019 May Term and Summer Session  
24 2019 department summer course schedules

**NOVEMBER**

30 Appointment files for all lecturers and temporary faculty for Spring 2019

**DECEMBER**

15 Requests for 2019-20 Sabbatical Leaves

**FEBRUARY, 2019**

15 Faculty Activity Reports, Chair Evaluations, and CVs for A&S faculty  
15 Third-year Reviews for designated pretenure faculty

**MARCH**

1 Requests for all 2019-20 non-sabbatical leaves (except pretenure teaching release)  
1 Files for Emeritus appointments to become effective July 1, 2019

**APRIL**

2 Requests for 2019-20 Pretenure Teaching Releases  
16 Appointment files for all lecturers and temporary faculty for Summer 2019

**MAY**

1 Names of departmental faculty to be considered for promotion and/or tenure during  
2019-20  
31 Initial submission of names of external evaluators for 2019-20 promotion/tenure files  
31 Appointment files for all lecturers and temporary faculty for Fall 2019

**JULY**

19 Study Abroad Approval for 2020 Spring Break and May abroad