

Case Western Reserve University
College of Arts and Sciences

**DUE DATES FOR SUBMISSION OF MATERIALS
TO THE DEAN'S OFFICE
2019-20**

SEPTEMBER, 2019

16 SIS Roster Reports for Spring 2020
23 Promotion and/or tenure files

OCTOBER

1 Files for Emeritus appointments to become effective January 1, 2019
4 Study Abroad Approval for 2020 May Term and Summer Session
25 2020 department summer course schedules

NOVEMBER

29 Appointment files for all lecturers and temporary faculty for Spring 2020

DECEMBER

15 Requests for 2020-21 Sabbatical Leaves

FEBRUARY, 2020

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 2020-21 non-sabbatical leaves (except pretenure teaching release)
1 Files for Emeritus appointments to become effective July 1, 2020

APRIL

1 Requests for 2020-21 Pretenure Teaching Releases
17 Appointment files for all lecturers and temporary faculty for Summer 2020

MAY

1 Names of departmental faculty to be considered for promotion and/or tenure during
2020-21
31 Initial submission of names of external evaluators for 2020-21 promotion/tenure files
31 Appointment files for all lecturers and temporary faculty for Fall 2020

JULY

17 Study Abroad Approval for 2021 Spring Break and May-mester