

Case Western Reserve University  
College of Arts and Sciences

**Suggested Timeline for Senior-level Faculty Appointments  
To Begin AY 2020-21**

**(Senior Instructor, Associate Professor or Professor)**

**No later than.....**

Last week of February – First week of March

Last possible week for senior-level faculty appointment file (see ranks above) to be received in dean's office, deemed complete, put in order, and posted for Committee on Appointments review at least 7 days prior to meeting.

[March 9-13, 2020    Spring Break]

Mid- to Late-March    Meeting of Committee on Appointments to consider file, finalize evaluation, transmit to dean  
Dean's evaluation and final preparation of file  
Provost's review/approval  
Dean's Official Letter of Appointment sent to candidate

May 1, 2020  
(approximate)    Final date for transmitting any candidate-signed Letter of Appointment to Provost for June BoT meeting

June 4-6, 2020    Last BoT meeting prior to July 1 effective date