

Case Western Reserve University
College of Arts and Sciences

**Suggested Timeline for Senior-level Faculty Appointments
To Begin AY 2021-22**

(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.

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, 2021 Final date for transmitting any candidate-signed Letter of Appointment to
(approximate) Provost for June BoT meeting

Early-June 2021 Last BoT meeting prior to July 1 effective date