

Case Western Reserve University  
College of Arts and Sciences

**DUE DATES FOR SUBMISSION OF MATERIALS  
TO THE DEAN'S OFFICE  
2020-21**

**SEPTEMBER, 2020**

16 SIS Roster Reports for Spring 2021  
21 Promotion and/or tenure files

**OCTOBER**

1 Files for Emeritus appointments to become effective January 1, 2021  
5 Study Abroad Proposals for 2021 May Term and Summer Faculty-led Trips  
25 2021 Department Summer Course Requests

**NOVEMBER**

30 Appointment files for all lecturers and temporary faculty for Spring 2021

**DECEMBER**

15 Requests for 2021-22 Sabbatical Leaves

**FEBRUARY, 2021**

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 2021-22 non-sabbatical leaves (except pretenure teaching release)  
1 Files for Emeritus appointments to become effective July 1, 2021  
1 Study Abroad Proposals for 2021 Winter Break Faculty-led Trips

**APRIL**

1 Requests for 2021-22 Pretenure Teaching Release  
16 Appointment files for all lecturers and temporary faculty for Summer 2021

**MAY**

1 Names of departmental faculty to be considered for promotion and/or tenure during  
2021-22  
31 Initial submission of names of external evaluators for 2021-22 promotion/tenure files

**JUNE**

1 Appointment files for all lecturers and temporary faculty for Fall 2021

**JULY**

16 Study Abroad Proposals for 2022 Spring Break and May Term Faculty-led Trips