

Case Western Reserve University
College of Arts and Sciences

**DUE DATES FOR SUBMISSION OF MATERIALS
TO THE DEAN'S OFFICE
2006-07**

2006

- September 1 List of department faculty members who expect to retire during the 2006-07 academic year
- October 1 Completed files for promotion and/or tenure candidates
Recommendations for Emeriti Appointments for those who will retire 12/31/06
- November 30 Appointment files for all lecturers and temporary faculty for Spring 2007
- December 15 Requests for 2007-08 Sabbatical Leaves

2007

- February 15 Third-Year Reviews of untenured tenure-track faculty
- March 1 Recommendations for Emeriti Appointments for those who will retire 6/30/07
Requests for all 2007-08 non-sabbatical leaves (except pre-tenure teaching release)
- April 1 Annual Reviews of untenured tenure-track faculty members
Requests for 2007-08 Pre-Tenure Teaching Releases
- April 15 Appointment files for all lecturers and temporary faculty for Summer 2007
- May 1 Names of departmental faculty to be considered for promotion/tenure during 2007-08
- May 31 Initial submission of names of external evaluators for 2007-08 promotion/tenure files
- July 15 Appointment files for all lecturers and temporary faculty for Fall 2007