PROXIMATE DATES

Divisional Affairs no later than:

In order to meet the AAU deadline for September 1st hires, new hire packets should be received in

EC meets most Tuesdays Mid-Sept. – Late May - (See EC & Regents Calendar).

Recruitment of Tenure Track Faculty & LEO Lec III:

Spring/Summer Round 2: To Units – Mar 21
Winter Round 2: To Units – Nov. 25
Winter Round 1: To Units – Nov. 4
Fall Round 2: To Units – Aug. 1
Fall Round 1: To Units – July 13

GSA Worksheets

DUE:  Apr. 1 (For Jun. 1 retirement date)
DUE:  Nov. 2 (For Jan. 1 retirement date)

Retirement Memoirs

DUE:  Nov. 2 (For Jan. 1 retirement date)
DUE:  Apr. 1 (For Jun. 1 retirement date)

WORKFLOW THROUGH THE DIVISIONAL AFFAIRS TEAM

Instructinal Change Submittals or Workflow:
DUE:  Monthly – From Units to LSA – By the first day of the month

GSA Worksheets - Have 2 Rounds (NOTE: these are APPROXIMATE dates)
Fall Round 1: To Units - July 13
Fall Round 2: To Units - Aug. 1
Winter Round 1: To Units - Nov. 4
Winter Round 2: To Units - Nov. 25
Spring/Summer Round 1: To Units - Mar 1
Spring/Summer Round 2: To Units - Mar 21

Recruitment of Tenure Track Faculty & LEO Lec III:
EC meets most Tuesdays Mid-Sept. – Late May - (See EC & Regents Calendar).
To assist you in planning, be advised that the AAU (American Association of Universities) agreement requires offers for candidates who hold a position at an American university to be issued by:
April 29, 2016 for a September 1, 2016 start date
August 31, 2016 for a January 1, 2017 start date

In order to meet the AAU deadline for September 1st hires, new hire packets should be received in Divisional Affairs no later than:
Tuesday, March 22, 2016 for senior hires
Tuesday, April 5, 2016 for junior hires

Assistant Professor - 3rd Year Reviews:
Apr 15: CHECKLISTS due to Divisional Affairs
May 6: SUBMITTALS due to Divisional Affairs

Promotions - Tenure Track & Research Track:
DUE:  Nov 4 – Tenure and promotion (junior) cases
DUE:  Dec 21 - Associate to Professor (senior) promotions AND all Research-Track promotions
Feb 17: (tentative) Provost deadline for tenure track faculty & research track promotions
Feb 26: Chairs & Directors notified of LSA College promotion decisions
Early May: College notified of Provost’s decisions
May 19: Regents vote on promotions; LSA & Provost letters mailed to all promotion candidates

LEO Lecturers III & IV - Major Review & Lecturer IV Initial Appointment:
OCTOBER 1: Both Lec III renewals & IV appointment requests due to College
AND Lec IV continuation/renewal requests due to College

Leaves:
Leave Requests: Submitted to Divisional Affairs for review & approval by College Executive Committee
Sabbatical Requests for (AY 2016-17): Due to Divisional Affairs Jan. 8
Non-Sabbatical Requests: Accepted throughout year with minimum 3-month lead time prior to
leave effective date

Research:
DUE:  Oct. 23 (to College) - Michigan Humanities Award (MHA) applications
DUE:  Apr. 4 (to College) - Ralph Baldwin Award applications
DUE:  3 Business Days Prior to Sponsor Deadline - External Sponsor Proposals
NSF Career Workshop (for mid-July sponsor deadline): Apr. 8

Updated: June 10, 2015