TIMELINE FOR APPOINTMENT OF LECTURER POSITIONS
2019-2020
Updated (4/3/2020)

Activity	Completion Date
1. University notification sent from Human Resources to current Lecturers (10 month and 12 month)	Dec. 16, 2019 (Mon.)
2. Deadline for Lecturers to submit their application packet which includes letter of intent to apply, updated resume and evaluation form to the Dean/Executive Director	Jan. 21, 2020 (Tues.)
3. Deadline for Dean/Executive Director to review portfolio	Jan. 31, 2020 (Fri.)
4. Dean will make recommendation to the Provost/Vice President for Academic Affairs	Feb. 14, 2020 (Fri.)
5. Lecturers have five (5) days to respond in writing to the Executive Director or Dean, whichever is applicable.	Feb. 21, 2020 (Fri.)
6. Provost/Vice President for Academic Affairs will make recommendation to President	Mar. 27, 2020 (Fri.)
7. President's notification to the candidate for appointment	Apr. 8, 2020 (Wed.)
8. If the Lecturer has not received an appointment letter by May 7th, the faculty member will be considered to have not been appointed	Apr. 24, 2020 (Fri.)
9. Action by the Board of Trustees	May 11, 2020 (Mon.)