

## **Timeline for Processing of Faculty Appointments 2022-2023**

The timeline below shows dates by which the Office of Faculty Affairs must receive draft materials for SCARP review and the earliest corresponding start date for such appointments.

As SCARP meetings in late spring often become overloaded with a backlog of cases that can be difficult for the committee (and for OFA) to manage, we respectfully ask that you submit cases according to the following parameters:

- **All assistant professor reappointments by December 1**
- **All term reappointments (without letters) by February 1**
- **Preferably, no more than one tenure case or associate professor review per meeting per department**

Because the schedule below is subject to change and approval of appointment materials is not guaranteed, early submission of materials is strongly encouraged.

<b>Deadline: Draft materials received by OFA for review</b>	<b>Deadline: Final paper packets and PDFs received by OFA</b>	<b>SCARP meeting date</b>	<b>Earliest possible appointment start date</b>
<b>August 22, 2022</b>	<b>August 31, 2022</b>	<b>September 14, 2022</b>	<b>October 1, 2022</b>
<b>September 14, 2022</b>	<b>September 28, 2022</b>	<b>October 12, 2022</b>	<b>November 1, 2022</b>
<b>October 12, 2022</b>	<b>October 26, 2022</b>	<b>November 9, 2022</b>	<b>December 1, 2022</b>
<b>November 16, 2022</b>	<b>November 30, 2022</b>	<b>December 14, 2022</b>	<b>January 1, 2023</b>
<b>December 21, 2022</b>	<b>January 4, 2023</b>	<b>January 18, 2023</b>	<b>February 1, 2023</b>
<b>January 18, 2023</b>	<b>February 1, 2023</b>	<b>February 15, 2023</b>	<b>March 1, 2023</b>
<b>February 15, 2023</b>	<b>March 1, 2023</b>	<b>March 15, 2023</b>	<b>April 1, 2023</b>
<b>March 15, 2023</b>	<b>March 29, 2023</b>	<b>April 12, 2023</b>	<b>May 1, 2023</b>
<b>April 12, 2023</b>	<b>April 26, 2023</b>	<b>May 10, 2023</b>	<b>June 1, 2023</b>
<b>May 17, 2023</b>	<b>May 31, 2023</b>	<b>June 14, 2023</b>	<b>July 1, 2023</b>
<b>June 14, 2023</b>	<b>June 28, 2023</b>	<b>July 12, 2023</b>	<b>August 1, 2023</b>

***Please note: Since there are many promotion and reappointment recommendations ending on June 30, 2023, we strongly recommend that***

***materials reach OFA as early as possible so that they may be ready for a SCARP review well in advance of their expiration. For promotions, which require external letters, please be sure to begin the search process in early fall of the final year of the faculty member's current appointment to accommodate the time needed to receive the letters.***

Do also note: Recommendations of new primary junior faculty appointment, junior faculty promotions, and appointment or reappointment as term professor and senior lecturer are submitted to the senior vice provost for faculty development and diversity for final approval; recommendations of appointment and promotion to professor with tenure are forwarded to an ad hoc review committee chaired by the provost. Please allow for the additional time for these University level approvals as you plan for appointment end dates.