

## Timeline for Processing of Faculty Appointments 2023-2024

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>
Aug 23, 2023	Sept 6, 2023	Sept. 20, 2023	Oct 1, 2023
Sept 20, 2023	Oct 4, 2023	Oct 18, 2023	Nov 1, 2023
Oct 12, 2023	Oct 26, 2023	Nov 9, 2023	Dec 1, 2023
Nov 15, 2023	Nov 29, 2023	Dec 13, 2023	Jan 1, 2024
Dec 20, 2023	Jan 10, 2024	Jan 17, 2024	Feb 1, 2024
Jan 24, 2024	Feb 7, 2024	Feb 21, 2024	Mar 1, 2024
Feb 14, 2024	Feb 28, 2024	Mar 13, 2024	April 1, 2024
Mar 20, 2024	April 3, 2024	Apr 17, 2024	May 1, 2024
April 17, 2024	May 1, 2024	May 15, 2024	June 1, 2024
May 15, 2024	May 22, 2024	Jun 12, 2024	July 1, 2024
June 20, 2024	July 3, 2024	Jul 17, 2024	Aug 1, 2024

***Please note: Since there are many promotion and reappointment recommendations ending on June 30, 2024, 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.