


**Date:** September 10, 2009

**To:** Department Chairs

**From:**   
Penelope Jennings  
Associate Vice President, Faculty Affairs

**Subject:** **Date for Submission of Professional Information Files**

Your attention is directed to Section 612.5.2.b of the Administrative Manual (page 26), which reads as follows:

"The Department (Personnel) Committee shall establish a timely date for submission of files, . . . and inform all Department faculty of the file submission date."

If you have second-year probationary faculty, a date should be established that would allow sufficient time for review by you and the Department Personnel Committee prior to your deadline of October 30 for submitting recommendations.

The deadline for Department level recommendations on third through sixth year probationary faculty and faculty seeking promotion is February 8, 2010, so the deadline date for submission of files for those faculty should be established at least a few weeks prior to that date.

Please forward this communication to the Chair of your Department Personnel Committee. Call me at Extension 2962 if you have questions on this matter.

PJ:rm  
n:rtp2009-10/submpif.mem

cc: Provost Hellenbrand  
College Deans