

**Date:** August 24, 2023

**To:** Department Chairs

**From:** Diane Guido   
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 28), which reads as follows:

"The Department (Personnel) Committee will 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 20, 2023 for submitting recommendations.

Department level review of third through sixth-year probationary faculty and faculty seeking promotion begins no later than December 1, 2023, so the deadline date for submission of files for those faculty should be established on or prior to that date.

Please forward this communication to the Chair of your Department Personnel Committee and don't hesitate to reach out to me if you have questions on this matter.

DG:lv

cc: Provost Komarraju  
College Deans