

## Spring 2021 Verification and Comprehensive Review Process Timeline Baruch College Adjunct Faculty For Three Year Appointments (AY 2021-2024)

\*Three Year Appointment beginning Fall 2021

Notification Letters & Comprehensive Review Packet sent to Eligible Adjuncts by OAA (via email)	Comprehensive Review Materials (submitted by the eligible adjunct) Due to OAA (via email)	Comprehensive Review Materials to be sent to Department Chair's by OAA (via Interfolio)	Teaching Observation to be done by	Comprehensive Review Conference to be done by	Deadline for Department Executive Committee to meet by	Deadline for Department Executive Committee to submit recommendation to Dept. Chair by	Deadline for Dept. Chair to review and make recommendation to the Dean by	Deadline for Dean to review recommendations & submit decision to OAA by	Notification Letter will be sent to the eligible adjunct by (via email)
Monday, December 21 & Tuesday, December 22, 2020	Monday, January 11, 2021	Friday, January 22, 2021	Friday, March 5, 2021 - Friday, March 12, 2021	Friday, March 19, 2021	Friday, March 26, 2021	Friday, April 2, 2021	Friday, April 9, 2021	Wednesday, April 14, 2021	Saturday, May 15, 2021

\*Please note that this calendar is for Office of Academic Administration (OAA) internal use only.

\*\*The calendar provided by OAA is just a suggestion. The reappoint-by date is contractual. Please make sure to work with your Dean and the Office of Academic Administration if materials need to be submitted at a later date.