

**Spring 2022 Verification and Comprehensive Review Process Timeline  
Baruch College Adjunct Faculty For Three Year Appointments (AY 2022-2025)**

\*Three Year Appointment beginning Fall 2022

<b>Notification Letters &amp; Comprehensive Review Packet sent to Eligible Adjuncts by OAA (via email)</b>	<b>Comprehensive Review Materials (submitted by the eligible adjunct via Interfolio) due to the Dean's Office</b>	<b>Comprehensive Review Materials to be sent to Department Chair's by the Dean's Office (via Interfolio)</b>	<b>Teaching Observation to be done by</b>	<b>Deadline for Department Executive Committee to meet by</b>	<b>Deadline for Department Executive Committee to submit recommendation to Dept. Chair by</b>	<b>Deadline for Dept. Chair to review and make recommendation to the Dean by</b>	<b>Deadline for Dean to review recommendations &amp; submit decision to OAA by</b>	<b>Notification Letter will be sent to the eligible adjunct by (via email)</b>
Thursday, January 13, 2022	Friday, January 28, 2022	Thursday, February 10, 2022	Friday, March 4, 2022 - Friday, March 11, 2022	Friday, March 25, 2022	Monday, April 4, 2022	Monday, April 11, 2022	Monday, April 18, 2022	Sunday, May 15, 2022

\*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.