

## Spring 2023 Verification and Comprehensive Review Process Timeline Baruch College Adjunct Faculty For Three Year Appointments (AY 2023-2026)

\*Three Year Appointment beginning Fall 2023

Notification Letters & Comprehensive Review Packet sent to Eligible Adjuncts by OAA (via email)	Comprehensive Review Materials (submitted by the eligible adjunct via Interfolio) due to the Dean's Office	Comprehensive Review Materials to be sent to Department Chair's by the Dean's Office (via Interfolio)	Teaching Observation 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)
Friday, December 16, 2022 - Tuesday, December 20, 2022	Friday, January 27, 2023	Thursday, February 9, 2023	Friday, March 3, 2023 - Friday, March 10, 2023	Friday, March 24, 2023	Monday, April 3, 2023	Monday, April 10, 2023	Monday, April 17, 2023	Monday, May 15, 2023

\*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.