

April 7, 2016

**Advisory to Deans #AA2016-03**

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT  
DEANS, CHAIRS, AND ACADEMIC PERSONNEL ANALYSTS**

Re: Deadline for 2016 appointments

Dear Colleagues:

I write to inform you of a critical deadline regarding faculty appointments that are intended to take effect by June 30, 2016 to qualify for the 2013 retirement tier.

All such appointment dossiers that require the Senate's Committee on Academic Personnel (CAP) review must be received in Academic Affairs by close of business (5:00 pm) **May 16, 2016** to ensure that my office and CAP have time to review these actions and that final decisions are made in time for a June 30, 2016 start date.

Although CAP and I do make appointments a priority on their agenda, I cannot guarantee that appointments will be reviewed and made effective for the June 30<sup>th</sup> retirement qualification deadline if this deadline is not met. By system-wide policy for this year only, we will not be allowed to request a June 30 effective date for new appointments retroactively.

Please contact your School/College consultant if you have any questions, comments or concerns.

Sincerely,



Maureen L. Stanton  
Vice Provost-- Academic Affairs  
Distinguished Professor-- Evolution and Ecology

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