



OFFICE OF THE PROVOST  
Faculty Affairs

**2024-2025 APT DOSSIER SCHEDULE\***

DOSSIER DUE DATES	HSAC MEETING DATES	APT COMMITTEE MEETING DATES*	BOARD OF TRUSTEES MEETING DATES
2/19/2024	3/14/2024	4/3/2024 (2:00-500)	5/16/2024
3/25/2024	4/18/2024	5/8/2024	7/18/2024
4/22/2024*	5/16/2024	6/5/2024	
5/28/2024	6/20/2024	7/10/2024	9/19/2024
6/24/2024	7/18/2024	8/7/2024	
7/24/2024	8/15/2024	9/4/2024	
8/28/2024	9/19/2024	10/9/2024	11/7/2024
9/25/2024	10/17/2024	11/6/2024	1/23/2025
10/23/2024*	11/14/2024	12/11/2024	

All HSAC meetings and APT committee meetings will take place via Zoom. Please note, the March and April APT committee meetings begin at 2:00.  
Important: All Department Chair (Interim, etc.) dossiers must be submitted no later than three months after the effective date. (Always refer to the website, as this schedule may change.)

\*All tenure track appointees (assistant professor/associate professor without tenure) with an anticipated start date of July 1, 2024, must be received by April 22, 2024. All tenure track appointees with an anticipated start date of January 1, 2025, must be received no later than October 23, 2024. Please note, 12-month service period tenure track faculty appointments may use the APT Committee meeting dates, listed above, as their effective date. Nine-month faculty will continue to use January 1 or July 1 as their effective dates.  
All tenure track appointment letters will be sent no later than the second Friday following the APT Committee meeting.