



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
5/28/2024	6/20/2024	7/10/2024	9/19/2024
6/24/2024	7/18/2024	8/7/2024	9/19/2024
7/24/2024	8/15/2024	9/4/2024	9/19/2024
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	1/23/2025
11/13/2024	12/12/2024	1/8/2025	3/20/2025
12/18/2024	1/16/2025	2/5/2025	3/20/2025
1/20/2025	2/13/2025	3/5/2025 (2:00-5:00)	5/15/2025
2/17/2025	3/13/2025	4/2/2025 (2:00-5:00)	5/15/2025
3/21/2025	4/17/2025	5/7/2025	TBD
4/21/2025	5/15/2025	6/4/2025	TBD
5/26/2025	6/19/2025	7/9/2025	TBD

All HSAC meetings and APT Committee meetings are conducted via Zoom. Please note, 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 OFA 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 dates. Nine-month faculty will continue to use January 1 or July 1 as their effective dates.
All tenure track appointment letters should be sent no later than the second Friday following the APT Committee meeting.