

To: Faculty Affairs Deans and Unit Coordinators
From: Tracy Eells, Vice Provost for Faculty Affairs
Kitty de Voogd, Director of Faculty Affairs
Date: September 4, 2020
Re: Deadlines for Faculty Personnel Actions Requiring Board of Trustees Approval

On April 18, 2019, the Board of Trustees (BOT) approved a recommendation from President Bendapudi regarding faculty personnel actions (see attached). Because of this change, fewer actions now require BOT approval. Actions that still require BOT approval include faculty appointments with immediate tenure and appointments to endowed chairs.

For these appointments only, below please see the due date for actions to arrive in the Office of Faculty Affairs. (Promotion and tenure due dates are not affected by this calendar.) The reason for the early deadlines is that, prior to consideration by the BOT, these actions are reviewed by the President's Office and the BOT Academic and Student Affairs Committee, which meets several weeks before the full BOT meeting.

Board of Trustees Meeting	Deadline for Personnel Action to Arrive in Office of Faculty Affairs (New Hires with Tenure/Endowed Chairs)
October 28, 2020	September 10, 2020
December 10, 2020	November 10, 2020
January 21, 2021	December 14, 2020
April 22, 2021	February 25, 2021
July 15, 2021	June 1, 2021

Effective dates for appointments needing Board of Trustees approval should fall after the Board of Trustees meeting date. For example, effective dates for items needing approval at the January 21, 2021 meeting should be no earlier than January 22, 2021.

Please note: Personnel actions delegated by the Board of Trustees for administrative action must be received by the Office of Faculty Affairs at least 22 days prior to the effective date of the action.

Any questions may be directed to Kitty DeVoogd at 852-5722 or Tracy Eells at tracy.eells@louisville.edu.