

To: Faculty Affairs Deans and Unit Coordinators
 From: Cherie Dawson-Edwards, Vice Provost for Faculty Affairs
 Kitty de Voogd, Director of Faculty Affairs
 Date: August 29, 2023
 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. 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 25, 2023	September 1, 2023
December 14, 2023	November 16, 2023
January 25, 2024	December 11, 2023
April 18, 2024	February 22, 2024
June 27, 2023	May 30, 2024

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 October 25, 2023 meeting should be no earlier than October 26, 2023.

Important reminder: All other 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 Cherie Dawson-Edwards at cherie.dawson@louisville.edu.