

December 7, 2020

To: Department Chairs (via SBCHR-L)

From: Alison Butler, Associate Vice Chancellor for Academic Personnel

Re: Case Submission Deadline Reminder

I write to remind you that all senate faculty advancement cases are due to your respective Dean's office by the end of the day on **Monday, December 14, 2020**. Meeting this deadline is the first step in assuring the review process is complete for all faculty by the close of the academic year. I appreciate your efforts, particularly in light of the current remote work environment.