

College of Education
Graduate Faculty Appointment/Reappointment Schedule
2010 Spring Cycle

Applications considered in the Spring: Initial and Reappointment	
Thursday, November 5, 2009 by 5:00 p.m.	Submit to the Faculty Services Office (G-4C): *one original application for <i><u>initial or reappointment</u></i> to Graduate Faculty **See COE procedures for Graduate Faculty at http://www.coe.uga.edu/adfaculty/facservices/graduate/procedures.html . And Graduate School procedures and instructions at http://www.uga.edu/gradschool/faculty/procedures.html
Tuesday, November 10, 2009 3:30 - 5:00 p.m. G-23 Aderhold	Initial Committee meeting-committee members receive the charge, elect a chair, receive names of candidates, their applications, review guidelines, and set their work schedule given the timeline.
Tuesday, December 1, 2009 by 5:00 p.m.	Results of committee deliberations submitted to Associate Dean of Faculty and Administrative Services: a) submit a summary sheet indicating votes for each candidate and b) a transmittal letter for each candidate informing them of the vote and rationale.
Friday, December 5, 2009 by 5:00 p.m.	Associate Dean notifies Department Heads and candidates of the results of the committee's recommendations and any suggested revisions.
Friday, December 11, 2009 by 5:00 p.m.	Reconsideration requests filed with Associate Dean of Faculty and Administrative Services. Reconsideration requests should include a rationale and supplemental information as needed. If no reconsiderations are requested the Associate Dean will notify Department Heads and candidates of the results on Monday, December 14, 2009.
January 2010	Reconsiderations (if any) deliberated, report and transmittal letters submitted to Associate Dean for Faculty and Administration Services.
January 2010	Associate Dean notifies Department Heads and candidates of the results of the committee's deliberations.
Friday, January 22, 2010 by 5:00 p.m.	Revised applications returned to G-4 for transmittal to Graduate School.
Friday, January 29, 2010	Applications due in the Graduate School