

Memo

TO: CLA Department/School Heads

FROM: David Reingold, Dean of CLA

CC: Wei Hong, Associate Dean for Faculty Affairs; Joel Ebarb, Senior Associate Dean for Undergraduate Education and International Programs; Sorin Matei, Associate Dean for Research and Graduate Education, and Kirke Willing, Senior Director of Financial Affairs

DATE: March 2, 2020

SUBJECT: Defined Terms for Faculty with Department/School Administrative Roles

This memo complements the guidelines, dated August 22, 2019, on requesting course releases for faculty with administrative roles and other responsibilities.

To provide an opportunity for the academic unit Head to review the nature of the position and the performance of the faculty member in the role, the Dean's office requires that all administrative assignments be within a defined term, preferably of three years. With approval from the Dean, the position may be renewed for subsequent terms upon mutual agreement between the Head and the faculty member.