



DATE: January 28, 2026

TO: Department Chairs

FROM: Manoj Pardasani, Provost and Senior Vice President for Academic Affairs and Student Success

RE: Distinguished Lecturer & Clinical Professor Reappointments

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As you know, Distinguished Lecturer and Clinical Professor reappointments will come before the Faculty Personnel & Budget Committee for discussion on April 28, 2026. In order to meet this deadline, I ask that you follow the steps below.

Department Administrator should open an Interfolio case by **2/17/2026**

Departmental P&B vote on allocated DL/CP lines by **3/17/2026**

Deans to move Interfolio cases to Provost Office by **4/7/2026**

Provost office to move Interfolio cases to FP&B committee by **4/17/2026**

Faculty Personnel and Budget Committee vote on **4/28/2026**

CC: Human Resources  
Office of Legal Affairs