



# KEAN

## EQUITY IN ACTION (EIA) POSTDOCTORAL FELLOWS

Calendar of Activities for Academic Year 2024-2025

For appointment of 2<sup>nd</sup> Year EIA Fellows to tenure-track positions in AY 2025-2026

Appointment Activity	To be Completed on or Before
1. EIA Fellow submits a portfolio via <i>Interfolio</i> that includes a CV, peer observations and student evaluations, and statements on teaching and research.	Dec. 9, 2024 (Mon.)
2. Dean compiles the portfolios, consults with Department Chairs, and submits materials to the Provost/Senior Vice President for Academic Affairs.	Jan. 8, 2025 (Wed.)
3. Provost/Senior Vice President for Academic Affairs makes recommendation to the President regarding appointment of EIA Fellows to tenure-track positions and sends written notification of the recommendation to candidates.	Jan. 22, 2025 (Wed.)
4. Last day for EIA Fellows notified of non-appointment to file substantive appeal to the President.	Feb. 5, 2025 (Wed.)
5. President responds to appeals and confirms final recommendations.	Feb. 19, 2025 (Wed.)
6. Written offer letters for tenure-track positions finalized and sent to Board of Trustees Academic Policy and Personnel Committee.	Apr. 14, 2025 (Mon.)
7. Board of Trustees receives nomination from its Academic Policy and Personnel Committee and takes action.	May 5, 2025 (Mon.)