



OFFICE OF THE VICE PRESIDENT FOR  
ACADEMIC AFFAIRS AND PROVOST

## MEMORANDUM

**TO:** Council of Academic Deans

**FROM:** Christine Curtis *Christine Curtis*  
Vice Provost for Faculty Development

**DATE:** May 29, 2007

**SUBJECT:** Revised Calendar for Endowed Chair and Carolina Distinguished  
Professor Files for Fall 2007

In the event a fall decision is necessary, please abide by the following revised schedule:

1. September 4: Deans send files to Provost. (Deans of Health Sciences units send files to Vice President for Research & Health Sciences by August 31 so that they may arrive in the Provost's Office by September 4.)
2. October 1: Provost recommendations sent to University Committee on Named and Distinguished Professorships (UCNDP)
3. October 15: UCNDP recommendations sent to President
4. October 31: Presidential decisions