

<b>DEADLINE</b>	<b>FACULTY</b>	<b>DEPARTMENT</b>	<b>COLLEGE</b>	<b>DEAN</b>
30-Apr-2009	Candidates for promotion and/or early tenure review notify Department Chair and Dean of intention to apply. Dean's Office notifies candidates for mandatory tenure review			
15-May-2009	Candidate submits to the Dean his/her list of suggested external reviewers	Department Chair/Committee submits to Dean a list of suggested independent external reviewers		
1-Jun-2009				Dean approves final list of external reviewers, including any the Dean adds in his/her discretion
1-Jun-2009		Department Chair/Committee submits to Dean a draft letter soliciting external reviews		
15-Jun-2009				Dean approves draft letter soliciting reviews
2-Jul-2009		Department Chair/Committee identifies external reviewers who agree to submit assessments		
15-Jul-2009	Candidate assembles supporting materials (CV, publications, teaching/research/funding history, service to university and profession, etc.) to be sent to external reviewers for their assessment			
1-Aug-2009		Department Chair/Committee sends to identified reviewers the approved letters and appropriate materials for their assessment of the candidate		
		Department Chair/Committee compiles brief biographies of external reviewers		

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1-Sep-2009		Department Chair/Committee receives letters from external reviewers		
18-Sep-2009	Candidate completes assembly of all supporting materials required by University and Collegial guidelines and <b>submits complete file to Department Committee</b>			
		<b>Department Committee</b> reviews all assembled materials and votes on promotion. Chair of Department Committee writes committee recommendation and records the Committee's vote on the transmittal form.		
9-Oct-2009		<b>Chair of Department Committee</b> submits the complete file to the Department Chair		
9-Oct-2009		<b>Department Chair</b> provides to the candidate a copy of the Committee's recommendation and transmittal form		
19-Oct-2009	Candidate sends to the Department Chair his/her response to Departmental Committee's recommendation			
		<b>Department Chair</b> provides to the Departmental Committee a copy of the candidate's response for information only		
23-Oct-2009		<b>Department Chair</b> reviews all assembled materials including Committee report, records his/her votes on the transmittal form, writes recommendation, and <b>submits the complete file to the Dean</b>		
26-Oct-2009		<b>Department Chair</b> provides to the candidate a copy of the Department Chair's recommendation		

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4-Nov-2009	Candidate sends to the Dean his/her response to the Department Chair's recommendation			
				Dean provides to the Department Chair a copy of the candidate's response for information only
			Collegial P&T Committee reviews all assembled materials and votes on promotion	
20-Nov-2009			Chair of Collegial P&T Committee writes committee recommendation, records the Committee's vote on the transmittal form, and <b>submits the complete file to the Dean</b>	
24-Nov-2009				Dean provides to the candidate a copy of the Collegial P&T Committee's recommendation
4-Dec-2009	Candidate sends to the Dean his/her response to the Collegial P&T Committee's recommendation			
				Dean provides to the Collegial P&T Committee a copy of the candidate's response for information only
				Dean reviews all assembled materials including Committee report, writes recommendation, and records his/her vote on the transmittal form

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11-Jan-2010				<b>Dean submits the complete file to Vice Provost for Faculty</b>
11-Jan-2010				Dean provides to the candidate a copy of the Dean's recommendation
20-Jan-2010	Candidate sends to the Provost his/her response to the Dean's recommendation			