

DEADLINE	FACULTY	DEPARTMENT	COLLEGE	DEAN
30-Apr-2008	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-2008	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-2008				Dean approves final list of external reviewers, including any the Dean adds in his/her discretion
1-Jun-2008		Department Chair/Committee submits to Dean a draft letter soliciting external reviews		
15-Jun-2008				Dean approves draft letter soliciting reviews
2-Jul-2008		Department Chair/Committee identifies external reviewers who agree to submit assessments		
15-Jul-2008	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-2008		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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2-Sep-2008		Department Chair/Committee receives letters from external reviewers		
19-Sep-2008	Candidate completes assembly of all supporting materials required by University and Collegial guidelines and submits complete file to Department Committee			
		Department Committee reviews all assembled materials and votes on promotion		
10-Oct-2008		Chair of Department Committee writes committee recommendation, records the Committee's vote on the transmittal form, and submits the complete file to the Department Chair		
10-Oct-2008		Department Chair provides to the candidate a copy of the Committee's transmittal form		
17-Oct-2008	Candidate sends to the Department Chair his/her response to Departmental Committee's transmittal form			
		Department Chair provides to the Departmental Committee a copy of the candidate's response for information only		
23-Oct-2008		Department Chair reviews all assembled materials including Committee report, records his/her votes on the transmittal form, writes recommendation, and submits the complete file to the Dean		
24-Oct-2008				Dean provides to the candidate a copy of the Department Chair's transmittal form

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31-Oct-2008	Candidate sends to the Dean his/her response to the Department Chair's transmittal form			
				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-2008			Chair of Collegial P&T Committee writes committee recommendation, records the Committee's vote on the transmittal form, and submits the complete file to the Dean	
21-Nov-2008				Dean provides to the candidate a copy of the Collegial P&T Committee's transmittal form
1-Dec-2008	Candidate sends to the Dean his/her response to the Collegial P&T Committee's transmittal form			
				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
12-Jan-2009				Dean submits the complete file to Vice Provost for Faculty

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12-Jan-2009				Dean provides to the candidate a copy of the Dean's transmittal form
To be determined by Provost's Office	Candidate sends to the Provost his/her response to the Dean's transmittal form			