MASTER TIMELINE FOR TENURE REVIEW PROMOTION/REAPPOINTMENT

Candidate: _____		FALL	SPRING
HR	Notification letter of upcoming review and timeline (tenure-track only)	**January 27**	**August 29**
Candidate	Notification from candidate whether they wish to seek promotion (tenured Associate Professor ranks only, following Dean approval)	**February 13**	**September 12**
HR	Notification of upcoming review and timeline (tenured associates only)	**February 17**	**September 16**
ADRFD / HR	Schedule meeting with Associate Dean for Research & Faculty Development (ADRFD), HR & candidate to review timeline (*optional)*	**February 25**	**September 17**
ADRFD	Subcommittee formed from APT Committee	**March 17**	**October 13**
HR	Letter to candidate notifying who subcommittee chair/members will be with cc: to subcommittee chair/members	**April 1**	**October 27**
Candidate	Submits names of **5** External Reviewers along with 1 electronic set of materials [Professional Statement, CV, 3-4 publications you feel best represent your tenure trajectory] to HR (tenure and/or promotion reviews only)	**April 1**	**October 27**
Subcommittee	Submits recommendation of **5** External Reviewers to HR and may submit materials to be added to candidate's materials (tenure and/or promotion reviews only)	**April 15**	**November 14**
HR	Send letters and materials to External Reviewers (tenure and/or promotion reviews only)	**April 16**	**November 15**
HR	Send reminder email to External Reviewers for whose letters have not been received	**August 7**	**February 1**
Candidate	Complete upload of all SOE required documentation to SharePoint	**August 15**	**January 14**
ADRFD	Sends the list of 4 names to the APT subcommittee and asks them to solicit 2 student letters	**August 16**	**January 15**
HR	Confirm external review letters received (tenure and/or promotion reviews only)	**August 15**	**February 10**
HR	HR reviews and confirms completion of required documentation in SharePoint	**August 16**	**January 15**
HR	Inform appropriate Senior Faculty or Full Professors candidate electronic materials are available on SharePoint (send email - noting missing components as appropriate)	**August 17**	**January 17**
HR	Notify SOE faculty they may provide written input by September 12 or February 10	**August 27**	**January 27**
SOE Faculty	SOE faculty deadline to submit written input to HR	**September 12**	**February 10**
Candidate	One-page CV addendum due to ADRFD	**September 15**	**February 15**
HR	Inform Subcommittee Chair/Members electronic materials are available on SharePoint for completion of subcommittee report on SharePoint (send email)	**September 27**	**February 20**
Subcommittee	Sends draft subcommittee report to ADRFD	**October 24**	**March 26**
Subcommittee	Sends final subcommittee report to HR and Dean	**November 3**	**April 1**
HR	Notify Senior Faculty via email: ALL materials are now available	**November 10**	**April 8**
MEETING	Senior Faculty Meeting	**TBA***	**TBA***
Dean	Dean meets with candidate immediately after the Senior Faculty Meeting	**TBA***	**TBA***
HR	Send candidate AP-2 and CV following Standard Order Table to complete for APO (deadline: 1/10, 8/1)	**December 8**	**May 15**
Candidate	Submit completed AP-2 and CV for APO	**January 10**	**August 1**
HR Submission	Standard Order Table documents submitted to Provost	**TBA****	**TBA****

*Senior Faculty Meeting is usually the first reading day of the semester
** APT Dossier Schedule is listed on the Academic Personnel website