

APPENDIX A: TIMELINE FOR PROMOTION AND CONTINUING APPOINTMENT REVIEW

See section 6.1.1. for the timeline for the 3rd year review for Instructors and Assistant Professors, and section 6.2 for the review for Associate Professors.

A.1. Academic Year Prior to Review

- April 1:** Office of Human Resources provides Department Chairs rosters of faculty members who must be reviewed for Continuing Appointment in upcoming review cycle.
- April 7:** Department Chairs notify in writing faculty members who must be reviewed for Continuing Appointment in the upcoming review cycle, and notify in writing all departmental faculty members of the deadline to apply for review for Promotion and/or Continuing Appointment in the upcoming review cycle.
- April 21:** Faculty member notifies Department Chair requesting consideration for Promotion and/or Continuing Appointment in the upcoming review cycle.
- April 28:** Department Chairs send Provost departmental rosters of candidates to be reviewed for Promotion and/or Continuing Appointment in the upcoming review cycle.

A.2. Academic Year of Review

- September 30:** Candidates' dossiers due to DRC for review. Candidates must include a written list of prospective external and/or internal evaluators.
- October 7:** DRC solicits letters from external and/or internal evaluators for candidates for Promotion and/or Continuing Appointment.
- December 15:** External and/or internal evaluations due to DRC.
- January 17:** DRC convenes meeting with department faculty to discuss the candidates' requests for Promotion and/or Continuing Appointment.
- January 22:** Department faculty evaluations and recommendations due to the DRC.
- January 31:** DRC evaluations, recommendations, and other Evaluative File materials due to Department Chairs.
- February 7:** Department Chairs' evaluations, recommendations, and other Evaluative File materials due to CRC. Candidates receive a copy of the Department Chair's recommendation.
- March 1:** CRC's evaluation, recommendation, and Evaluative File materials due to the Provost.
- March 20:** Provost's evaluation and recommendations are added to the Evaluative File and sent to the Office of Human Resources, and copies are sent to candidates and Department Chairs. Candidates are invited to review Evaluative File and comment.
- April 1:** Presidential review begins.

A.3. Weekend Dates

- A.1.1.** If any of the dates above fall on a weekend, the due date will be extended to the following Monday.