

Timeline for COE P&T Process

Deadlines	<i>Tenure/Promotion</i>	<i>Midtenure</i>
Candidate hands off reviewed dossier to unit	Jul 15	Jan 31
Unit hands off completed dossier to College	Dec 15	Mar 18
College Committee hands off dossier and letter to Dean	Jan 31	Apr 8
College hands off final dossier	Feb 28	Apr 30
Provost notifies candidate of decision	Jun 15	n/a

<i>Component & Task</i>	<i>Responsibility</i>	<i>Suggested Timing</i>	<i>Midtenure</i>
Initial Dossier (Candidate's Portion)			
Notify unit head of candidacy (if non-mandatory)	Candidate	Apr	n/a
Preparation of candidate's portion of dossier	Candidate	May	Nov
Identify 8 suggested external reviewers	Candidate	June	n/a
Finalization of initial dossier	Candidate	June	Jan
	Materials complete by	July 15	Jan 31
External Reviews			
Identify candidate reviewers	Unit administration	July	n/a
Contact candidate reviewers requesting participation	Unit administration	Aug	n/a
Send initial dossier to reviewers	Unit administration	Aug	n/a
Collect external letters (with reminders or substitutes)	Unit administration	Sep	n/a
Document the external review process in the dossier	Unit administration	Sep	n/a
	Materials complete by	Oct 15	n/a
Peer Evaluation			
Identify peer reviewers and schedule class visit	Unit committee	Beginning of Oct	Jan
Write peer evaluation letter	Peer subgroup	Oct	Feb
	Materials complete by	Oct 31	Feb 15
Student Letters			
Identify students and make arrangements with them	Unit administration	First week classes	mid-January
Collect individual student letters	Unit administration	2nd week Oct	1st week Feb
Arrange for summary student letter	Unit administration	2nd week Oct	1st week Feb
Collect summary student letter	Unit administration	3rd week Oct	2nd week Feb
Document the student letter process in the dossier	Unit administration	3rd week Oct	2nd week Feb
	Materials complete by	Oct 31	Feb 15
Unit Committee Letter			
Complete Form A for the dossier	Unit administration	Sep	Jan
Assemble letter-of-offer & position description(s) and add to dossier	Unit administration	Sep	Jan
Contact candidate to request list of significant updates	Unit administration	Sep	n/a
Provide list (separate list) of any dossier updates to College committee	Candidate	Sep	n/a
If applicable, incorporate candidate's updates into dossier	Unit administration	Sep	n/a
Meet as needed to discuss criteria	Unit committee	Oct	Late Jan

Document in the dossier the process used to form the committee	Unit administration	Oct	Beginning of Feb
Review materials	Unit committee	Oct-early Nov	Early Feb
Discuss case, vote, and draft committee letter	Unit committee	mid Nov	3rd or 4th week Feb
Review and finalize committee letter	Unit committee	1st week Dec	First week Mar
Materials complete by		Dec 1	Mar 8
Unit Head Letter			
Review materials	Unit head	Early Dec	Early Mar
Finalize unit head letter	Unit head	Early Dec	Early Mar
Meet with candidate ("H/C" meeting)	Unit head	prior to term break	prior to term break
Materials complete by		Dec 15	Mar 18
Optional Candidate Rebuttal			
Review materials and write letter	Candidate	7 days after H/C mtg	7 days after H/C mtg
Materials complete by		Dec 22	Mar 25
Assembly of Unit-Level Dossier			
Assemble materials from external, peer, student, and unit reviews	Unit administration	as items are complete	as items are complete
Finalize and submit to COE (no rebuttal)	Unit administration	after H/C meeting	after H/C meeting
Materials complete by		Dec 15	Mar 18
Finalize and submit to COE (with rebuttal)	Unit administration	as soon as complete	as soon as complete
Materials complete by		Dec 22	Mar 25
COE Committee Letter			
Meet as needed to discuss criteria	COE committee	Fall term	n/a
Contact candidate to request list of significant updates	COE committee	Dec 1	Mar 1
Provide list (separate list) of any dossier updates to College committee	Candidate	Dec 15	Mar 18
If applicable, incorporate candidate's updates into dossier	COE committee	Dec 15	Mar 18
Review materials	COE committee	Late Dec to mid Jan	Late Mar
Discuss case, vote, draft committee letter, and finalize letter	COE committee	mid Jan	mid Apr
Materials complete by		Jan 31	Apr 8
Dean's Letter			
Review materials	Dean	Late Jan & early Feb	
Finalize Dean's letter	Dean	mid-Feb	mid-April
Meet with candidate ("D/C" meeting)	Dean	3rd week Feb	late April
Materials complete by		3rd week Feb	3rd week Apr
Optional Candidate Rebuttal			
Review materials and write letter	Candidate	7 days after D/C mtg	7 days after D/C mtg
Materials complete by		Feb 28	Apr 30
Assembly of College-Level Dossier			
Assemble materials	COE administration	Feb 28	Apr 30
Finalize and hand off	COE administration	Feb 28	Apr 30
Materials complete by		Feb 28	Apr 30