

Timeline for Promotion, Tenure, and Third-Year Review

Year Before Submission of Materials

- November Position description(s) **MUST** be in final form for signatures (if this has not already been done) for all 2010 candidates at any level
- December Third year review faculty should be aware of what they need to compile
Discuss peer review of teaching with Virginia

Year of Submission of Materials

- January VITA's of Assistant & Associate Professors and Instructors should be in at least first draft form
- Check status of peer review of teaching and let Roger/Virginia know about any upcoming opportunities
- February
- ▶ Third-year review VITA's and candidates statements should be in first draft form for submittal in April
 - ▶ February 15
- March VITA's of Assistant & Associate Professors and Instructors should be in second draft.
- Work should be started on P&T, Post-Tenure Assistant & Associate Professors and Instructors candidate's statement
- April 1 Third-year review faculty needs to have all materials to Roger
- Elect new members to Department P&T committee as needed
 - Identify candidates for the College Personnel committee
- May 15
- ▶ P&T Assistant and Associate Professors and Instructor faculty need to give Roger the most current version of their VITA for review
- June 10 3rd Year Reviews compete, including candidate meeting with committee chair and Roger/Virginia
- June 20
- ▶ P&T Assistant and Associate Professors and Instructors need to give Roger the most current version of their candidate's statement for review
 - ▶ P&T and Instructor faculty needs to have discussion with Roger on names of potential outside reviewers
 - ▶ P&T faculty sign (or not) waiver of confidentiality
- August 1 P&T and Assistant Instructor faculty needs to have final dossier to Roger**
- September 1
- ▶ Department sends dossiers to outside reviewers (Reviewers Min.5; Max. 8)
- October 1 Department P&T Committee could meet anytime after this date.