

COH Candidate and Administrative Timeline for Midterm Review *
(version: 02-24-2023)

Overview of Major Deadlines		Timeframe
Candidate submits dossier to unit		March 15*
Unit submits completed dossier to school committee		March 15*
School committee hands off dossier and letter to dean		April 25*
General Timeframe		
JANUARY	<ul style="list-style-type: none"> • Candidate prepares dossier 	Candidate
FEBRUARY	<ul style="list-style-type: none"> • School Admin arranges for faculty to summarize peer teaching reviews on file with school over the evaluation timeframe • Extension specialist summarizes peer teaching reviews in letter (Ext. only) by Sept 30* 	School admin/Ext. PL
MARCH	<ul style="list-style-type: none"> • Candidate finalizes initial dossier and submits by March 15* • Candidate completes Form A • Candidate assembles position descriptions/annual plans of work • School head meets with school committee to discuss criteria by March 1*; committee discusses plan for completing their work • School Admin give dossier to school committee March 15* 	Candidate School Admin/Ext. PL
APRIL	<ul style="list-style-type: none"> • School committee reviews and discusses dossier(s), votes, and produces a finalized committee letter by April 15* • Other Supervisor (if appropriate) writes letter • School head reviews dossier • Extension program leader co-writes admin letter with School heads (Ext. only) • School head finalizes letter by April 25* • School head/Extension PL and chair of school committee meet with candidate (head/C meeting) 	School committee School admin
MAY	<ul style="list-style-type: none"> • School Admin finalizes and submits to dean by May 1* • Dean reviews materials • Dean meets with Candidate (optional) 	School Admin Dean

*If the date listed in the timeline falls on a nonbusiness day, the deadline will be the following business day.