

Mid-Term Review Process and Timeline

(version: 02-06-2019)

	Responsibility	Deadline
Overall deadlines		
Candidate submits dossier to unit		March 15*
Unit hands off completed dossier to school committee		April 15*
School committee hands off dossier and letter to dean		April 25*
Timeline for each component and task		
Initial dossier (candidate's portion)		
Preparation of candidate's portion of dossier	Candidate	January/February
Finalization of initial dossier, materials complete by	Candidate	March 15*
Peer teaching evaluations		
Identify peer teaching evaluators and solicit evaluation letters	School administration	Once annually
Extension specialist summarizes peer teaching reviews in letter (for extension faculty only)	Extension PL	n/a
Materials complete by		March 15*
School committee letter		
Complete Form A for the dossier	School administration	March
Assemble position descriptions/annual plans of work and add to dossier	School admin./ Extension PL	March
Meet as needed to discuss criteria	School committee	Mid-March
School administration gives dossier to school committee	School administration	March 15*
Discuss case, vote, and draft school committee letter	School committee	April 10*
Review and finalize committee letter	School committee	April 15*
Materials complete by		April 15*
School head letter		
Review materials	School head, Extension PL/other supervisor (for Extension candidates)	Mid-April
Other supervisor (if appropriate) writes letter	Other supervisor	Mid-April
Extension program leader co-writes administration letter with school head (for extension candidates)	School head and Extension PL	Mid-April
Finalize school head letter	School head	3 rd week April
School head/Extension PL and chair of school committee meet with candidate (head/C meeting)	School head, chair of school committee, and Extension PL	3 rd week April
Materials complete by		April 25*
Optional candidate rebuttal		

Review materials and write letter	Candidate	7 days after Head/C meeting
Assembly of School-level dossier		
Finalize and submit to Dean only	School administration	After head/C meeting
Materials complete by		May 1*
Dean's Review		
Review materials	Dean	May 7*
Dean meets with candidate (optional)	Dean	End of May

***If the date lands on a nonbusiness day the deadline will be the following business day.**