

CPHHS Timeline for P&T Process *
(version: 02-06-2019)

Overall Deadlines		Tenure/Promotion
Candidates wishing to be considered for promotion inform school heads		Winter term prior to Spring submission of dossier
Candidate submits dossier to unit		June 30*
Unit submits completed dossier to college committee		December 15*
College committee submits letter to dean		January 20*
College submits final dossier to university		2 nd Friday in February
Provost notifies candidate of decision		By June 15*
Timeline for each component and task	Responsibility	Promotion/Tenure
Initial dossier (candidate's portion) and any updates		
Notify School Heads/Extension PL of candidacy (if non-mandatory)	Candidate	Winter term prior to Spring submission of dossier (by the end of February)
Preparation of candidate's portion of dossier	Candidate	April-June
Identify 5-8 suggested external reviewers	Candidate	By June 1*
Provide suggested names of student letter writers and student committee members	Candidate	By May 1*
Fill and submit Form A	School administration	June 15*
Finalize initial dossier	Candidate	June 30*
Candidates sign (or do not sign) waiver of confidentiality	Candidate	June 15*
Materials complete by		June 30*
Provide list (separate list) of any dossier updates to school heads; school heads will forward as needed	Candidate	September-December
External reviews		
Identify candidate reviewers	School administration/Extension PL	June
Contact candidate reviewers requesting participation	School administration/Extension PL	June

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Send initial dossier to reviewers—includes request letter, CV, candidate Statement, 3-5 publications, review criteria, PDs/annual work plans, etc.	School administration/Extension PL	June-July
Collect external letters (with reminders or substitutes)	School administration/Extension PL	July-August
Document the external review process in the dossier	School administration/Extension PL	Ongoing
Materials complete by		September 15*
Student letters		
Identify students for student letter writers and student committee	School administration	May-July
Collect individual student letters	School administration	May-July
Arrange for student committee to meet and write letter	School administration	October- 2 nd week of classes
Collect summary student letter	School administration	3 rd week of classes
Document the student letter process in the dossier	School administration	October 15*
Materials complete by		October 15*
Client/learner letters (Extension only)		
Identify client/learners and request input	Extension PL	August-September
Extension specialist summarizes input in letter	Extension PL	October 1*
Document the client/learner letter process in the dossier	Extension PL	October
Materials complete by		October 25*
Peer teaching evaluations		
Identify peer teaching evaluators and solicit evaluation letters	School administration	Once annually or as assigned
Arrange for peer teaching review committee to summarize all peer teaching reviews over the evaluation timeframe	School administration	As early as spring term but no later than October 15*
Extension specialist summarizes peer teaching reviews in letter (for Extension faculty only)	Extension PL	October 1*
Materials complete by		October 20*
School committee letter		
Complete Form A for the dossier	School administration	September

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Candidate provides list of significant updates in addendum	Candidate	September-October
If applicable, incorporate candidate's updates into dossier	School administration	September-October
Share PDF of the dossier (open portion only) with the candidate for approval	School administration	September-October
Meet with the School committee, as needed, to discuss criteria; committee discusses plan for completing their work	School admin/school committee	October 15*
School administration gives dossier to school committee	School administration	November 1* or earlier if ready
Review materials	School committee	November or earlier if available
Discuss case, vote, and draft committee letter	School committee	November
Review and finalize committee letter	School committee	Mid-November
Materials complete by		November 20*
School heads letter		
Review materials	School heads Extension PL/other supervisor (for Extension candidates)	Mid-November-early Dec
Other supervisor (if appropriate) writes letter	Other Supervisor	Mid-November-early Dec
Extension program leader co-writes administration letter with school heads (for Extension candidates)	School heads and Extension PL	Mid-November-early Dec
Finalize school heads letter	School heads	Early December
School heads and Extension PL (if appropriate) meet with candidate (school heads/candidate meeting)	School heads and Extension PL	Prior to term break
Materials complete by		December 15*
Optional candidate rebuttal		
Review materials and write letter	Candidate	7 days after school heads/candidate meeting
Assembly of School-level dossier		
Assemble materials from external, peer, student and school reviews	School administration	As items are complete
Finalize and submit to college P&T committee	School administration	After school heads/candidate meeting

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Materials complete by		December 15*
College P&T committee letter		
Meet as needed to discuss criteria	College committee	Fall term (before December 1)
Candidate provides list of significant updates in addendum	Candidate	December 15*
Review materials	College committee	Mid-December to mid-January
Discuss case, vote, draft committee letter and finalize letter. Give letter to dean	College committee	January 20*
Materials complete by		January 20*
Dean's letter		
Review materials	Dean	Late Jan to early Feb
Finalize Dean's letter	Dean	Late Jan to early Feb
Dean's and college committee's letters made accessible to candidate	Dean and college committee	Late Jan to early Feb
Materials complete by		Late Jan to early Feb (depending on which day of the week Feb 1 falls on)
Optional candidate rebuttal		
Review materials and write letter	Candidate	7 days after dean's and college's letter received
Materials complete by		2 nd Thursday in February
Assembly of college-level dossier		
Assemble materials	College administration	2 nd Friday in February
Finalize and hand off	College administration	2 nd Friday in February
Materials complete by		2 nd Friday in February

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