



**CPHHS Administration Timeline for P&T Process \***  
(version: 02-24-2023)

<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>• Other supervisor (if appropriate) writes letter</li> <li>• School head reviews dossier(s)</li> <li>• Extension program leader co-writes admin letter with School heads (for Ext Candidates)</li> <li>• School head finalizes letter</li> </ul>	School Admin
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>• ADAFA meets with college committee to discuss criteria by Dec 1*; committee discusses plan for completing their work</li> <li>• School head and ext. PL (if appropriate) meet with candidate by Dec 1*</li> <li>• Update, finalize and submit dossier to the Assistant to the ADAFA for college committee review by Dec 8*</li> </ul>	College admin College committee School Admin
<b>JANUARY</b>	<ul style="list-style-type: none"> <li>• College committee reviews and discusses dossier(s), votes, drafts and finalizes letter and gives to the dean by Jan 24*</li> <li>• Dean review materials and completes letter(s) by late Jan to early Feb</li> </ul>	College committee  College admin
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>• Dean provides copies of College and his letter to candidate</li> <li>• Finalized dossiers submitted to the Provost by the 2<sup>nd</sup> Friday in Feb</li> </ul>	College admin

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