

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

<b>Overview of Major Action</b>		<b>Deadline</b>
Candidate wishing to be considered for promotion inform school head/extension program leader		By end of Winter term
Candidate submits dossier to unit		June 30*
Unit submits completed dossier to college committee		December 8*
College committee submits letter to dean		January 24*
College submits final dossier to university		2 <sup>nd</sup> Friday in February
Provost notifies candidate of decision		By June 15*
<b>General Timeframe of Actions</b>		
<b>MARCH</b>	Notify school heads/extension program leader of candidacy (if non-mandatory)	
<b>APRIL-May</b>	<ul style="list-style-type: none"> <li>• Prepare dossier (seek dossier mentoring and peer reviewers)</li> <li>• Identify 5-8 suggested external reviewers considering conflict of interest</li> <li>• Provide suggested names of student letter writers</li> </ul>	
<b>JUNE</b>	<ul style="list-style-type: none"> <li>• Fill and submit Form A by June 15*</li> <li>• Candidate signs (or does not sign) waiver of confidentiality by June 15*</li> <li>• Finalize dossier by June 30*</li> </ul>	
<b>SEPTEMBER</b>	Provide documentation of any dossier updates to school head; school head will forward as needed	
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>• School head shares school committee and school head letter with candidate</li> <li>• School head offers to meet with candidate</li> <li>• Candidate has one week to write a rebuttal letter</li> </ul>	
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>• Dean shares college committee and dean letter with candidate</li> <li>• Dean offers to meet with candidate</li> <li>• Candidate has one week to provide a response for the university level committee to consider</li> </ul>	

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