

APPENDIX B

Time Tables for Reviews of Faculty

If any date falls on a weekend, the due date is the next Monday.

Time Table for Promotion Review

Fall Semester

- beginning of Department Chair gives to all new faculty copies of the department policies on promotion.
- by September 3 Promotion candidates submit files to Department Chair (or to Chair of the Department Promotion Committee if candidate is the Department Chair)
- on September 4 Department Chair provides to department Chair of the Department Promotion Committee the files of promotion candidates.
- by September 8 Department Promotion Committee circulates files of promotion candidates to members and notifies candidates of any missing items. **All missing materials must be submitted by the candidate within one week of notification. The file is now considered complete; no new materials may be added except for a letter of exception or clarification as provided in Appendix C, 2j.**

Time Table for Tenure Review

If any date falls on a weekend or University recognized holiday, the due date is the next business day.

Fall Semester

- beginning of Department Chair gives to all new faculty copies of department policies on tenure.
- by September 3 Tenure candidates submit files to Department Chair (or to Chair of Department Tenure Committee if candidate is Department Chair)
- on September 4 Department Chair provides to Chair of the Department Tenure Committee the files of tenure candidates.
- by September 8 Department Tenure Committee circulates files of tenure candidates to members and notifies candidates of any missing items. **All missing materials must be submitted by the candidate within one week of notification. The file is now considered complete; no new materials may be added except for a letter of exception or clarification as provided in Appendix D, 2i.**