

All other additional materials should be kept in the candidate's office in the event additional information is needed.

All faculty members should download a copy of their dossiers for reference.

- 9/24/21 Additions to Dossiers
The department head may add relevant information to the dossier
- 9/29/21 Faculty Response
The candidate has the opportunity to add explanatory or rebuttal material.
- 9/30/21 Department Head Response
The department head may add a response to the explanatory or rebuttal material submitted by the candidate
- 10/1/21-10/22/21 Department Head Reviews
The department head will review the materials submitted in Digital Measures by candidates seeking promotion.
- 10/22/21 Faculty Notification by Department Head
The department head will submit letter with the results of the review to the candidate through email.
- 10/29/21 Faculty Request for Special Review by Department Head
The faculty member may request a special review of the dossier by submitting a hard copy letter with an explanation of the reasons for the request to the department head through email.
- 11/6/21 Department Head Response
A letter containing the special review results and an explanation of the results will be sent to the candidate through email.
- 11/12/21 Modified Department Head Letter
A revised letter, if necessary, incorporating any changes that occurred due to the special review will be sent to the candidate through email.
- 11/12/21 Documentation of Department Head Reviews
For each candidate, the department head will submit the following into Digital Measures: original department letter (required); faculty request for special review (if any); report of outcome of special review (if any); and modified departmental committee letter (if any).
- 11/15/21 Faculty Confirmation of Dossier Contents
Candidate reviews dossier contents for completeness and may provide a letter to the department head in Digital Measures.
- 11/16/21 Response of Departmental Head
Department head may provide a typed response to the candidate's letter in Digital Measures.
- 11/16/21-11/30/21 College-wide Committee on Promotion Review for Renewable Contract

Faculty

The College-wide Promotion Committee will review the dossiers of Renewable Contract faculty applying for promotion.

- 11/30/21 College-wide Committee on Promotion Review for Renewable Contract Faculty Letter to Candidate
The chair of the College-wide Committee will notify the faculty member through email letter of any action taken with regard to promotion and will include the Committee's assessment of whether the dossier contains convincing evidence that all applicable criteria and standards have been met.
- 12/3/21 Faculty Request for Review of College-wide Committee Recommendation
By December 4th, the faculty member may request a review of the promotion recommendation by sending a letter through email to the chair of the College-wide Committee.
- 12/10/21 Special Reviews by the College-wide Committee
By December 11th, the College-wide committee chair will notify the faculty member of the results of the special review through email.
- 12/10/21 Modified letter by the College-wide Committee
A revised letter, if necessary, incorporating any changes that occurred due to the special review will be emailed to the candidate.
- 12/10/21 Documentation of College-wide Committee Reviews
The College-wide committee chair will submit the following into Digital Measures for each candidate: original College-wide committee letter (required); faculty request for special review (if any); report of outcome of special review (if any), and modified College-wide committee letter (if any).
- 12/13/21 Faculty Confirmation of Dossier Contents
Candidate reviews dossier contents for completeness and may provide a letter to the College-wide committee chair in Digital Measures.
- 12/14/21 Response of College-wide Committee
College-wide committee chair may provide a typed response to the candidate letter in Digital Measures.
- 12/14/21-1/14/22 Dean's Review of Candidate Dossier
The Dean will review the materials received through Digital Measures. The Dean will notify the faculty member, in writing, of the recommendation made and indicate the reasons for the recommendation.
- 1/14/22
The Dean's review letter will be sent to the candidate by email.
- 1/17/22 Faculty Request for Special Review by the Dean
By January 17th, a letter requesting a special review of the results which explains the reasons for the request will be submitted to the Dean through email, if applicable.

