

## Routing of the Dossier

### A. Tenure of Regular Faculty member, with or without accompanying promotion application

Step	Deadline	Date Completed	Signature of Responsible Individual
HR/Chair's notification to candidate that he/she is being considered for tenure (with or without promotion)	7/01		<i>Chair</i>
Faculty member's submission of dossier to department chair	09/01		Faculty Member
Department meeting	11/21		<i>Chair</i>
Department chair's recommendation to Dean	11/21		<i>Chair</i>
Dean's Advisory Panel submits recommendation to Dean (If no Panel in school/college, insert N/A.)	12/3		<i>AP Chair</i>
Dean's recommendation to Graduate Dean	12/10		<i>Dean</i>
Graduate Dean's recommendation to Provost/EVCAA	01/15		<i>G Dean</i>
Campus Tenure Review Committee to Provost/Executive Vice Chancellor for Academic Affairs	2/13		<i>Review Committee Member</i>
Provost's recommendation to Chancellor	03/20		<i>Provost</i>
Chancellor's final action	03/31		<i>Chancellor</i>

### B. Promotion of Regular Faculty member, except when simultaneously reviewed for tenure

Step	Deadline	Date Completed	Signature of Responsible Individual
Candidate's request to be considered for promotion submitted to chair	07/01		<i>Faculty Member</i>
Faculty member's submission of dossier to department chair	09/01		<i>Faculty Member</i>
Department meeting	11/21		<i>Chair</i>
Department chair's recommendation to Dean	11/21		<i>Chair</i>
Dean's Advisory Panel submits recommendation to Dean (If no Panel in school/college, insert N/A.)	12/10		<i>AP Chair</i>
Dean's recommendation to Graduate Dean	01/03		<i>Dean</i>
Graduate Dean's recommendation to Provost/EVCAA	01/15		<i>G Dean</i>
Campus Tenure Review Committee to Provost/Executive Vice Chancellor for Academic Affairs	2/13		<i>Review Committee Member</i>
Provost/EVCAA's recommendation to Chancellor	03/20		<i>Provost</i>
Chancellor's final action	03/31		<i>Chancellor</i>

**C. Promotion of Support Faculty member, including Instructional, Clinical, of Practice faculty**

<b>Step</b>	<b>Deadline</b>	<b>Date Completed</b>	<b>Signature of Responsible Individual</b>
Candidate's request to be considered for promotion submitted to chair	07/01		<i>Candidate</i>
Candidate's submission of dossier to department chair or unit head	09/01		<i>Candidate</i>
Department (or unit) meeting	11/21		<i>Chair</i>
Department chair's (or unit director's) recommendation to Dean	11/21		<i>Chair</i>
Dean's Advisory Panel submits recommendation to Dean (If no Panel in school/college, insert N/A.)	12/10		<i>AP Chair</i>
Dean's recommendation to Provost/EVCAA	01/03		<i>Dean</i>
Campus Tenure Review Committee to Provost/Executive Vice Chancellor for Academic Affairs	2/13		<i>Review Committee Member</i>
Provost/EVCAA's recommendation to Chancellor	03/20		<i>Provost</i>
Chancellor's final action	03/31		<i>Chancellor</i>

**D. Promotion of Research Faculty member**

<b>Step</b>	<b>Deadline</b>	<b>Date Completed</b>	<b>Signature of Responsible Individual</b>
Candidate's notification to department/unit supervisor of desire to be promoted	10/01		<i>Candidate</i>
Candidate's submission of dossier to department chair or unit head	10/01		<i>Candidate</i>
Department (or unit) chair's (or director's) recommendation to appropriate Dean	12/01		<i>Chair/Director</i>
Dean's Advisory Panel submits recommendation to Dean (If no Panel in school/college, insert N/A.)	12/10		<i>AP Chair</i>
Dean's recommendation to VC for Research	01/03		<i>Dean</i>
VC for Research's recommendation to Provost/EVCAA	01/15		<i>VC Research</i>
Campus Tenure Review Committee to Provost/Executive Vice Chancellor for Academic Affairs	2/13		<i>Review Committee Member</i>
Provost/EVCAA's recommendation to Chancellor	03/20		<i>Provost</i>
Chancellor's final action	03/31		<i>Chancellor</i>

A complete timetable for tenure and promotion decisions is available upon request.