

Appendix D: Timeline for Third-year Review

DATES	RESPONSIBLE PARTIES	TASK
October 1	Dean	Dean notifies non-tenured tenure-track faculty who are to receive third-year review.
No later than December 15	Department review committee	Department review committee has information session(s) for non-tenured tenure-track faculty who are to receive third-year review.
February 1	Non-tenured tenure-track faculty	Last date for non-tenured tenure-track faculty to submit materials to department review committee.
March 1	Department review committee	Results of the third-year review of non-tenured tenure-track faculty submitted by department review committee to the non-tenured tenure-track faculty member, to the department chair, and to the dean.
April 15	Department chair	Comments concerning third-year review of non-tenured tenure-track faculty submitted by department chair to the dean and respective faculty.
June 1	Dean	Comments concerning third-year review of non-tenured tenure-track faculty submitted by the dean to the Provost/Academic Vice President and respective faculty.
Upon receipt from the provost	Dean	Dean forwards to the non-tenured tenure-track faculty member any comments from the provost.

Approved by the Dean and Chair of CEHD Faculty Affairs Committee – September 14, 2017