

Draft P & T HHD Timeline Updated 3/15/09

Date	Retention	Date	Promotion & tenure Associate	Date	Promotion to Full
Nov '08	Identify who is going up for retention	Nov '08	Identify who is going up for P & T	Nov '08	Identify who is going up for full
Nov '08	Following years P & T committee elected	Nov '08	Following years P & T committee elected	Nov '08	Following years P & T committee elected
March '09	N/A	March '09	The candidate gives the Department Head 3 names of potential external reviewers. The P & T committee gives the names of 5 potential reviewers to the Dept. Head	March '09	The candidate gives the Department Head 3 names of potential external reviewers. The P & T committee gives the names of 5 potential reviewers to the Dept. Head
April 1 '09	N/A Candidate gives two names of potential in-depth teaching reviewers?	April 1 '09	Candidate gives two names of potential in-depth teaching reviewers	April 1 '09	Candidate gives two names of potential in-depth teaching reviewers
April 5 '09	N/A	April 5 '09	Department Head notifies candidate of the 2 reviewers for in-depth assessment of teaching	April 5 '09	Department Head notifies candidate of the 2 reviewers for in-depth assessment of teaching
April 5 '09	Teaching observations are conducted during the month of April	April 5 '09	Teaching observations are conducted during the month of April	April 5 '09	Teaching observations are conducted during the month of April
April 15 '09	N/A	April 15 '09	Department Head selects and notifies 3 external reviewers from the P & T committee list and one from the candidate list of external reviewers	April 15 '09	Department Head selects and notifies 3 external reviewers from the P & T committee list and one from the candidate list of external reviewers
May 1 '09	N/A	May 1 '09	Candidate delivers the external review information to the Department Head who sends this information out to the 4 external reviewers	May 1 '09	Candidate delivers the external review information to the Department Head who sends this information out to the 4 external reviewers
August 15th	Candidate submits completed dossier to Depart. Head	August 15 th '09	Candidate submits completed dossier to Depart. Head	August 15 th '09	Candidate submits completed dossier to Depart. Head
August 15th	Candidate submits teaching portfolio to the in-depth teaching reviewers	August 15 th '09	Candidate submits teaching portfolio to the in-depth teaching reviewers	August 15 th '09	Candidate submits teaching portfolio to the in-depth teaching reviewers
Last Wk Sept '09	N/A	Oct 1 st '09	In-depth assessment of teaching is included in the candidate's dossier for Department P & T committee.	Oct 1 st '09	In-depth assessment of teaching is included in the candidate's dossier for Department P & T committee.
Sept 15 '09	Department P & T committee recommendations submitted	Nov. 1 st '09	Department P & T committee recommendations submitted	Nov. 1 st '09	Department P & T committee recommendations submitted
Sept 25 2th	Department Head recommendations submitted	Nov. 13 th '09	Department Head recommendations submitted	Nov. 13 th '09	Department Head recommendations submitted
Oct 1	Dossier sent to college committee	Nov. 16 th '09	Dossier sent to college committee	Nov. 16 th '09	Dossier sent to college committee
Nov-Feb 1	Department P & T recommends changes to department P&T document	Nov-Feb 1 '09-'10	Department P & T recommends changes to department P&T document	Nov-Feb 1 '09-'10	Department P & T recommends changes to department P&T document
Feb 20 '09	Faculty vote on P & T changes	Feb 20 '10	Faculty vote on P & T changes	Feb 20 '10	Faculty vote on P & T changes
Mar 15 '09	Changes to P & T document submitted to Provosts office	Mar 15 '10	Changes to P & T document submitted to Provosts office	Mar 15 '10	Changes to P & T document submitted to Provosts office

Bethany Letiecq

Internal Peer Reviewers

Suzanne Christopher- Yes

Mark Nelson- Yes

In-depth Assessment Of Teaching

Beth Quinn Sociology- Yes

Jill Thorngren