

## EHHD P & T Timeline Updated November 2013

<b>Date</b>	<b>Retention</b>	<b>Date</b>	<b>Promotion &amp; tenure Associate</b>	<b>Date</b>	<b>Promotion to Full</b>
Nov	Identify who is going up for retention and provide them with the newest version of Adobe Acrobat	November	Identify who is going up for P & T and provide them with the newest version of Adobe Acrobat	November	Identify who is going up for full and provide them with the newest version of Adobe Acrobat
Nov	Following years department P & T committee elected	November	Following years department P & T committee elected	November	Following years department P & T committee elected
Dec	Following years college P&T committee elected	December	Following years college P&T committee elected	December	Following years college P&T committee elected
Dec	Orientation of Policy and Procedure and use of Acrobat with upcoming candidates and committee members	December	Orientation of Policy and Procedure and use of Acrobat with upcoming candidates and committee members	December	Orientation of Policy and Procedure and use of Acrobat with upcoming candidates and committee members
Feb 3	N/A	February 3	Candidate gives two names of potential in-depth teaching reviewers	February 3	Candidate gives two names of potential in-depth teaching reviewers
Feb 7	N/A	February 7	Department head notifies candidate of the 2 reviewers for in-depth assessment of teaching	February 7	Department head notifies candidate of the 2 reviewers for in-depth assessment of teaching
Feb 7	N/A	February 7	Candidate submits teaching portfolio to the in-depth teaching reviewers and teaching observations are conducted before the end of spring semester	February 7	Candidate submits teaching portfolio to the in-depth teaching reviewers and teaching observations are conducted before the end of spring semester
March	N/A	March	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 department head	March	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 department head
April 15	N/A	April 15	Department head selects and notifies 2 external reviewers from the P & T committee list and one from the candidate list of external reviewers	April 15	Department head selects and notifies 2 external reviewers from the P & T committee list and one from the candidate list of external reviewers
May 1	N/A	May 1	Candidate delivers the external review information to the department head who sends this information out to the 3 external reviewers	May 1	Candidate delivers the external review information to the department head who sends this information out to the 3 external reviewers
August 18	Candidate submits completed dossier to the department coordinator via USB	August 18	Candidate submits completed dossier to the department coordinator via USB	August 18	Candidate submits completed dossier to the department coordinator via USB
August 20	N/A	August 20	In-depth assessment of teaching reviewers deliver reviews to department head	August 20	In-depth assessment of teaching reviewers deliver reviews to department head
August 18	N/A	August 18	External reviewers deliver reviews to department head	August 18	External reviewers deliver reviews to department head
Sept 15	Department P & T committee recommendations submitted	October 17	Department P & T committee recommendations submitted	November 17	Department P & T committee recommendations submitted
Sept 30	Department head recommendations submitted and dossier sent to college committee	November 31	Department head recommendations submitted and dossier sent to college committee	December 1	Department head recommendations submitted
Nov-Feb 1	Department P & T recommends changes to department P&T document	Nov-Feb 1	Department P & T recommends changes to department P&T document	Nov-Feb 1	Department P & T recommends changes to department P&T document
Feb 20	Faculty vote on P & T changes	February 20	Faculty vote on P & T changes	February 20	Faculty vote on P & T changes
Mar 15	Changes to P & T document submitted to Provosts office	March 15	Changes to P & T document submitted to Provosts office	March 15	Changes to P & T document submitted to Provosts office

**\*If you are going up academic year 2014-2015, then the process starts November 2013.**